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# Hampton Falls School District
## Lincoln Akerman School

Approved by the School Board
December 13, 2018

<table>
<thead>
<tr>
<th>August 2019</th>
<th>September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M T W T F</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Aug. 19-21 New Teacher Orientation</strong></td>
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<tr>
<td></td>
<td><strong>Aug. 22-23 Teacher Orientation, Work Days</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Aug. 26 Opening Day for all Students</strong></td>
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<tr>
<td></td>
<td><strong>Aug. 30 NO SCHOOL</strong></td>
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<td></td>
<td><strong>Sept. 2 Labor Day</strong></td>
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### August 2019

<table>
<thead>
<tr>
<th><strong>M T W T F</strong></th>
<th><strong>Students</strong></th>
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<tbody>
<tr>
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### September 2019

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<td>H 3 4 5 6</td>
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<td>9 10 11E 12 13</td>
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### October 2019

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<td>1 2E 3 4 5</td>
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### November 2019

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### December 2019

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### January 2020

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<td>27 28 29 30 31</td>
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### February 2020

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### March 2020

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### April 2020

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### May 2020

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<td>4 5 6E 7 8</td>
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<td>19</td>
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### June 2020

<table>
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<tr>
<td>1 2 3 4 5</td>
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<tr>
<td>8 9 10 11 12E</td>
<td>*10</td>
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<td>*S S S</td>
<td>18 19</td>
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<tr>
<td>22 23 24 25 26</td>
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### Total Days

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<tr>
<th><strong>Students</strong></th>
<th><strong>Teachers</strong></th>
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<tbody>
<tr>
<td>180</td>
<td>187</td>
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**NT** = New Teacher Day  
**X** = No School  
**H** = Holiday (No School)  
**E** = Early Release (SAU and/or District Professional Development)  
* = In-Service Day (Teachers Only)  
** = Compensation Day for Night Conferences  
**S** = Snow/Weather Makeup Days (June 15, 16, 17 + as needed)
Lincoln Akerman School
Calendar of Events
2019- 2020

NOTE: All dates are tentative and subject to change. Please verify dates of important events with monthly calendar distributed to all students and posted in the school office.

August, 2019
19,20,21 New Teacher Orientation
22,23 Teacher Orientation/Training
26 School Opens- 1ST Day for Students 8:25 am
30 No School

September, 2019
2 Labor Day – No School
10 School Board Meeting 6:30 pm
11 Leadership Team Meeting 3:00 pm
11 Early Release 11:30 am
12 School Pictures by Geskus Photography 8:45 am
18 Staff Meeting 3:00 pm
18 PTO Meeting 7:00 pm
19 Open House 6:30 – 8:00

October, 2019
2 Early Release 11:30 am
2 Staff Meeting 3:00 pm
8 School Board Meeting 6:30 pm
9 Leadership Team Meeting 3:00 pm
11 Mid-trimester reports posted (5-8)
14 Columbus Day – No School
16 Staff Meeting 3:00 pm
16 PTO Meeting 7:00 pm
24 Picture Re-Take Day by Geskus Photography 8:45 am

November, 2019
6 Staff Meeting 3:00 pm
11 Veterans’ Day – No School
12 School Board Meeting 6:30 pm
13 Leadership Team Meeting 3:00 pm
13 Staff Meeting 3:00 pm
15 K–8 1st Trimester ends
18 Grades Due
20 No school – professional development day for Staff
20 PTO Meeting 7:00 pm
22 1st Trimester Grade K-8 report cards issued/posted
27,28,29 Thanksgiving Recess
December, 2019
4  Staff Meeting            3:00 pm
10 School Board Meeting     6:30 pm
11 Leadership Team Meeting  5:00 pm
18 Staff Meeting            3:00 pm
18 PTO Meeting              7:00 pm
20 Early Release            11:30 am
23-Jan 1 Holiday Vacation

January, 2020
2  School Reopens from Vacation
8  Leadership Team Meeting  3:00 pm
14 School Board Meeting     6:30 pm
15 Staff Meeting            3:00 pm
15 PTO Meeting              7:00 pm
17 Mid-trimester reports posted (5-8)
18 Portfolio Presentation of Student Work
20 Civil Rights Day – No School

February, 2020
5  Early Release             11:30 am
5  Staff Meeting             3:00 pm
11 No school – professional development day for Staff
11 School Board Meeting/Deliberative Session  6:30 pm
12 Leadership Team Meeting  3:00 pm
19 Staff Meeting             3:00 pm
20 PTO Meeting              7:00 pm
24-March 1 Winter Vacation

March, 2020
2  School Reopens
4  Staff Meeting             3:00 pm
9  Grades Due
10 School Board Meeting      6:30 pm
10 No school – professional development day for Staff
11 Leadership Team Meeting  3:00 pm
13 Grade K-8 2nd trimester ends
18 Staff Meeting             3:00 pm
18 PTO Meeting              7:00 pm
20 2nd Trimester Grade K-8 report cards issued/posted

April, 2020
1  Staff Meeting             3:00 pm
8  Leadership Team Meeting  3:00 pm
13 - week of 7th Grade Class trip to Washington, DC
14 School Board Meeting      6:30 pm
15 Staff Meeting             3:00 pm
15 PTO Meeting              7:00 pm
27 – May 1 Spring Vacation  7:00 pm
May, 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tr>
<td>4</td>
<td>School Reopens from Vacation</td>
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<tr>
<td>6</td>
<td>Staff Meeting</td>
<td>3:00 pm</td>
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<tr>
<td>6</td>
<td>Kindergarten Orientation Day</td>
<td>8:25 am</td>
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<tr>
<td>6</td>
<td>Early Release</td>
<td>11:30 am</td>
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<tr>
<td>8</td>
<td>Mid-trimester reports posted (5-8)</td>
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<tr>
<td>8</td>
<td>Grandparents Luncheon</td>
<td>11:00 am</td>
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<tr>
<td>12</td>
<td>School Board Meeting</td>
<td>6:30 pm</td>
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<td>13</td>
<td>Leadership Team Meeting</td>
<td>3:00 pm</td>
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<tr>
<td>18</td>
<td>- week of 8th Grade Class trip to New York City</td>
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<tr>
<td>18</td>
<td>Field Day and School BBQ Rain Date</td>
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<tr>
<td>18</td>
<td>Staff Meeting</td>
<td>3:00 pm</td>
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<tr>
<td>20</td>
<td>PTO Meeting</td>
<td>7:00 pm</td>
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June, 2020

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>2</td>
<td>Field Day and School BBQ</td>
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<td>3</td>
<td>Staff Meeting</td>
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<tr>
<td>4</td>
<td>Field Day and School BBQ Rain Date</td>
<td>7-9:30 pm</td>
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<td>Graduation Dance</td>
<td>6:30 pm</td>
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<td>School Board Meeting</td>
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<td>10</td>
<td>Leadership Team Meeting</td>
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<tr>
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<td>3rd Trimester Grade K-8 report cards issued/posted</td>
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<td>Last Day of School for students (pending Snow Days: Dismissal at 11:30am)</td>
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<tr>
<td>TBD</td>
<td>3rd Trimester Grade K-8 report cards issued/posted</td>
<td>8:30 am</td>
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<tr>
<td>TBD</td>
<td>8th Grade Farewell Assembly</td>
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<tr>
<td>TBD</td>
<td>Graduation</td>
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</table>
August, 2019

Dear Parents and Students,

I would like to welcome all returning LAS families and offer a special welcome to those that are new to our district. We have been very busy this summer planning, cleaning, hiring staff, ordering supplies and working on curriculum and projects, all in an effort to create a premiere learning environment for our students. LAS strives to be a school where all students are treated respectfully and given every opportunity to reach their full potential.

We have created this handbook to help you get to know our school better. The handbook includes information such as our daily schedule, a list of staff members and all of the rules and laws we live by to ensure a safe environment so that students can be at their best while learning.

We ask that you read and discuss the contents of the handbook and sign the acknowledgement form. Staff will go over behavioral and academic expectations at the start of the school year so that each student will know what is expected of them. We can’t wait to have our students back in the building and are looking forward to supporting each child and young adult so that everyone can enjoy a positive and successful school year.

Sincerely,

Beth Raucci
Principal
SCHOOL ADMINISTRATIVE UNIT #21
(603) 926-8992

2019 - 2020

Superintendent of Schools  William Lupini, Ed.D
Assistant Superintendent of Schools  David Hobbs, Ed.D
Director of Student Services  Caroline Arakelian PhD.
Business Administrator  Matthew Ferreira, B.S., MS.

Hampton Falls School Board

Greg Parish, Chairperson  772-9569
Mark Lane, Vice Chairperson  926-3444
John Bailly  601-2447
Greg Marrow  781-0426
Pamela Miller  765-3826

The School Board meets the 2nd Tuesday of each month. Minutes of the School Board Meetings are available to the public at the SAU #21 office, Lincoln Akerman School Office, and the Public Library. Monthly meetings are live-streamed and can be accessed on the LAS website.

Public Complaint Policy - KE Policy

While the School Board recognizes its obligation to be available to the Public at all times, it also believes that individual complaints can usually be received most effectively by parties directly concerned. The Board therefore will not hear complaints from individual parents until such complaints have been raised, first with the child’s teacher, and if not resolved, successively with the principal and superintendent.
Lincoln Akerman School Statement of Beliefs

The foundation of education at Lincoln Akerman School is built on these beliefs:
* Each child is unique.
* All children can learn.
* Each child has an innate dignity, a desire to learn, to have friends, and to be successful: to belong, to contribute, and to play.
* An effective school nurtures these innate qualities through practices of instruction and organization that consider the interests of the child above all other concerns.
* Our school community consists of students, parents, teachers, administrators, government officials and the community-at-large working collaboratively in the interest of the children.

