

# Hampton Academy Student / Parent Handbook 2017-2018



**29 Academy Avenue, Hampton, NH 03842**

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Updated as of 8/4/2017

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## Welcome to Hampton Academy

As a pupil at Hampton Academy, you are a member of an educational institution that is responsible for the instruction and thoughtful development of young people since 1810. As a parent, we welcome you to our learning community. We are committed to providing an environment that is safe and conducive to learning.

### **Hampton School District Mission Statement**

The Mission of the Hampton School District is to provide an encouraging educational environment where the unique talents and abilities of individual students are recognized. The learning experience is meaningful and every student achieves mastery through a firm foundation in core fundamentals, higher-level thinking, problem solving and critical/creative communication skills.

### **Hampton Academy Expectations - "The Academy Way"**

Act Responsibly  
Manage Yourself  
Respect Yourself and Others

### **General Information**

#### **Administration**

Mr. David O'Connor, Principal	926-2000 ext. 703
Ms. Anna DeVyllder, Assistant Principal	926-2000 ext. 704
Dr. Les Masterman, School Psychologist	926-2000 ext. 731

#### **Guidance**

Mrs. Brooke Bassett, Counselor	926-2000 ext. 706
Mrs. Angela Bowen, Counselor	926-2000 ext. 707

#### **Nurses Office**

Mrs. Karen Brand	926-2000 ext. 708
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#### **Athletics**

Mr. Jim Doherty	926-2000 ext. 713
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#### **Library**

Mrs. Mary Saunders	926-2000 ext. 709
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#### **Front Office** Hours 7:15-4:00 M-F

	926-2000
Ms. Nancy York	926-2000 ext. 702
Mrs. Rita Rowley	926-2000 ext. 724

#### **General Telephone Numbers/Emails**

Main Office	926-2000
FAX	926-1855
Attendance	926-2000
First Student	964-2322

#### **Power School Login**

District Data Manager Pam Panarelli	926-2000 ext. 722
Staff Email: first initial, last name, i.e.	jdoe@sau90.org

#### **Important Dates**

**Trimesters:** 1<sup>st</sup> Grades Close 12/1/2017, 2<sup>nd</sup> Grades Close 3/16/18, 3<sup>rd</sup> Grades Close 6/14/2018(tentative)

Progress Reports are issued mid trimester. Report Cards will be issued one week after grades close.

**Parent Conferences: TBD**

**Early Release Dates:** December 22, 2017, January 24, 2018, March 28, 2018, May 9, 2018, June 6, 2018.

Students are dismissed at 11:30 a.m. on Early Release Days.

**Teacher In-Service Dates: September 29, 2017 & June 15, 2018 No School for Students on these dates.**

### **Standardized Testing**

STAR testing - ongoing	
Smarter Balanced	Spring 2018
NECAP Science Testing	Spring 2018
Algebra placement (8 <sup>th</sup> )	Spring 2018
Algebra/Pre-algebra placement testing 6 <sup>th</sup> & 7 <sup>th</sup>	Spring 2018

### **Daily Schedule**

Each morning we begin supervising the outside area at 7:20 AM. Students should not arrive at school prior to 7:20 am. Upon arrival, students may not leave before 2:22 pm unless dismissed by a parent or guardian.

Bus/Drop off	7:20 - 7:37
Homeroom	7:37 - 7:45
Grade 6 snack/lunch	10:15-10:30/12:30 - 12:55
Grade 7 snack/lunch	9:35 - 9:50/11:15 - 11:40
Grade 8 snack/lunch	10:05 - 10:20/12:00 - 12:25
Dismissal	2:22

### **Two hour Delayed Opening**

School begins at 9:40 am	
Grade 6 (no snack)/lunch	12:30—12:55
Grade 7 (no snack)/lunch	11:30—11:55
Grade 8 (no snack)/lunch	12:00-12:25

### **Early Release**

If students need to be dismissed due to weather or other conditions prior to 2:22, the school closing announcement will be sent to parents via email/voicemail and will be broadcast on WMUR. It will also be posted on the school website with the dismissal time. Dismissal is at 11:30 am.