Vision Statement

Lincoln Akerman School provides an environment that promotes successful intellectual, physical, social, and emotional growth. Effective education prepares students as responsible and respectful citizens and members of society. They respect themselves and others, authority and property. They have a sense of justice, honesty and fairness. They are responsible, competent, tolerant, compassionate, and well-rounded. They are accountable for their thoughts and actions. They are academically well prepared, able to solve problems, and well-adjusted, happy children. They appreciate the arts; the importance of a healthy lifestyle; the value of hard work and challenge; and are proud of their accomplishments and those of others. All members of the Lincoln Akerman School community are committed to a lifelong process of learning and personal growth.

Mission Statement

Lincoln Akerman School recognizes the importance of a partnership among school, home and community in order for every student to experience the greatest possible academic, physical, social and emotional growth. Through this partnership the student grows toward excellence in academic areas, and establishes high standards and patterns of health and personal conduct. With wholesome relationships in school, at home and throughout all society, the student will develop a love of America, an appreciation of his/her heritage, and a growing sense of responsibility for insuring the values of a democratic society in its continual state of change.

Students will have a strong foundation of core academic skills, and emphasis is placed on the development of the whole individual. School programs are designed to offer academic challenges, built on basic human values: self-respect, kindness, consideration, politeness, respect for others’ property, and a sense of personal responsibility. The well-integrated individual has a greater chance for happiness and a productive and enjoyable life, that in the end, is the goal of education.
# Lincoln Akerman School Personnel

## Certified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Raucci</td>
<td>Principal</td>
</tr>
<tr>
<td>Melissa McKeon</td>
<td>Director-Special Services</td>
</tr>
<tr>
<td>Patricia Antlitz</td>
<td>Reading Specialist K - 8 Grade 3</td>
</tr>
<tr>
<td>Jessica Bagley</td>
<td>Art K - 8</td>
</tr>
<tr>
<td>Stacey Bellen</td>
<td>Grade 2</td>
</tr>
<tr>
<td>Jill Berry</td>
<td>Special Education 7,8</td>
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<tr>
<td>Melodee Carter-Guyette</td>
<td>Special Education 3-6</td>
</tr>
<tr>
<td>Michelle Casey</td>
<td>Kindergarten</td>
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<tr>
<td>Janice Cassidy</td>
<td>Grades 7-8</td>
</tr>
<tr>
<td>Donald Conti</td>
<td>Grade 5,6</td>
</tr>
<tr>
<td>Barbara Cutting</td>
<td>Grade 4</td>
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<tr>
<td>James Cutting</td>
<td>Reading Specialist</td>
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<tr>
<td>Judy Drake</td>
<td>Grade 2</td>
</tr>
<tr>
<td>Collette Elzey</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Pamela Huebner</td>
<td>Special Education</td>
</tr>
<tr>
<td>Nola Joyce</td>
<td>Grades 7-8</td>
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<tr>
<td>Amanda Knight</td>
<td>Health and Physical Ed. K – 8</td>
</tr>
<tr>
<td>Christopher Lemerise</td>
<td>Music K - 8</td>
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<tr>
<td>Shannon Lundin</td>
<td>Library Media Specialist ½</td>
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<tr>
<td>Melissa Maguire</td>
<td>time Special Education K-8</td>
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<tr>
<td>Jessica Mason</td>
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<tr>
<td>Kelli Maynard</td>
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<tr>
<td>Michele McCann-Corti</td>
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<tr>
<td>Robert McClung</td>
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<tr>
<td>Lindsay Meade</td>
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<td>Amy Middleton</td>
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<td>Laura Wheeler</td>
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<td>Michael Queenan</td>
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<tr>
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<td>Position</td>
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<tr>
<td>Amy Roy</td>
<td>Library Media Specialist ½ time</td>
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<td>Heather Schnell-Cheng</td>
<td>Speech &amp; Language Pathologist</td>
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<tr>
<td>Emily Stockbridge</td>
<td>Spanish K-8</td>
</tr>
<tr>
<td>Liz Szeliga</td>
<td>Grades 7-8</td>
</tr>
<tr>
<td>Berta Tarsia</td>
<td>ESOL</td>
</tr>
<tr>
<td>Kelly Trottier</td>
<td>Grade 5,6</td>
</tr>
<tr>
<td>Wendy Welch</td>
<td>Physical Education K-5</td>
</tr>
<tr>
<td>Lisa Woodruff</td>
<td>Grade 7-8</td>
</tr>
</tbody>
</table>

**Support Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marisa Almeda</td>
<td>Admin. Assistant</td>
</tr>
<tr>
<td>Cynthia Barrett</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Fred Bellen</td>
<td>Night Custodian</td>
</tr>
<tr>
<td>BettyAnne Binette</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Juanita Crane</td>
<td>School Nutrition Assistant</td>
</tr>
<tr>
<td>Mary Durant</td>
<td>Title I Instructor</td>
</tr>
<tr>
<td>Wayne Felch</td>
<td>Night Custodian</td>
</tr>
<tr>
<td>Angelina Gagnon</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Kelsey Gauron</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Cheryl Graham</td>
<td>School Nutrition Assistant</td>
</tr>
<tr>
<td>Suzanne Guarente</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Becky Hale</td>
<td>School Nutrition Assistant</td>
</tr>
<tr>
<td>Doreen Kelley</td>
<td>Admin. Assistant</td>
</tr>
<tr>
<td>Alan Lajoie</td>
<td>Facilities Manager</td>
</tr>
<tr>
<td>Zach Lamare</td>
<td>Information Technologist</td>
</tr>
<tr>
<td>Lori Leary</td>
<td>Technology Assistant</td>
</tr>
<tr>
<td>Jessica Logins</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Cindy MacLeod</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Susan McRillis</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Sarah O’Connor</td>
<td>Kindergarten Teacher Assistant</td>
</tr>
<tr>
<td>Marie Serveiss- deNomme</td>
<td>Teacher Assistant</td>
</tr>
<tr>
<td>Beth Simon</td>
<td>School Nutrition Director</td>
</tr>
<tr>
<td>Cindy Tripodi</td>
<td>Teacher Assistant</td>
</tr>
</tbody>
</table>
General Information
Daily Hours

School is in session from 8:25 am to 2:50 pm. **No student should arrive at school before 8:10 am unless he/she has made an appointment to meet with a staff member or participate in a school-sponsored activity.**

K-3 students arriving either on the bus or being dropped off will go to the area outside the office entrance area (weather permitting) or wait to be escorted into the building by duty staff. Students in grades 4-8 will gather in the gym before being directed to go to their homerooms at 8:20 am.

Note: Parents are reminded that the main driveway is closed from 8:00 am to 3:00 pm. This prohibition is in place to keep our playground and bus areas safe for students. If you are driving your children to school in the morning, please drop them off in the designated drop off lane at the front of the building, entering through the rear driveway behind the gym, pausing for drop off at the door, and exiting at the main driveway. Please do not allow your students to exit your vehicle until you are at the door to the building. To expedite the drop off procedure, please have your child ready to exit the car immediately upon reaching the drop off door. The drop off lane is open only from 8:10 – 8:25 a.m. Students should not arrive before 8:10 except by prior appointment with an individual teacher for extra help, etc. Students coming for extra help before 8:10 should enter through the office area. Any students arriving after 8:25 must enter through the main office at the rear of the building, accompanied by an adult who will sign them in as tardy. From 8:00 a.m. – 3:00 p.m. on school days, all parking must be in the main lot at the front of the building. Entry to and exit from this lot during designated hours are from the end closest to the General Store. Again, there is no traffic permitted in the main driveway or rear parking lot during the hours of 8 a.m. to 3:00 p.m. on school days.

Dismissal to buses at 2:50 p.m. will be through the rear parking lot doors for students in elementary classrooms, and through the entrance near the main office for middle level students. Buses will be announced via the PA system as they arrive, and students will line up and move to the buses in an orderly fashion under the direction of duty staff. Students must have permission, and be under the direct supervision of an adult at all times if they are in the building after school hours.

Students in grades K-4 being dismissed to a parent at 2:50 will exit via the red door nearest the front parking lot. They must be met at the door by the designated adult and signed out with the staff member on duty. Parents and others waiting for students should not enter the building to wait for dismissal, in order to preserve the teaching/learning environment. Please note that all school doors are locked during the day. Individuals entering the building during school hours will be screened and buzzed into the building using the rear (office area) entrance. This measure is taken to safeguard our children, and to limit access to classroom areas by strangers and others entering our building. Please cooperate with our efforts to keep our building secure and our children safe. While we
realize these measures create inconveniences for those with legitimate business in our school, we believe that the safety concerns far outweigh any such inconvenience. We also require that all visitors, school volunteers, and anyone else entering our building check in at the office, sign in and out in the log provided, and wear a badge.

Buses leave school grounds at approximately 3pm each day. **All students should depart school grounds promptly after dismissal as supervision is not available for students after 3:05 p.m.**

Our school operates on a flexible block and team schedule. Students have blocks of academic time in their assigned classroom or team area. They have regularly scheduled Unified Art classes that include art, health, physical education, music, guidance and Spanish (grade 1 and up). The frequency and setting for these subjects varies with the grade level. All students have snack and recess in the morning, and lunch during the noon hour.