Grade 6 (no snack)/lunch	11:05 - 11:30
Grade 7 (no snack)/lunch	10:00 - 10:25
Grade 8 (no snack)/lunch	10:30 - 10:55
Dismissal	11:30 - (Sixth grade dismissed from café).

### **Home School Communication**

Hampton Academy has greatly reduced the number of paper communications sent home in a effort to "go green." Copies of newsletters and other communications can be found on our school web page. The school uses email and recorded voice messages to send communications about upcoming events. Please help us by keeping your contact information current - cell phone numbers and email ad- dresses.

### **Protocol for Reporting Student Absence and Tardy**

For your child's safety, parents are required to call the school when their child is absent or tardy as early in the morning as possible. Without this communication, a significant amount of time could pass before a school official successfully contacts you at home or work to determine the reason for the absence. If a child is truly "missing," every minute counts. So please help us in our effort to promote student safety and notify the school of your child's whereabouts.

### **Attendance**

Consistent attendance and punctuality is vital to academic success. The classroom activities that take place at Hampton Academy are essential to the learning process. Therefore, regular daily attendance is expected. Perfect Attendance awards are given at the grade eight Final Assembly to students who have attended school every day without being tardy or dismissed all three years. Parents are encouraged to make dentist, doctor and other appointments after school hours. Students must be in attendance for a **total of four class blocks of school** in order to participate in any extracurricular activity unless prior per- mission has been granted by administration. Students dismissed for illness cannot attend after school activities. After the third absence, a letter will be sent home to parents alerting them of the absences. After the seventh absence, a letter will be sent home and a

parent conference, with the administration, will be required. Continued pattern of absences will be addressed by the administration as well as by requirements of school board policy JH, Attendance, Absenteeism, and Truancy, including additional resources such as support from our district social worker, DCYF, and the truancy officer. See SAU 90 website, board policies.

### **Tardiness**

Students are responsible for getting to school and class on time. Arrival on time is necessary to develop a lifelong habit of punctuality. If a child is tardy, a parent is required to walk the student into the building or the child should come in with a signed parent note with a reason for their tardy. It is also considerate not to disrupt a class with a late arrival. At Hampton Academy, students are expected to go directly to their homeroom after the 7:37 AM bell. **Any student not in the building by 7:40 am will be considered tardy.** After the third unexcused tardy, parents will be notified. Lunch detentions will be assigned starting at the third unexcused tardy. Students who are continuously tardy will receive administrative discipline and parents will be notified. Administration may request a meeting with parents.

### **Makeup Policy**

Work missed during a period of excused absences can be made up in the equivalent number of days in which students were absent. If a child is absent (excused) for three or more consecutive school days, staff can gather assignments when requested. This request may be in the form of either a telephone call, email, or a written note. Requests received after 8:30 am will be available the next day.

When families take students out of school for family vacations, the following guidelines are in place for makeup work: Students will receive their make-up work upon arrival at school **after the vacation.** Students will have the equivalent number of days they were absent to make up the assignments. Makeup time after return may require several days of after school time with the teachers. Extensions for long-term assignments will be approved by the teacher.

### **Parent-Teacher Communication**

A variety of avenues exist for effective parent-teacher communication. We encourage parents to attend our orientation/ welcome back evening as well as parent-teacher conferences. Student produced news (Shark News) is posted on our website every Friday. Homework assignments can be found on the Hampton Academy team web site and in Google Classroom. All teams and teachers use PowerSchool as the grading platform. Instructions for access to PowerSchool are given out at the beginning of the year. Parents who have any issues accessing grades can contact the District Data Manager at 926-2000 ext. 722. Parent meetings with individual teachers, teams, guidance, or administrators can be scheduled at any time.

### **Curriculum**

The Hampton Academy curriculum is established by SAU 90 committees in accordance with New Hampshire Frameworks and the Common Core Standards. These curricula are approved by the Hampton School Board, reviewed and revised by the appropriate curriculum committee. The curriculum can be found on the [SAU90/HA website](#).

### **School Class Trips**

Each grade has an end of year class trip as follows: 6th grade-Hammond Castle, 7th grade-Canobie Lake Park, 8th grade-TBD. Students may be barred from attending any trip when the administration determines that behavior is a concern.

### **Grading Policy**

Please refer to the HA Standards Based Grading Handbook for the up to date policy, which will be available in September 2017.

### **Report Cards/Progress Reports**

Report cards and mid-trimester progress reports will be available online a week after grades close. Parents can monitor their child's progress, check on grades and final grades throughout the trimester by visiting [sau90.org](#), clicking on Hampton Academy (top right of screen), on line grade portal (bottom left of screen), on line parent portal (bottom middle of screen). At this point you will be asked to give your username and password. You were given direction to sign into the portal when your child became a student at Hampton Academy.

**Your username and password is changed at the beginning of each school year. See Appendix 3, Parent Portal Log in Instructions sample letter. If your username and password are not working, please contact the District Data Manager at 926-2000 ext. 722.**

### **Requirements for Future Promotion (Attendance and Academics)**

Placement/promotion to the next grade depends upon the successful completion of academics and satisfactory attendance. Placement/promotion is considered on an individual basis with the final decision based on what is best for the individual student. **Attendance and academics** will be major factors in the decision. Administration will make the final decision on promotion or retention. Students who miss greater than 25 percent of the school days in any one trimester will be automatically referred to administration.

### **Homework**

Homework is given as an extension of daily class activities. Students are expected to complete all assignments and to follow the guidelines given by their classroom teacher. Often homework will be used to practice skills learned in class or to gather information or experience. The following guidelines should be utilized to identify appropriate time and effort. Reference to time means the average time necessary to complete the assignments. In grades 6-8 the time stipulations refer to the **total amount of time** a student would spend on homework each night in all subjects.

Grade 6: 60 mins. per night.

Grade 7: 70 mins. per night

Grade 8: 80 mins. per night

After school homework help is available Monday, Tuesday and Thursday, with the classroom teacher, until 3:25pm. Students should make arrangements with the classroom teacher in advance. A late bus is available on . Students who participate in after-school activities or sports programs will not be penalized for attending homework club. In addition to after school help with the class- room teacher, additional support is available in three alternative programs:

**Power Hour** - A recommended homework program that allows students to receive help as needed.

**After School Academic Assistance (AAA)** - a homework club that is based on the recommendation of the student's teacher. Once agreed upon in writing, by the parent/guardian, this becomes a mandatory after school program where attendance is taken.

**Winnacunnet Homework Club** - an after school program in which a high school student is matched with a grade 6 student to aid them in their schoolwork. This is a three year commitment for both the high school and Hampton Academy. All programs are guided by teachers from each grade level. These programs begin in October and run until May. The programs are not punitive, but rather offer students appropriate support to allow the student the opportunity to be successful.

Questions regarding after school help should be directed to your child's team or school counselor.

### **Emergency Drills**

Evacuation drills for fires and other emergencies will be held several times during the school year. Administrators and designated staff have walkie-talkies and cell phones that enable them to maintain contact with police and fire departments during an emergency. At all times students should act responsibly, follow directions for posted evacuation instructions, hold the doors for others, and exit the building in a quiet and orderly manner. In the case of a real emergency, exits may be blocked. Your safety and the safety of other students is dependent upon being responsible and listening to all instructions. There are very strict penalties for anyone pulling a false fire or emergency alarm. False alarms will be referred to the police for appropriate action and may result in suspension. Parents are not to come to the school in the event of a site-based emergency. Rather, please use the media sources used for school cancellations to obtain information as to where and when to pick up your child.