**Visitors to School**

Visitors to Lincoln Akerman School are welcome. Appointments to speak with a particular staff member should be made through the school office. Students who wish to bring a guest to school must get permission in advance from the principal. Only like age students will be permitted to visit classrooms when their home schools are not in session and only with advance permission from the teacher and principal. All visitors must check in at the Front Office, sign in the visitors’ log, receive and wear the visitor’s badge and sign out upon departure.

**Volunteer Program**

Lincoln Akerman has an active school volunteer program. Volunteers help in many ways, both in regular classroom settings, and at special events. Some volunteers work on a weekly schedule as classroom assistants, some do work at home or in the evening for special projects, and some help out occasionally as their schedules allow. Volunteers are essential to our school, and are an integral part of our school program. Opportunities exist for everyone; parent, community members and retired persons, to help provide as wide a range of activities as possible for our students. Those individuals wishing to volunteer should speak with a staff member to arrange times. We do have general volunteers who support the school through assisting with bulletin board displays and with providing copying services for staff members. Those who would like to perform these types of tasks should inquire at the LAS Front Office. All volunteers will follow the same sign in procedures as a visitor.


Attendance

It is essential to have good school attendance in order to derive maximum benefit from school. Absenteeism is considered a serious matter for all pupils at any grade level, regardless of ability, and can only be approved when a child is ill or involved in some approved activity requiring his/her absence. School vacations are provided in the school calendar. Taking children out of school for family vacations is strongly discouraged. Lifelong attitudes toward the importance of education are being developed in your children now.

Parents should understand that much will be lost by a child being absent, that cannot be made up. The active design of learning experiences at Lincoln Akerman incorporates group process and interaction with other students to a great degree. Those aspects of missed lessons cannot be replicated. The end result could be harmful to student achievement and grades that cannot be avoided. Please make every effort to insure that your child is in school every day.

A child who must be taken out of school by a parent/guardian to go on a trip while school is in session, will be given the work that the student has missed when he/she RETURNS to school. Work CANNOT be given in advance. It is difficult for teachers to predict in advance what a child will miss, as the pace and content of instruction depend on the daily progress made by individual students and the group as a whole.

As required by state law (RSA 193:1), the Hampton Falls School District conducts school for a specified number of days each year, and must, under the same law, see that all eligible students attend school each day that school is in session. The laws make it clear that parents/guardians share that responsibility. In light of this mandate, students, parents, and the school share the responsibility of maintaining good attendance by all students.

Extra help will be provided within reason by teachers upon a student’s return, but consideration must be given that the responsibility for making up missed work from discretionary absences is the student’s and parent’s. Missed work will be allowed to be made up without a loss of credit, and it must be made up within a period of time not to exceed the number of days the student was absent.

Perfect Attendance

To qualify for a perfect attendance award at the end of the school year, a student may not be absent, tardy, or dismissed at any time during the school year. Perfect attendance means that the child is physically present on time for the full day throughout the school year. Field trips and other school activities sponsored by and arranged through the school are considered as “in attendance” days.
Absence from School

When a student is absent from school the parent or guardian must contact the school office (926-2539) before 9:00 a.m. the morning of the absence. An answering machine, which offers 24 hour monitoring of calls, is provided for your convenience or a parent can email both Doreen Kelley (dkelley@sau21.org) or Marisa Almeda (malmeda@sau21.org) stating the reason for the child’s absence. In lieu of calling the school, you can utilize Pickup Patrol and this app can be used 24/7. PLEASE REMEMBER – this app should be used for ALL students and should be used for all absences, tardies, early release and pickup as well as sport activities, ski club, music activities and jump rope club to name a few.

Should contact not be received, we will call home or parents’ place of employment to verify the child’s whereabouts and safety. It is important that students attend school regularly, and that their absences be verified and recorded for safety and legal reasons. Pickup Patrol has been in use for a year now and has really worked out well – PLEASE MAKE SURE THAT EVERYTHING (absences, early pickup

Contact information that the school maintains must be up to date. This is the parent’s responsibility. If a child is absent and the school is not contacted by the parents, the school will call all contact numbers. If we cannot determine the whereabouts and/or safety of the child, the school is required to send the Hampton Falls Police to the home to investigate. COMMUNICATION WITH THE SCHOOL REGARDING YOUR CHILD’S ABSENCE IS ESSENTIAL. If a student is absent from school, tardy after 11 a.m., or is dismissed early, he/she may not participate in any school activity that day, including afterschool and evening events, without permission from the principal.

Tardiness

Promptness to school and classes is very important. All students are expected to enter the building by the 8:20 starting time. Students arriving after 8:25 must report to the office accompanied by a parent or guardian to obtain an admit slip. Parents are reminded to park in the front parking lot and accompany the student to the office. A note from the student’s parent/guardian should be presented at the school office when the student arrives. Detention will be given for tardiness without an acceptable excuse, and further consequences may result from frequent tardiness.

Dismissal

A student with a planned dismissal must have communicated with the LAS office by a parent note, email, or phone conversation listing the time and reason for the dismissal, as well as the name of the person to whom the child will be dismissed. Students will be dismissed only from the LAS office.

In the case of unexpected illness, students will be dismissed through the school nurse’s office. The parent/guardian will be called to pick up the ill child. If the parent cannot be reached, the persons designated on the emergency card will be called. The child will not be dismissed to anyone other than a parent or the designated emergency caregiver.
In all cases, the child will wait in the office to be picked up, so that the fact of departure and verification of the identity of the adult taking the child can be made. The responsible adult must sign the child out in the log provided in the office. Parents are asked to please observe traffic signs and park in the front parking lot. If a child returns from a dismissal, readmission must be carried out through the office. Again, these procedures have been developed to be sure that all students are safe, and their whereabouts known at all times.

**Truancy**

Under no circumstances are students to be absent from school without parent or guardian permission. Truancy will be addressed by the principal and the truant officer, who is the Chief of Police for the Town of Hampton Falls.

**Messages**

Those bringing items or messages for students should leave them in the main office. Every effort will be made to deliver them to the student in a timely way, however, timeliness cannot be guaranteed due to the demands of regular duties on office personnel.

Please help students become self-reliant and develop responsibility by encouraging them to plan ahead for their needs. Parents should not deliver items to classrooms in order to minimize disruptions in the learning environment.

Students will be called from class to the office only in true emergencies. The classroom activities will take precedence in the child’s day in all but the most extenuating circumstances. Calls over the PA system are similarly restricted during the school day to emergencies only.

**School Emails and Announcements**

At the beginning of the 2011-2012 school year, LAS began to provide most announcements and informational materials using electronic methods rather than paper copies. Our goal was to conserve the amount of paper we consumed throughout the year. While we accomplished the goal of lessening our paper consumption, we have also heard from LAS families that the number of emails coming from the school has often led to families ignoring or missing vital informational messages because they were a part of the multiple emails related to school and community news. Starting with the 2016-2017 school year, we will not be emailing school notices or reminders (unless they are essential) nor will we be emailing community announcements. Hopefully, this will significantly cut down on the number of emails emanating from the school and we guarantee that the ones you will be receiving will be significant or noteworthy. With that in mind, we have areas on the school’s website that will provide two ongoing lists of announcements / informational / opportunities that have traditionally been sent out via email. One is SCHOOL NEWS and the other FAMILY / COMMUNITY NEWS. Messages will be added to one of these two lists whenever they come in to the LAS
Office. The messages / notices will be listed with the latest information being on the top of the lists. After four weeks on the list the message / notice will be deleted. We encourage all parents to access the information contained within these lists by either going to the LAS website, clicking HERE for LAS News or HERE for Family / Community News. Using this method, parents can continue to be informed about activities and information coming from either the school or the community without being inundated with the blizzard of emails that often came out of the LAS office.

Telephones

Telephones in the office area are for school business and emergencies. The telephones may not be used for social calls. Calls home for homework, lunch, gym clothes, permission slips etc. are discouraged, as students need to develop habits of self-reliance and responsibility. Students who feel ill should not call home on their own, but should see the school nurse who will call parents if the child’s condition warrants.

Personal cell phones may not be used at school. Students who carry them for emergencies must keep them turned off and in backpacks during the school day. Students failing to comply with this expectation face having their phone confiscated and/or other disciplinary consequences.

After school plans should be made in advance, rather than on the telephone at the last minute. Significant concerns regarding student safety can arise from last minute changes in destination and adult supervisors.

Prank telephone calls are considered serious offenses. All prank calls to or from school telephones are referred to the police. All 911 calls go through on regular phones and are responded to by emergency personnel by state law. False 911 calls will be handled by local emergency response agencies, including the police, fire dept., and county sheriff’s office. These rules also apply to telephone use on field trips and other school activities.

PERSONAL STUDENT PROPERTY BROUGHT TO SCHOOL

All property brought onto school grounds and/or into the school by a student shall be at the total risk of the student and if the whole or any part shall be damaged, destroyed, misplaced, lost or stolen, no part of the loss or damage shall be charged to or borne by the school.

Delayed Opening and No School Procedure

A delayed opening procedure will be used for reasons such as severe weather, unplowed roads, or heat or water problems in the school. The time schedule will be delayed for a designated period, usually two hours. This means that students should be at bus stops two hours later than normal, and arrival times for all students will be pushed ahead by the indicated time period. Supervision for students will be available beginning ten minutes before the rescheduled starting time, therefore students may not arrive prior to that time. Lunches will be served, and dismissal times will be at the regular time on such days.
Announcements will be made on the following radio and television stations, as well as the SAU 21 website www.sau21.org. LAS will also contact homes via an in-house all call system, whether school is delayed or canceled.