### **Transportation - Bicycles/Skateboards/Scooters/In-Line Skates/Hover Boards**

Students riding bicycles and skateboards to school must walk their bicycles and skateboards at all times on school property. They must park and lock their bicycles in the racks provided, immediately upon arrival at school. Skateboards may be left in the main office. **Helmets must be worn.** Students may not use other students' bicycles or skateboards at school. The school is not responsible for damaged, lost or stolen bicycles or skateboards. Failure to abide by these rules for bicycle and skateboard safety and security results in the loss of the privilege of having a bicycle or skateboard at school. **In-line skates, scooters, and hover boards are not allowed on school grounds.**

### **Bus Expectations**

School buses, including bus stops, are an extension of classrooms and, therefore, rules of behavior apply. See Appendix 4, Bus Contract for details. Failure to abide by bus expectations can result in loss of riding privileges.

### **Positive Behavior Intervention System (PBIS)**

PBIS is a systematic framework for improving valued social, emotional, behavioral, and learning outcomes for middle school children. PBIS uses a broad set of evidence-based systematic and individualized strategies to effectively prevent and respond to problem behaviors. PBIS is a strategic approach in which collaborative teams use effective group processes and data-based decision-making to achieve desired outcomes. PBIS is a proactive approach to school-wide discipline. The focus is to reinforce the positive behaviors of students as well as support students who need extra assistance in fulfilling Hampton Academy Expectations – The Academy Way. More information can be found in the PBIS Handbook on the Hampton Academy website under the “Students” header.

**Shark Awards** - Students who demonstrate positive, cooperative, kind or otherwise exemplary behavior, **over time**, in the spirit of the Academy Way: Act responsibly, Manage yourself, Respect yourself and others.

**Kudos Cards** - A method where a staff member can complement a student or other staff member by writing a brief message on the card.

### **Response to Instruction (RTI)**

Hampton Academy will provide the highest quality instruction, best practices, and interventions that will match the needs of the individual student to ensure that all children reach their fullest potential. We will create a school wide learning community utilizing progress monitoring, evaluating outcomes, and directed decision making that will provide academic and behavioral support to meet all student needs.

### **Extra-Curricular Clubs and Activities**

Extra-Curricular clubs and activities are designed to satisfy the different interests of all students.

Music Ensemble	Drama Club	Interact
School Socials	Student Council	Yearbook
Newspaper	Math Counts	Spelling/Geography Bee
Ski Club	Oratorical Contest	Shark News
Art Club	Tech Club	Yoga Club

### **Athletic Teams and Events**

Fall Sports:	Field Hockey, Volleyball, Boys & Girls Soccer, Cross Country
Winter:	Boys & Girls Basketball, Wrestling
Spring:	Baseball, Softball, Track & Field

We welcome all students and their families to attend school athletic events. We expect athletes and spectators to behave in a courteous manner and show good sportsmanship. **ONLY PLAYERS ARE ALLOWED INSIDE THE LOCKER ROOM.** Food or drink is not allowed in the gymnasium. During basketball season, home games are held at The Rim.

## Hampton Academy Athletic and Extracurricular Contract

The Student Athletic and Extracurricular Contract has been designed to provide clear expectations regarding participation extracurricular and athletic activities. Students and parents sign the contract with the understanding that students are making a commitment to abide by school policy. Signing the contract indicates full knowledge of the policies and the dedication that the participation in the activity requires. The following are basic guidelines of behavior for all students to abide by throughout the activity period: **GOOD ACADEMIC STANDING AND ATTENDANCE, NO SMOKING, NO USE OF ALCOHOL/DRUGS, NO STEALING, NO VANDALISM, NO ACTS OF VIOLENCE, and NO ACTS OF HARASSMENT/BULLYING.**

Hampton School District Policy: If a student has more than two **I's** (Intermediate) during the previous marking period and through the period of the activity, they may jeopardize trying out for a team, retaining a position on a club/team, or participating in an extra-curricular activity. Students must have an attendance rate of 85% or better for the previous marking term and throughout the period of the activity. In order to participate in any of the extracurricular activities sponsored by Hampton Academy, students must be in attendance for a total of four periods of school **on the day of the activity** unless prior permission has been granted by administration.

**Additionally, students may be dismissed from athletic teams or extra-curricular activities for accruing a combination of 3 administrative disciplinary actions previous to and during the period of the activity. The principal will make the final decision on athletic eligibility and extra-curricular participation.** Students who receive unsatisfactory (✓- or -) grade scales in Habits for Success may jeopardize trying out for a team, retaining a position on a club/team, or participating in an extra-curricular activity. **Eligibility decisions are made by administration.** During his or her athletic season, each athlete is expected to travel to and from an athletic event with the team. Written permission from a parent for cases of emergency may be an exception. Please see the complete Extra-Curricular Activity Handbook for more specifics.

### School Social Rules

School socials are intended to provide a worthwhile social experience for students. Attendance is considered a privilege, not a right. Reasonable behavior and school attendance are basic criteria for participation in these events. The administration reserves the right to deny admittance to any student. Please see dance tickets for additional information. School socials are for Hampton Academy students in grades 6 through 8. Guests are not allowed. Students must have a ticket, containing the phone number of which parent/guardian can be reached in case of an emergency or other valid reason. Thirty minutes after the start time of the social no one will be admitted unless a note has been provided to the administration ahead of time. Students may not leave the event to go elsewhere. Once at the school, students must remain for the entire event. Exceptions are made only if a written request from a parent/ guardian is received prior to noon on the day of the social night. In the event a note is received, the parent/guardian must come to the door to pick up his/her child. Students must be picked up by a parent/guardian in a timely manner or they may lose their privilege to attend future events.

### Dining Hall Information

Milk, school breakfast, and school lunch are available daily. Students may bring a bag lunch from home, if preferred. **Only those students wanting breakfast are allowed in the dining hall in the morning unless directed by the administration.** Information is sent home at the beginning of each school year stating costs and program options. Parents may apply for eligibility of free or reduced priced lunches at any time during the school year and for any needed length of time. Please see the district handbook for specifics regarding food service operations and payment options, including online payment ([www.myschoolbucks.com](http://www.myschoolbucks.com)). Students may only purchase items from the vending machines after school. Food and drinks may not be taken from the dining hall. **It is recommended that snacks be purchased for lunch time in the morning before school starts.** Questions and comments relative to the school nutrition program should be directed to the Food Service Director at 926-9826.



### **Library Services**

Students are encouraged to use the library for reference work and for general reading purposes. Classes will be taken to the library early in the year for instruction in the use of the library. Students will be held financially responsible if books are not returned. Misbehavior in the library may cause a student to lose privileges. The librarian and school administration will review the offense and determine loss of privileges and for how long.

### **Grade Eight Final Assembly**

During the final week of the school year a final assembly is held to recognize eighth grade students as the culminating middle school event. Awards are also presented to students who have shown outstanding academic achievement and/or extra-curricular involvement at Hampton Academy.

### **After School Activities on School Grounds**

Each student is expected to leave school grounds immediately following dismissal at the end of each school day unless he/she is in after school detention or is participating in sports teams or another school activity. A student may not remain in school or on school grounds unless specifically supervised by an adult.

### **Accidents**

If a student is injured or becomes ill while at school or while participating in a school sponsored event, the student should inform the teacher/group leader/nurse immediately. In case of serious injuries, fractures or cuts, parents are notified. If the staff is unable to reach the parent, an emergency number will be called. Parents are reminded how important it is to keep emergency information current.

### **Truancy**

Unexcused absence from school is a truancy. This includes absence from any class or activity during the school day for which the student is scheduled. Parents are called each time a student is absent without notice.

### **Bullying**

Conduct constituting bullying will not be tolerated. Bullying is defined as: "a single significant act or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed to a pupil which physically harms a pupil or damages the pupil's property, causes emotional distress to the pupil, interferes with a pupil's educational opportunities, creates a hostile educational environment, or substantially disrupts the orderly operation of the school". The full text of the Pupil Safety and Violence Prevention Policy (JICK) can be read under school board policies of SAU 90.