**RADIO:**
- WTSN Dover 1270 AM
- WNBP Newburyport 1450 AM
- WOKQ Dover 97.5 FM
- WBYY Dover 98.7 FM

**TELEVISION:**
- WHEB Portsmouth 100.3 FM
- WSHK Dover 102.1 FM
- WOKQ Dover 97.5 FM
- WBYY Dover 98.7 FM

Please listen for updates and follow up announcements, as a delayed opening may be changed to a cancellation of the school day, if anticipated improvement in conditions does not occur. In the interest of student and staff safety, schools within SAU #21 will be closed if severe weather causes unsafe driving conditions or when, for any other reason, attendance at schools jeopardizes the safety or health of students and staff. In the event of the cancellation of school due to inclement weather, all after school activities including athletics, parent conferences, etc., will also be canceled. Please do not call the school, police department, or fire department to find out if school is in session or a delay is in effect. This ties up telephone lines that must be kept open for emergencies. Please listen to the radio and/or television stations listed above or check the LAS/SAU 21 website.

In the event that school would be closing early (11:30) due to deteriorating weather conditions, LAS will do a SchoolMessenger call to all families and the school will verify the presence of an adult in each home before dismissing students. It is rare that schools will dismiss early as accounting for the safety of all students at this unusual time of day is very challenging.

**BLIZZARD BAGS DAYS (BBD) @ LAS**

During the 2016-2017 school year LAS successfully implemented two BBDs, continuing the momentum of the regular curriculum using both paper and on-line learning. The Hampton Falls School Board and the New Hampshire Department of Education have reviewed our plan and our documentation and have approved us continuing our BBD practices for the 2019-2020 school year. When a BBD is called, students, with some parental guidance, will complete appropriate schoolwork in either / both paper and on-line formats to fulfill a day’s work away from school. Parents and students will be notified when a BBD has been called. The first storm cancellation of the year will never be a BBD. LAS has been granted up to five (5) days that can be used for BBDs during the 2017-2018 school year. The NH DOE regulations require a minimum of 80% of all students (100% of all staff) complete the assigned tasks on an announced BBD for the day to be counted as an official student day. LAS far exceeded that threshold during our two BBDs last school year.

There are a number of procedures and understandings that all parents must consider as we move toward another New Hampshire winter and the potential of storm / BBDs. Please look through the following list and contact either the LAS Office or the Blizzard Bag Team (lasblizzardbags@sau21.org) with questions or comments.
All students, parents and staff will receive communications indicating that a storm cancellation will be a designated BBD. The message will be contained within the standard all-call from LAS indicating a cancellation and information will also be posted on the LAS website and through our social media postings.

All parents will receive information related to the format the teacher will utilize during a BBD. This will either be a packet of instructions in paper form or directions on how to access various on-line sites to be used. As children get older there may even be a blending of activities in both paper and on-line forms. Please note that students will be required to complete work from specials classes (PE, Health, Guidance, Spanish, Art, Music & Library) if they were scheduled to attend that class on a given BBD. This means they might have work from one or two specials classes but never all of the classes.

All teachers must be available on-line throughout the BBD. Questions may be presented to teachers either via school email or through other on-line sites designated by the teacher. In cases where there may be wide-scale power outages, students would be prompted to use their paper forms.

If a student is sick on a designated BBD and could not address the work required, the parent should contact the school either by phone (leaving a voicemail message) or by sending an email following the same procedure as if it were a regular school day. In this case, the BBD would be recorded as a student absence on the student’s attendance record. Because BBD work gets graded the same as standard class or home work, students who have been called in sick on a BBD will be required to make up those missed assignments following the standard protocols.

PLEASE READ! Because of feedback we have received we have become aware that there are LAS families with multiple children but only one home device (computer, tablet, smartphone, etc.) and this causes great dilemmas when all students need to use a device to access their BBD work. Because of this feedback we have decided to allow students in grades 5-8 to sign out their Chromebooks in anticipation of an upcoming BBD. There will be a form sent home with students (and posted on the LAS website) that explains the sign out procedure and responsibilities when a student takes his/her Chromebook home. Hopefully this access will alleviate the issues some families face and make our designated BBDs even more successful.

Classroom Assignment

As a general rule, decisions about placement in our elementary classrooms and interdisciplinary teams will be made through collaboration among teachers and administrators. Individual requests from parents for assignment to a specific classroom or teacher with stated reasons for said request, will be considered with no guarantee that the request be honored. A system of input from all who know the child, including the parent, will be used to determine the most appropriate placement for the child, considering all factors. The wellbeing and success of the child will be the paramount determining factor, and the placement decision of the principal.
Progress Evaluation

Parents of students will be issued access information for PowerSchool. This allows parents and students the opportunity to access their child’s teachers’ gradebooks (viewing only) 24-7 from any device with an internet connection. Paper copies of grade reports will only be issued via a written request from a parent.

Report cards are issued/posted three times per year for students in grade K-8. Progress reports are posted for middle level students halfway through each trimester. The narratives and traditional report cards reflect the student’s progress in academic achievement, social and work habits, and effort. Parents may be asked to sign and return a report, to document the receipt of the information.

2018 – 2019 report schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-trimester reports posted - (5-8)</td>
<td>October 11, 2019</td>
</tr>
<tr>
<td>Grade K-8 1st trimester ends</td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>Grade K-8 Report Cards issued/posted</td>
<td>November 22, 2019</td>
</tr>
<tr>
<td>Mid-trimester reports posted - (5-8)</td>
<td>January 17, 2020</td>
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<tr>
<td>Grade K-8 2nd trimester ends</td>
<td>March 13, 2020</td>
</tr>
<tr>
<td>Grade K-8 Report Cards issued/posted</td>
<td>March 20, 2020</td>
</tr>
<tr>
<td>Mid-trimester reports posted - (5-8)</td>
<td>May 8, 2020</td>
</tr>
<tr>
<td>Grade K-8 3rd trimester ends</td>
<td>* June 12, 2020</td>
</tr>
<tr>
<td>Grade K-8 Report Cards issued/posted</td>
<td>* June 12, 2020</td>
</tr>
</tbody>
</table>

* Projected final student day of 2019-2020 school year

Parents are encouraged to visit Lincoln Akerman School at designated conference times, and whenever they want or need a more complete picture of their child’s progress than that which can be conveyed by a written report.

Recognition of Achievements

It is the practice at Lincoln Akerman School to recognize genuine individual and group achievement of students throughout the school year. LAS Recognition Assemblies are held after each grade reporting term to highlight all levels of student achievement. Achievement can be academic based, assessment related (NWEA / SBAC), participation in teams, organizations or activities, or meritorious personal conduct. The goal is to make public those noteworthy accomplishments of students.

In July of 2012, the Hampton Falls School Board supported the establishment of new recognitions for the efforts of students in grades 5-8 during a grade reporting term. Following are the designations and criteria for each of these recognitions:
LAS Academic Honor Roll
Established to recognize, at the end of each grade reporting term, outstanding academic achievement.

**Highest Honors** – All A’s in all subjects
**High Honors** – All A’s except one B in all subjects
**Honors** – All A’s and B’s in all subjects

LAS Principal’s Recognition List
Established to recognize, at the end of each grade reporting term, outstanding character and effort as determined by a student receiving all 3’s and/or 4’s in conduct and effort in all subjects.

LAS “Tiger Pride” Award
Established to recognize, at the end of each grade reporting term, those students who earn both Academic Honor Roll and Principal’s Recognition List status. The announcement of these honors will be published in area newspapers following the distribution/posting of report cards.

**Explanation of Symbols and Grading System:**

Conduct and Effort: 1=Not yet within expectations 2=Shows growth towards expectation 3=Fully meets expectations 4=Exceeds expectations

Academic Achievement: A+ = 97-100 A = 93-96 A- = 90-92
B+ = 87-89 B = 83-86 B- = 80-82
C+ = 77-79 C = 73-76 C- = 70-72
D+ = 67-69 D = 63-66 D- = 60-62
E = 0-59

I=Incomplete, P=Pass, E or F=Fail, M= Medical excuse, N=no grade.

An incomplete is given in those areas where due to illness, emergency, or by prearrangement, a student has not been able to complete his/her assignments. An incomplete on the report card becomes an E two weeks after report cards are issued unless the work is made up. Make up work is totally the responsibility of the student.

**Student Services**

Lincoln Akerman School provides equal educational opportunities to all of our students. In accordance with State and Federal regulations we provide diagnostic and prescriptive services to all Hampton Falls resident children ages 3-15 who experience educational problems that are related to handicapping conditions (emotional, intellectual, physical, and/or social). Our model for delivery of services provides services individually and in small group settings and whenever possible, in regular classrooms to allow children to develop and implement strategies that will lead to success in real world situations. This builds self-confidence, tolerance, respect, and develops an understanding on the part of all members of our school community of learning differences.
Our staff includes Special Education team members who are administrators, teachers, assistants, specialists, and our school nurse. Information about the Special Education Program may be obtained from the Director of Special Services. (See Appendix P.49)

Parent access to information is governed by School Board Policy – (See Appendix P.49)

Guidance Services

Guidance Services are integrated into the educational program at Lincoln Akerman School. The focus of guidance counselors is to assist students to develop successful behaviors and habits, and to learn strategies to cope with life situations. Guidance counselors assist in the assessment of the physical, intellectual, social emotional and behavioral needs of the child. Personal development skills include a sense of personal identity, self-esteem, communication and goal setting. Social and interpersonal skills include problem solving, peer relations, and conflict resolution. Academic development includes assessment of learning style, areas of strength, and identification and development of strategies for academic support. Counselors are members of the Student Assistance Team and Special Education team.