### **Lying/Cheating/Plagiarism**

Lying is "being deliberately untruthful or deceitful". Cheating is "breaking a rule or a law usually to gain an advantage". Plagiarism is "the practice of taking someone else's work or ideas and passing them off one's own". Students caught cheating /plagiarizing may receive a "0" on the assignment. Parents and administration will be notified by the teacher and disciplinary action may occur.

### **Re-Take / Re-Do Policy**

Under this system of grading, students have the opportunity to re-do an assignment, or re-take an assessment to show improved mastery of the standard being assessed, *provided that they follow the outlined procedure, and show evidence that they have adequately prepared for the re-take.*

**Re-Takes and Re-Dos must be completed within 5 school days of the return of the original assignment.**

A re-take or reassessment *may* be an alternate assessment. It should not be more difficult than the original assignment.

### **Personal Cell Phones, Electronic Equipment, Lasers, and Other Devices**

Students are prohibited from using personal electronic devices, including cell phones, while at school unless they are given permission by a school staff member. Electronic devices should be put away and turned off once students enter the building. During the school day students may retrieve their devices to be used for educational purposes at the discretion of the teacher. Any student using a personal device without permission, or for reasons other than the intended educational purpose, will have the device confiscated and turned in to the front office. **First offense-confiscated, for one day, student pick up, parent notified. Second offense-confiscated, parent is required to pick up. Continuous offense- loss of privilege to bring device on school grounds.** The school does not assume liability for loss or damage to equipment brought to school or on the bus.

### **Computer Technology**

All students are expected to sign an **Acceptable Use Policy** in order to use Hampton Academy computers.

Students are given a Chromebook/Laptop for their use at school and at home. Unless taken home, Chromebooks/Laptops are stored in the homeroom for charging. Students are not allowed to plug external devices such as flash drives, thumb drives, CD's, etc. into Hampton Academy Network computers without staff permission. The Computer Technology teacher works closely with teachers as a resource when using technology to strengthen and integrate the curriculum. All students receive computer technology instruction on a regular basis during half of the year. Grade 6-8 students will complete an Information and Communication Technology (ICT) Literacy Portfolio.

### **Dress Code**

Parents should be involved in setting standards of dress and grooming for their children. When a student has not followed the dress code guidelines, they will be referred to the school nurse. Parents will be notified and the student will be asked to change into something more appropriate. When available, the nurse may be able to provide a clean plain white T-shirt. Continued violations will result in disciplinary consequences. The dress code policy applies to all extra-curricular and school sponsored events, including socials, unless otherwise directed.

Some guidelines to follow are:

- Clothing should be neat and clean. Ripped or torn clothing is not acceptable.
- Shoes and other footwear that can damage floors or might be hazardous are unacceptable. No wheelies.
- Any clothing which displays tobacco and alcohol advertising, profanity, racial slurs, disruptive images or words, drug or gang related symbols, or sexual innuendos is not allowed.
- For health and safety considerations, coats or heavy jackets are not to be worn in the classroom.
- Clothing should appropriately cover undergarments and must cover the entire abdominal region (front and back or chest) whether standing, bending, or sitting.
- Shorts/Skirts/dresses may not have hemlines above the bottom tip of the fingertips with relaxed arms and hands.
- Hats will not be worn in the building except on special occasions.

### **Lost and Found**

Articles found in school will be turned in to the main office or the Planning Room. Pictures of each item are taken and posted on our website under "quick links", "lost and found". Lost articles which are not claimed within a reasonable amount of time will be donated to charitable organizations.

### **Food and Drinks**

Eating, other than breakfast and lunch, is allowed at snack time or on special occasions in designated areas only. As per our Wellness Policy, we want students to bring only water in clear plastic reusable bottles. Energy drinks, caffeinated beverages, and soda are not allowed during school hours. As a safety precaution, students are not allowed to share food due to food allergies.

### **Gum Chewing**

Gum chewing is not allowed in the building unless it is under the direct supervision of a teacher. Repeated violation of this rule will result in detention, or administrative disciplinary action. There are, at times, an accommodation in a 504 or IEP that allows a student to chew gum.