Guidance counselors also provide the following services:

1. Consultation with teachers, support staff, and parents as a resource for outside support systems, available materials, and community programs.
2. Coordination of the standardized testing program.
3. Identification and assistance with programs for gifted students such as the Johns Hopkins Talented Youth Program.
4. Assistance for students and parents with course selection and transition information for high school.
5. Information and assistance for parents and students interested in pursuing private secondary school education.
6. Individual and group counseling services.

The focus of the guidance program is to provide a foundation to develop skills, and to intervene when necessary in a positive and productive manner.

Homework

Homework is assigned to students for a variety of reasons. The amount of homework is determined by the age and developmental level of the child and represents a professional decision by the teacher. Homework enhances and enriches the learning process, by allowing independent practice and exploration of new information and skills. The experience will give the child practice in working alone, and help him/her develop self-reliance, initiative, self-discipline, responsibility, and independence. Homework can also reinforce the development of good study skills and time management. Many homework assignments relate what has been learned in school to everyday problem solving in the home, community, and nation. Homework provides the opportunity for the completion of work not finished in school, and for the making up of work missed due to absence. It begins the preparation for new classroom activities, by asking students to preview or otherwise prepare for new topics and areas of study. Homework also allows teachers to tailor instruction and practice to the individual needs of the students. Long
term projects and individual activities can be supplemented by outside activities including viewing a special television program, rewriting report information, etc. Student responsibilities include spending the required time on assigned tasks each night, making sure assignments are understood and accurately recorded, asking for help from teachers when needed to understand the assignment or information, passing in the assignments on time, keeping homework materials organized and accessible, and preparing and returning homework oneself, rather than relying on adults for assistance.

Parents must play a role in helping a child establish effective homework patterns by providing a place where a child can work free of distractions and interference. Encouragement should be provided, but parents need to avoid completing work for the child, or enabling him/her to avoid completing work on time and completely. An assignment notebook will be provided for grades 3-8. Parents can help by monitoring homework assignments as recorded in the notebook and by utilizing the parent Grade Book portal (Grades 5-8).

Library

Lincoln Akerman School has a library maintained by certified library media specialists and parent volunteers. Students and staff may use the library for research and to borrow books for academic and pleasure reading. Younger children will have story time in the library to introduce them to the resources available.

Classes will use the library as a research center, and individual students may check out books and other materials.

The library also serves as an adjunct to the classrooms as a technology resource center. Students may use the library computers for internet access under direct adult supervision.

Cafeteria and School Nutrition

Students may bring their lunch or purchase lunch and/or snack at school. All students will eat in the cafeteria. In order to maintain a safe, pleasant, and healthy environment, students will observe the following guidelines:

1. Students will walk to and from the cafeteria under the supervision of the staff.
2. Students will form an orderly line, without crowding or cutting, and will follow the direction of the adult supervisors at all times.
3. Students will eat their own food, and will not take food that belongs to others, or share their food with others.
4. Students will display proper manners, respect for others, and self control.
5. Students will clean their places, return trays, dishes, silver, and dispose of trash properly, utilizing all elements of the LAS recycling and composting plan.
6. Students will obtain permission from an adult supervisor before leaving the table, or taking food from the cafeteria area.

A School Nutrition Program debit account will be established for LAS students in grades K-8 that will allow them to purchase lunch and/or snack items. Parents can add funds to their child’s account when necessary by either sending cash, a check (payable to Hampton Falls School Nutrition Program) or by paying via credit/debit card using the Lunchtime portal. All parents will be provided access information to the portal for ease
in monitoring their child’s account. Students will be given limited opportunities to charge within the School Nutrition Program should their account not have a positive balance. Parents will be notified when a child approaches a negative balance. While the school will never make a child go hungry, we must ask that parents remain aware of their child’s balance and keep it in a positive range.

Because of life threatening allergies, some tables in the cafeteria are designated as peanut and tree nut free. Staff members monitor these tables closely to make sure no students have foods that contain any nut products or were produced in factories that cannot guarantee that they are nut free.

The LAS School Nutrition Program’s guidelines do not allow parents (or other adults) to bring food into the cafeteria for a surprise or special event. This would include food from home or food purchased at an outside vendor. Should a parent wish to bring in a “special lunch”, they must contact the LAS office beforehand and a location, outside of the cafeteria, will be provided. The parents should be prepared to eat lunch with their child and no additional children can be included.

Monthly menus are distributed electronically in advance to parents. You can also find the menu on the LAS website, [www.sau21.org/las](http://www.sau21.org/las).

**USDA Non-discrimination Statement**

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

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

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

A registered school nurse is on duty throughout school hours. The school nurse’s role is to attend to medical emergencies that may arise during the school day, as well as to monitor the health and well-being of all children at Lincoln Akerman School.

According to NH Law (RSA 200:38), students entering school for the first time must show evidence of having the following immunizations:

**Diphtheria, Tetanus and Pertussis-5 doses (4 if under 7 yrs old)**
**Trivalent Oral Polio Virus - 4 doses**
**Measles - 1 dose-2 doses prior to entering 7th grade or higher**
**Mumps - 1 dose**
**Rubella - 1 dose**
**Tuberculin Tine Skin Test - 1 Test**
**Hepatitis B Vaccine-3 doses (for children born after 01/01/93)**

The law provides that children not in compliance with these requirements will be excluded from school.

**State Regulations Regarding the Administering of Medication During School Hours**

“Any pupil who is required to take, during the school day, a medication prescribed by a licensed physician, shall be assisted by the school nurse, or another member of the school staff, so designated by the building principal, and subject to the school having received and filed with the student health record:

a. written statement from the prescribing physician detailing the method of taking the dosage and the time schedule to be observed.

b. written authorization from the parent/guardian of the student indicating the desire for the school to assist the pupil in the matters set forth in the physician’s statement accompanied by a “Hold Harmless” release, signed by the parent/guardian. Any pupil in grades K-8, under the above regulations, must be assisted by such person, and the medication should be in the custody of such persons.”

Please note that these regulations apply to all medications, whether prescription or over the counter. **Students should not carry or self-administer any medicine in school.**

Medication that must be taken in school must be brought in by a parent/guardian and given to the school nurse with appropriate documentation as described above. Please do not send cough drops, throat drops, vitamins, etc. to school with your child. **Parents are encouraged to call the school nurse whenever there is a health related problem that will affect the child’s educational experience in the short or long term.**
HAMPTON FALLS PERMISSION TO ADMINISTER MEDICINE IN SCHOOL

Student Name: ________________________________, is required to take, during the school day, the following medicine:  (Must be filled in by the prescriber)

Medication: ________________________________ Dose: __________ Route: __________

Frequency/Time(s) of day to be taken: ________________________________

Start Date: __________ End Date: __________ Allergies: ________________________________

Diagnosis: ________________________________

Specific Recommendations for Administration: __________________________________________

If carrying medication for self-administration: The prescriber's signature confirms that the above listed student has the knowledge and skills to safely possess and use an Epipen Auto-injector / Inhaler in a school setting.

Inhaler ← (circle one)

Epipen Auto-injector ←

Side Effects or Contraindications: __________________________________________

Other Medications Student is Taking: __________________________________________

Physicians Signature: ________________________________ Phone #: __________

Date: __________

Prescription medicines must be accompanied by a written order from the prescriber. The responsible adult will deliver the medicine to the school nurse in a pharmacy labeled container listing the student's name, the physician's name, the name of the medicine and the instructions. Not more than a 30-day supply will be accepted. The nurse upon receipt will count all medication. Medications prescribed three or less times per day may be given at home.

Over-the-counter medication may be given, if needed, with the written request of the parent/guardian. If the medication is not available through the Health Office, the responsible adult in its original container must deliver it. Dosages given will never exceed label directions without a prescribing order.

We, the parents, authorize the school nurse or any other member of the school staff so designated by the building principal to assist* our child in taking the above medication. Any pupil in grades one through twelve may need to be assisted by such persons, and the medication, therefore, shall be in the custody of such persons.

I, the parent or guardian, agree by signing the request and "Hold Harmless" statement that I shall not hold liable any member of the school staffs who is directed by me to assist* my child in taking said medicine.

Parent/Guardian Signature: ________________________________ Date: __________

Home Phone #: __________ Emergency Phone #: __________ Cell #: __________

Emergency Contact: ________________________________ Phone #: __________

School: ________________________________

* Assist means having the required medication available to the child as needed and observing the student as he/she takes or does not take his/her medication.
School Insurance

School insurance is offered to all students at the beginning of the school year. Coverage may be obtained for accident, injury, and general health coverage, at varying rates depending on the level of coverage desired. While the school district offers information regarding this insurance as a service to parents, it is the parents’ sole responsibility to pursue the issue of such insurance. This insurance also covers interscholastic sports.

Custodian

School custodians are on duty from early morning to late evening. They will assist you in areas that are part of their duties. Classrooms and other areas of the building should be left neat and clean, with those using them keeping their belongings, materials, and equipment organized. All those using the school facilities have a responsibility to clean up after themselves. The custodians are responsible for maintenance and cleaning of the facility. Students and staff, as well as community groups using the facility must keep teaching materials and personal possessions in order. With each person taking responsibility for his/her own possessions and materials, a pleasant, clean, and healthy learning environment will be maintained.

Recycling

Lincoln Akerman School has entered into an agreement with the Town of Hampton Falls to participate in recycling. All members of the school community are required to participate fully in the separation of recyclables into the receptacles provided. LAS has further committed to recycling with a lunch and snack time composting project that began in the 2013-2014 school year.

Lost and Found

Found articles are kept in a bin in the gymnasium. Parents of students who have lost or misplaced articles of clothing and other items are encouraged to check with the custodian to see if the items have been turned in. Valuable personal belongings found will be held in the front office. Periodically, found items are donated to charity if they are not claimed within a reasonable period of time. Please label clothing and other possessions with student names to allow identification of found items.
TRANSPORTATION

Bicycles

Students riding bicycles to school must walk their bicycles at all times on school property. They must park and lock their bicycles in the racks provided, immediately upon arrival at school. **Helmets are required by NH law for those under 16 years of age.** Students may not use other students’ bicycles without permission, and must assume responsibility for their own bicycles at school. The school will not be responsible for damaged, lost or stolen bicycles. Failure to abide by these rules for bicycle safety and security will result in the loss of the privilege of having a bicycle at school.

Bus Guidelines

All students eligible for bus transportation should understand and follow the guidelines:

The following regulations have been voted as policy by the Hampton Falls School Board (HFSB).

1. No smoking on any bus including charter trips.
2. No profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical aggression will be tolerated.
3. Keep head, hands, and objects inside the bus.
4. Once a student has boarded the bus he/she may only get off at his/her home destination. (exceptions will be made only with a note to an administrator from a parent).
5. Students may ride only the bus to that they have been assigned. (exceptions will be made only with a note to an administrator from a parent).
6. Students should stay seated, facing forward, until they reach their designated stop and the bus has stopped. Emergency doors should be used only for emergency exit.
7. Students must take a seat promptly when getting on the bus.
8. Students are required to sit three to a seat when the number of passengers requires it.
9. There will be no eating or drinking on the bus. Exceptions may be made by adults supervising the activity in special circumstances such as field trips.
10. Marking or defacing the bus is prohibited.
11. Throwing items in the bus, at the bus, or from the bus is prohibited.
12. Students must cross the street in front of the bus when boarding or alighting.
13. Students must be at the bus stop before the time the bus is due. Drivers are not required to wait for students late to the bus stop.
14. Drivers may assign seats to students.
15. Any actions that create a safety hazard for the passengers or vehicle are prohibited.
16. Bus drivers are in charge of the bus, and their directions and decisions are to be followed.
17. Only authorized riders are permitted on the bus.
Consequences for misbehavior on the bus will be determined by the principal. Behavior that endangers the safety of others will be considered a serious matter, that may result in temporary or permanent loss of transportation privileges. All school rules are in force at the bus stops, and on the buses. Students are expected to be courteous and thoughtful of the rights and feelings of others at all times. Any students not using their regular mode of transportation home must have permission from an administrator, and a signed note from a parent, for safety and documentation reasons.

**Playground**

**Behavior Expectations:**

For safety reasons, the following items are generally prohibited from the playground during school hours: skateboards, roller blades, kites, Frisbees, sleds, radios/CD players, cameras, cell phones or IPod like devices, etc., hard balls, remote controlled toys, and any other items that in the judgment of the adult supervisors present safety or behavior concerns. The Hampton Falls School Board has adopted the following policy:

**“Skate boarding and Rollerblading Policy**

1. Skate boarding and rollerblading are NOT permitted on school property during the school day (through 3:00 p.m.), or during after school activities.
2. Skate boarding and rollerblading are NOT permitted at entrances and exits of the building and on athletic fields and bleachers.
3. Skate boarders, rollerbladers and street hockey players do so at their own risk.
4. Skate boarders and rollerbladers are encouraged to use proper safety equipment such as helmets and pads.
5. School equipment including playground equipment, trash barrels, and picnic tables shall not be used as components of skateboarding equipment.

Students shall stay in the designated areas during supervised play times, and shall behave in responsible, safe, and courteous ways. All actions that are disruptive, dangerous, or potentially hurtful to others are prohibited. Students shall follow the directions of the staff members on duty, and shall immediately inform the adult of any problems that may occur. Cooperation and respect will be shown at all times, leaving the area free of trash and belongings, and entering and leaving the building in an orderly and quiet way.
STUDENT ACTIVITIES
Co-curricular Activities and Games

All students involved in co-curricular activities, and those participating in special events must have a permission slip, signed by a parent or guardian prior to the start of the activities. Students participating in interscholastic athletic teams must have a physical examination on file with the School Nurse prior to the start of tryouts. No exceptions to the requirement for physical examination can be made. Physical reports are required for all first time athletes, and are valid for two years from the date of the examination.

Students will not be permitted to attend a school sponsored event or field trip if they have not returned the permission materials in advance of the trip.

Students who remain after school for athletics and other activities are required to remain in the designated area under the supervision of the adult in charge. Parents are asked to pick up children promptly at designated times out of consideration to the adult supervisors. Concerns for student safety require adult supervisors to remain with children until they are picked up. Failure to pick up on time may result in loss of participation privileges for the child.

School Dances and Other Events

Special events, including dances for students in grades 6-8, parties and other activities for students, will be scheduled periodically. All regular school rules are in effect at such activities. Students shall remain in designated areas, use designated lavatory facilities, and remain under the supervision of chaperones or advisers at all times. The times and special aspects of various events will be determined by the advisor or sponsor and the school principal. Parents are welcomed and needed at all special events. In the case of middle school dances, parent chaperones are required, and must be obtained in advance by the organizing group. In general, activities are open only to children who attend Lincoln Akerman School. Same age students from neighboring schools such as North Hampton are sometimes invited to LAS social events with the permission of the principal.

Eligibility

Academic Eligibility for participation on interscholastic athletic teams and intramurals shall be determined for grades 5-8 at the time that report cards are issued. Any student earning a failing grade in any subject shall be ineligible to participate in all athletic and intramurals for the following trimester. This ineligibility may be lifted through permission to participate in an Alternative Eligibility Plan or at the time of progress reports if all grades are raised to a passing level. Students interested in participating in an Alternative Eligibility Plan must see the LAS principal for a contract. No plan is in effect until the contract is signed by all required individuals and returned to the principal. Ineligible status may be appealed in writing to the principal, whose decision in the matter is final.
Behavior Expectations
Guidelines for Success

At times, everyone makes mistakes. How we respond, how we reflect, and how we change our behavior says much about us. We encourage students to learn from mistakes, so they can avoid making the same one again. In the middle school, we follow progressive discipline, meaning students are issued consequences with increasing severity based on repeated offenses.

All the information included in this handbook exists to ensure that students are able to learn in an atmosphere that supports student education: one that is safe and encourages you and others to take advantage of educational opportunities. In order to learn effectively, students must listen, take appropriate risks, share and work cooperatively and without interference. These policies apply to all students before school, during the school day, after school, at school activities, during field trips and on transportation.

All adults at Lincoln Akerman help students develop self control and self discipline. Minor difficulties experienced by children in adhering to the expectations for behavior will be addressed by the adult supervisor immediately. Repeated instances of difficulty, or serious infractions threatening the safety or well being of other students will be referred to an administrator for resolution. In all cases, the emphasis is on helping the student control his/her actions for the benefit of self and others.

Behavior expectations are based on RESPONSIBILITY, RESPECT AND SAFETY. The guidelines established are described in general below. These statements serve only as a framework. Each situation will be considered individually, with reference to the underlying principles listed above. Students and parents should review them together.

RESPONSIBILITY: Students should come to class prepared to learn. They should be punctual, well rested, and have their materials and homework organized and accessible. An assignment book should be used to keep track of expectations and missed work should be made up promptly. Informational notices should be taken home and returned promptly should a signature or other response be required. Guidelines for the quality of student work have been developed at the SAU level, and should be followed. Very large and/or heavy book bags should be avoided due to safety and health concerns. Storage is provided for student materials in classrooms and lockers. Students should be sure they care for their belongings, and that no safety hazard or other inconvenience is created by carelessness with book bags, etc. Students should not bring large sums of money, or valuable items to school. The school cannot assume any responsibility for loss or theft of personal property.

Students shall be responsible for school property such as books, equipment, and furniture. While normal depreciation is expected, students will be financially responsible for extraordinary depreciation or damage to school property that they cause or which occurs while the items are in their possession.
**RESPECT:** All members of the school community will be respectful of themselves and others. They will respect school property, as well as their own and that of others. Courtesy and kindness should be shown at all times. Respect for the feelings of others must be shown, and care should be taken to think of others at all times. Respect for adults will be shown at all times, and adults will likewise treat children in a respectful manner.

Respect for property will be demonstrated by keeping materials and equipment neat and clean, by leaving the belongings of others alone, by turning in found items immediately, and by avoiding damage or defacing of property in any way.

Students will come to school dressed appropriately every day. Clothing or other articles with inappropriate language, pictures, references to alcohol or other drugs, or that is suggestive or revealing will not be worn in school. Hats and other outerwear will not be worn in the building. Any form of dress that is distracting or disruptive to the educational climate of the school is prohibited. Students are encouraged to dress appropriately for assemblies, field trips, concerts, and other performances and events where they will represent themselves and our school. Parents are encouraged to support the school’s effort to maintain a serious and productive environment for learning. The decision of the principal will be final in matters of appropriate school dress.

**SAFETY:** Physical contact and aggression are dangerous and unacceptable at any time in school or at school events. New Hampshire state laws lay out very specific regulations for the maintenance of a safe environment in schools. Specifically, possession of weapons of any type, or items that might be used as weapons is expressly prohibited on school grounds at all times except by law enforcement officials. Laser pointers are not allowed to be in the possession of students. Physical aggression will be reported to the police department for action, as dictated by legal requirements of the Safe Schools Act. In all cases, the consequences will be structured to insure the safety of all involved, and to prevent a reoccurrence of the situation.

The following policy has been adopted by the Hampton Falls School Board in response to the Safe Schools Act:

> “Weapons (such as but not limited to firearms, explosives, incendiaries, martial arts weapons as defined by RSA 159:24), electronic defense weapons (as defined by RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace) are not permitted on school property, on school buses, or at school sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the local Police. Suspension or expulsion could result.”

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.
Weapons under control of law enforcement personnel are permitted. Annual notice of this policy (JICI) is located in the appendix (P.64).

There is to be no physical contact between students or other behavior that affects the safety of those students or others. Playground equipment and other school equipment is to be used safely, with consideration for self and others. Students will walk at all times in the building and out to the playground and use care on the stairs and ramps. NH State Law requires notification of the police of incidents of assault, theft or destruction of property.

Students should be in their assigned location at all times. Prompt and orderly movement from one area of the building to another, with concern for the safety of all shall be carried out as dictated by the schedule of classes. Unauthorized absence from class or tardiness to class will result in disciplinary consequences. Students outside their assigned areas during class times must have hall passes indicating that they have permission to be away from their assigned location.

**Serious Disciplinary Issues**

The possession of alcohol, tobacco, or any other drugs in any form, or of any substances purported to be drugs in any form will result in suspension, referral to the Superintendent of Schools, and referral to the Police Department for legal action. This policy shall be in effect at all times on school property, and during school events and school-sponsored activities, regardless of location. This shall include on buses, during field trips, athletic contests, and all other school related activities.

Other serious offenses include, but are not limited to, insubordination, leaving school grounds, theft, truancy, vandalism, use or possession of weapons, verbal or physical threatening or abuse toward students or staff, bullying, use of profanity, and any act, not herein specified, that is unfavorable to the best interest of the school community.

These guidelines for success in school will be reinforced if required by assignment of disciplinary consequences. The partnership between parents and the school calls for this reinforcement to be carried out together. Actions may include warning, conference with the child and/or parent, detention, temporary reassignment, parent notification, loss of privileges, written documentation, in or out of school suspension, referral to the Superintendent of Schools and the School Board, and referral to the Hampton Falls Police Department. The specific action taken will depend on the severity of the problem, with regard for the rights of all involved, and adherence to the laws of the State of New Hampshire.

**DETENTION:** Students may be assigned to detention after school by teachers, administrators, or other school staff. Twenty-four hour notice will be given. Transportation of the student home after detention (generally 3:30pm) will be the responsibility of the parent.
IN SCHOOL SUSPENSION: A student assigned to in school suspension will report to the school office immediately upon arrival to school. The student remains under the direct supervision of the principal or designee for the day. Work will be provided by teachers, and cooperation must be demonstrated at all times by the student. The student will remain in the designated area for the entire day, being escorted to the lavatory as necessary, and having lunch brought to him or her in the office area. Any uncooperative behavior will result in immediate change to out of school suspension status. A student on in school suspension will not be allowed to participate in any school activities on the day of the assignment.

OUT OF SCHOOL SUSPENSION: On rare occasions, a student may be excluded entirely from coming to school for a period of time for gross misconduct. This student is not permitted on school grounds, nor permitted to participate in any school functions or activities during the period of suspension (RSA 193:15). All suspensions will be carried out with full notification of parents and adherence to due process requirements. An appeal process to the Superintendent and School Board is provided.

PARENT QUESTIONING OF CONTROVERSIAL MATERIALS OR ACTIVITIES: Should a parent ever question the usage of teaching materials or participation in school-planned activities, it is advised that the parent communicate with the teacher involved as a first step. This will allow for the parent to get first hand information related to the materials or activity before any action is requested. If the parent continues to have objections about the materials or activities you may request alternative materials be utilized or you may request your child be omitted from an activity. Materials may include novels and / or texts from websites or other sources (primary or secondary sources). Activities might include field trips, guest speakers, specialized programs or extended class work that a parent deems inappropriate for their child. If the classroom teacher and the parents cannot reach an agreement regarding the controversial materials or activity, the parents will be referred to the LAS principal for resolution. If that step does not resolve the issue, the parents would then be referred to the SAU 21 Superintendent of Schools and then if needed, the Hampton Falls School Board.

As of June 16, 2017, RSA 186:11, IX-C requires the school district or classroom teacher to provide parents and legal guardians not less than two (2) weeks advance notice of curriculum course material used for instruction of human sexuality or human sexual education. To the extent practicable, the school district shall make curriculum course materials available to parents or legal guardians for review upon request.
Hampton Falls School District
Policy

Section: J
Code: JICK
Title: Pupil Safety and Violence Prevention - Prohibiting Bullying and Cyber-bullying
Page: 1 of 5

Category: Priority/Required by Law

PUPIl SAFETY AND VIOLENCe PREVENTION

Prohibiting Bullying and Cyber-Bullying

The Hampton Falls School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Hampton Falls School Board will take reasonable steps to protect all students from the harmful effects of bullying and cyber-bullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

A. Prohibited Conduct

Students are prohibited from bullying and cyber-bullying actions or communications directed toward other students which:

1. Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyber-bullying.

B. Definitions

For the purposes of this policy, the following definitions shall apply:

1. “Bullying” means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
   a) Physically harms a student or damages the student’s property;
   b) Causes emotional distress to a student. For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school-sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;

DATE:

Reviewed: September 6, 2007, November 2010
Revised: March 3, 2005, May 2, 2013
Cancellation: Replaces JFK

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c) Interferes with a student’s educational environment;

d) Creates a hostile educational environment; or

e) Substantially disrupts the orderly operation of the school.

“Bullying” shall also include actions motivated by an imbalance of power based on a
student’s actual or perceived personal characteristics, behaviors or beliefs, or motivated
by the student’s association with another person and based on the other person’s
characteristics, behaviors or beliefs if those actions cause one or more of the results in
paragraphs (a) through (d) above.

Bullying or cyber-bullying of a student on the basis of sex, sexual orientation, race,
color, ancestry, national origin, religion, age, marital status, familiar status, pregnancy,
physical or mental disability may constitute illegal discrimination under federal and/or
state laws. Complaints regarding such conduct may be processed through the Board’s
Sexual Harassment and Sexual Violence (which includes complaint procedure) (JBAA).

2. “Cyber-bullying” means conduct defined in Paragraph 1 that takes place through the use
of electronic devices.

3. “Electronic devices” include but are not limited to telephones, cellular telephones,
computers, pagers, electronic mail, instant messaging, text messaging and websites.

4. “School property” means all real property and all physical plant and equipment used for
school purposes, including public or private school buses or vans.

5. “Perpetrator” means a student who engages in bullying or cyber-bullying.

6. “Victim” means a student against whom bullying or cyber-bullying has been perpetrated.

C. Disciplinary Consequences and Intervention Programs

Administrators have the discretion to determine appropriate disciplinary consequences and/or
interventions for violations of this policy based upon the relevant facts and circumstances in a
particular case, including but not limited to the age and maturity of the students involved; the type
and frequency of the behavior; a student’s willingness to cooperate in the investigation and correct
behavior; and the student’s prior disciplinary record.
Disciplinary consequences may include but are not limited to reprimand, detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent recurrence of bullying and cyber-bullying behavior.

D. Reporting Bullying and Cyber-bullying

Students who are subjected to bullying or cyber-bullying, or who observe bullying/cyber-bullying by or against other students are strongly encouraged to report it to the building principal, guidance counselor and/or teachers.

School staff and volunteers are required to report possible incidents of bullying or cyber-bullying to the building principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyber-bullying of students to the building principal.

E. Report Handling and Investigation

1. The building principal shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) verbally and in writing that a bullying/cyber-bullying report has been made within 48 hours of the report and in accordance with applicable privacy laws followed by a written confirmation of this notification. However, the building principal may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

2. An investigation of the bullying/cyber-bullying report will be initiated by the building principal within five school days.
   a) The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.
   b) Privacy rights of all parties shall be maintained in accordance with applicable laws.
   c) The building principal shall keep a written record of the investigation process.
Hampton Falls School District

Policy

Section: J
Code: JICK
Title: Pupil Safety and Violence Prevention – Prohibiting Bullying and Cyber-bullying
Page: 4 of 5

Category: Priority/Required by Law

PUPIL SAFETY AND VIOLENCE PREVENTION

Prohibiting Bullying and Cyber-Bullying

(continued)

d) The building principal may take interim remedial measures to reduce the risk of further bullying/cyber-bullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.

e) The building principal shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.

f) The investigation shall be completed within 21 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.

g) If the building principal substantiates the bullying/cyber-bullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.

h) The building principal shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days of the completion of the investigation and shall be in compliance with applicable privacy laws.

F. Training

NOTE: The law requires that initial training on this policy must occur within nine months of the effective date of the law (in other words, no later than April 1, 2011) and annually thereafter.

1. The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyber-bullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying/cyber-bullying.

2. The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyber-bullying prevention, how to identify, respond to and report bullying/cyber-bullying.

DATE:

Reviewed: September 6, 2007, November 2010
Revised: March 3, 2005, May 2, 2013
Cancellation: Replaces JFK

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Prohibiting Bullying and Cyber-Bullying

(continued)

3. The school administration shall provide to substitute teachers, infrequent volunteers and field trip chaperones an information sheet relating the nature of this policy, the individual’s responsibility to notify school personnel should any behaviors targeted within this policy be observed, and resources available to them.

All training and education programs shall be initially approved by the Superintendent. Building administrators are responsible for scheduling the required training and education programs each year.

G. Annual Report to New Hampshire Department of Education

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyber-bullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

H. Immunity

Any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

I. Policy Dissemination

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

Legal References:
NH RSA 193-F:2-F:10
Cross References:
AC - Nondiscrimination/Equal Opportunity
JBAA – Sexual Harassment and Sexual Violence
JRA – Student Records and Information
STUDENT RECORDS (FERPA)

The School Board is intent upon maintaining an adequate individual student records system designed to benefit the education of every student, to assist staff in this process, and to confirm that the school district fulfills its legal duties.

It is the responsibility of school personnel to collect and maintain data to serve those purposes, in addition to data required by state and federal law. This data shall be presented in a format which meets those needs. Stress is placed upon accuracy in reporting.

This policy shall be implemented and interpreted to comply with the federal Family Educational Rights and Privacy Act of 1974 as amended (FERPA). That statute confers several rights upon a student’s parents, as described in the attached Annual Notification of Rights under FERPA. When a student reaches age 18 or enters an institution of post-secondary education, the student becomes an “eligible student” and FERPA rights transfer from the parents to the eligible student.

Under FERPA, the term “parent” includes a natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian. Any parent shall have full rights under FERPA unless the district has been provided with evidence that there is a court order, state statute, or legally binding document relating to matters such as divorce, separation, or custody that specifically revokes those rights.

Student records (which FERPA terms “education records”) are to be kept in the custody of the Principal of the school the child attends and may not be transferred outside the district without prior written permission of a parent, except as permitted by FERPA.

Parents shall have access to their child’s student records in accordance with FERPA. This means the right to inspect and review the records. If a parent requests copies, the school district shall have discretion to make copies, except as follows. The school district is required to provide copies in special circumstances where the parent cannot inspect and review the records without copies. Whenever the school district makes copies, it will charge 25 cents per page.

No information in a student record shall be disseminated without a parent’s prior written consent, except as allowed by FERPA. School officials with a legitimate educational interest as defined in the attached Annual Notification, may have access to student records without notice to or consent from parents.

A log shall be kept to record the dissemination of any information in the student record, except for disclosures to school officials with a legitimate educational interest or disclosures.

DATE:

Adopted: February 10, 1992
Revised: March 3, 2005
STUDENT RECORDS (FERPA)

with prior written parental consent. This log shall be available for inspection by the student’s parents, the Principal and Guidance Counselors, the Principal’s and Guidance Counselor’s Assistants, and school officials (and other local, state, and federal government officials) for purposes of auditing the recordkeeping procedures of the school district.

A parent shall have the right to request amendment of any information in a student’s record, if the information is inaccurate, misleading, or in violation of the student’s rights of privacy. The procedure for requesting that records be amended is described in the attached Annual Notification.

If a parent wishes to review his/her child’s school records, the parent must complete the appropriate forms available at the guidance office or the principal’s office. The Guidance Counselor or Principal will then supervise the gathering of records and will meet with the parent to review the contents.
The Family Educational Rights and Privacy Act (FERPA) affords parents, along with “eligible students” (students who have reached 18 years of age or are attending institutions of post-secondary education), certain rights with respect to the student's education records. They are:

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

   Parents or eligible students should submit to the building Principal or building Director of Guidance a written request that identifies the record(s) they wish to inspect. The building Principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.

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

   Parents or eligible students may ask the School District to amend a record generated by the School District that they believe is inaccurate, misleading, or in violation of the student's rights of privacy. They shall make such requests in writing, dated, and addressed to the building Principal or building Director of Guidance. Such requests must clearly identify the part of the record they want changed and shall specify why it is inaccurate, misleading or in violation of the student’s rights of privacy.

   If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. If the parents request a hearing, it shall be conducted by the Superintendent of Schools or his/her designee.

3. The right to consent, or to deny consent, to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent of a parent or eligible student, is disclosure to “school officials with a legitimate educational interest.” The terms “school official” and “legitimate educational interest” are defined in the Appendix to this notice.

   Date:
   Adopted: February 10, 1992
   Revised: March 3, 2005
   Cancellation:
STUDENT RECORDS (FERPA)
ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR THE
HAMPTON FALLS SCHOOL DISTRICT

The School District may disclose without consent “directory information,” which is information not generally considered harmful or an invasion of privacy if disclosed. Directory information includes:

- Name and address of the student
- Field of study
- Weight and height of athletes
- Most recent previous school attended
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degrees, and awards

Parents may request that the School District refrain from making all or some of this directory information on their child available to the public. (Eligible students may make analogous requests.) Such requests must be filed with the building Principal in writing, dated and signed by the parent or eligible student, by the third Monday of September. Each such request shall expire on the third Monday of September of the following year.

Upon request, the School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independent Avenue SW
Washington, DC 20202-4605

DATE:
Adopted: February 10, 1992
Revised: March 3, 2005
Cancellation: 

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STUDENT RECORDS (FERPA)
(ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR THE
HAMPTON FALLS SCHOOL DISTRICT)
APPENDIX A
DISCLOSING STUDENT RECORDS TO SCHOOL OFFICIALS WITH A LEGITIMATE
EDUCATIONAL INTEREST

(continued)

The federal Family Educational Rights and Privacy Act of 1973 (FERPA), 20 U.S. Code Section 1232g,
and the U.S. Department of Education’s implementing regulations, 34 Code of Federal Regulations Part
99, generally prohibit school districts from disclosing personally identifiable educational records on
students without prior written parental consent. However, these laws include several exceptions. One
of those exceptions allows school districts to disclose personally identifiable educational records to
“school officials with a legitimate educational interest” without obtaining parental consent.

The U.S. Department of Education’s FERPA regulations require that a school district specify the criteria
that the district uses for determining who is a school official and what constitutes an educational
interest.

The HAMPTON FALLS School District has adopted the following criteria.

I. The following are “school officials”:
   A. Employees of the School District, including but not limited to:
      1. Building Principals, Assistant Principals, and other School District Administrators.
      2. Classroom Teacher(s).
      3. Special education staff members.
      4. Related services personnel.
      5. Paraprofessionals.
      6. Other instructors.
      7. Guidance staff personnel.
      8. Nursing staff.
      9. School psychologists and evaluators.
     10. Special education team members.
     11. Employees assigned to maintain records.
     12. Secretarial and clerical staff assisting any of the above.
     13. Other support staff (including health or medical staff and law enforcement unit
         personnel).
   B. Employees of NH School Administrative Unit 21 (SAU 21), including but not limited to:
      1. The Superintendent of Schools
      2. The Assistant Superintendent of Schools.
      3. The Director of Director of Student Services.

DATE:
Adopted:  February 10, 1992
Revised:  March 3, 2005
Cancellation :
STUDENT RECORDS (FERPA)
(ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR THE
HAMPTON FALLS SCHOOL DISTRICT)
APPENDIX A
DISCLOSING STUDENT RECORDS TO SCHOOL OFFICIALS WITH A LEGITIMATE EDUCATIONAL INTEREST
(continued)

4. The Business Administrator
5. School psychologists and evaluators.
6. Special education team members.
7. Employees assigned to maintain records.
8. Secretarial and clerical staff assisting any of the above.
C. Employees of Seacoast Learning Collaborative, including but not limited to:
   1. The Executive Director.
   2. Psychoeducational staff and evaluators.
   3. Placement coordinators.
   4. Program directors.
D. Individuals and organizations under oral or written contract with the School District, the SAU, or Seacoast Learning Collaborative, who are providing services or advice related to the education of one or more students of the School District, or who are performing a special task, including but not limited to evaluators, consultants, auditors, attorneys, experts, and therapists.
E. Appointed and elected officials of the School District, including but not limited to School Board members.
F. Individuals and entities assisting the School District in legal matters, including but not limited to insurance brokers, insurance agents, insurance companies, insurance adjusters, claims representatives, legal counsel for the School District, expert witnesses, and experts consulted to provide the School District’s legal team with advice.
G. A parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

II. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Examples include:
   A. Matters related to the provision of services to one or more students, supervising services, selecting services, evaluating services, funding services, and budgeting for services.
   B. Evaluating, assessing, or monitoring one or more students.
   C. Disciplining one or more students.
STUDENT RECORDS (FERPA)
(ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA
FOR THE
HAMPTON FALLS SCHOOL DISTRICT)
APPENDIX A
DISCLOSING STUDENT RECORDS TO SCHOOL OFFICIALS WITH A
LEGITIMATE EDUCATIONAL INTEREST
(continued)

D. Governance and administration of the School District.
E. Legal matters involving the school district or any students in the
   School District.

DATE:
Adopted: 
Revised: February 10, 1992
Revised: March 3, 2005
Cancellation:
Pursuant to the federal No Child Left Behind Act (NCLB), 20 U.S. Code § 7908(a)(1), the School District routinely discloses names, addresses, and telephone numbers of secondary school students to military recruiters and institutions of higher education.

However, pursuant to 20 U.S.C. § 7908(a)(2), secondary school students and their parents may “opt out” by requesting that this information not be released without their prior written consent. Such requests must be filed with the building Principal in writing, dated and signed by the parent or student, by the third Monday of September. Each such request shall expire on the third Monday of September of the following year.
WEAPONS POLICY

Weapons (such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons as defined by RSA 159:24), electronic defense weapons (as defined by RSA 159:20), clubs billies, metallic knuckles or containers containing chemicals such as pepper gas or mace) are not permitted on school property, on school buses, or at school sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the local police. Suspension or expulsion could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy once each year.

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<th>DATE:</th>
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<tr>
<td>Adopted: September 9, 1996</td>
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<td>Revised: September 6, 2007</td>
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<td>Cancellation:</td>
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