### **Lockers**

Lockers are the property of Hampton Academy. Students have no expectation of privacy regarding items kept in their locker. Lockers may be searched by the administration at any time. Students are to use only their assigned locker and are expected to keep it neat and clean. No locks of any kind are permitted to be used on lockers at Hampton Academy. The school does not take responsibility for the loss or theft of any valuables or items left in a locker or the building. Items may be left at the main office for safekeeping.

### **Agenda Books**

Agenda Books are provided to all students. They are an excellent resource as well as an organization- al tool. They are often used by the classroom teacher as a sign-out/sign-in tool as students leave the classroom for the bathroom, guidance, main office or other destinations around the school.

### **Code of Conduct Consequences**

Specific examples of consequences and policies follow. They extend to all school sponsored activities, games, and field trips, both on and off school property. This code is not an exhaustive list of all potential violations and

consequences. It is at the administration's discretion to modify and/or make additions to the code in an effort to implement the school's philosophy and provide logical consequences for lack of good judgment and common sense.

**Teacher/Student:** Teachers typically manage discipline issues through warnings, student conferences, parent calls/conferences, and/or teacher detentions. Continued misconduct will be referred to the administration. See Appendix 1, Behavior Response Flow Chart.

**Social Probation:** Students may be denied the privilege to participate in extra-curricular activities, including socials, field/class trips, and athletic events.

**Community/School Service:** Students may be assigned to after school activities on school premises i.e. litter pick up.

**After School Detention:** As explained below.

**Suspensions (ISS/OSS):** As explained below.

#### **After School Detention**

Classroom teacher detentions and administrative detentions may be issued from the close of school in the afternoon until 3:25 pm on Monday, Tuesday, and/or Thursday. A 24-hour notice will be sent home with the student which explains the reason for the detention. An administrator may call on the day of the infraction so that permission may be given for the student to serve the detention on the same day. A discipline form must be signed by the parent and returned to school the following day. Detentions may be issued for, but are not limited to, repeated unacceptable behavior and repeated tardiness.

#### **Behavior and Disciplinary Code**

Hampton Academy provides students with a quality education in a safe, healthy learning environment. These principles, listed below, provide the structure to achieve our social and academic goals for students. Students should know what is expected of them behaviorally and act accordingly. Being fair, firm, and consistent in handling disciplinary matters is the most effective approach. The list of discipline standards below includes the situations that most commonly occur. The administration reserves the right to use good judgement for infractions not listed in this document.

#### **suspension/ISS(in school)/OSS(out-of-school)**

In-school suspension or out-of-school suspension will be utilized as a method of discipline for major misconduct or behavior that disrupts the learning process. **During the suspension period, students are not permitted to participate in, or attend, after school activities.**

Reasons for suspension may be for the following, but are not limited to:

- Illegal activity
- Continuous unacceptable behavior
- Disruption
- Sexting
- Cutting detention
- Cheating/Plagiarizing on school work
- Violation of the school's chemical use policy, including alcohol and OTC medications.
- Disrespect toward a staff member, or peer
- The creation of an unsafe environment, i.e. running in halls
- Threats of physical harm to a staff member or peer
- Being truant from school
- Violation of the school's computer use policy
- Possession of a weapon
- Bus infractions

- Excessive accumulation of detentions (3) or more
- Bullying (defined as insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

#### **Infractions and Consequences**

Infractions of school rules fall into two categories—minor and major. Minor infractions are normally handled by the classroom teacher. He/she can require a student to fill out a Critical Thinking in the Classroom Form (CTC) along with a teacher given warning or a teacher detention. A call home to a parent advising them of the behavior is required at this time. Three or more minor infractions usually results in a referral to the administration for further disciplinary action. In School Suspension (ISS)/Out of School Suspension (OSS) are reserved for major infractions. The chart that follows is a guide only. First offense usually is a warning, second offense is usually a teacher/lunch detention, and the third offense usually results in administrative detention or further disciplinary measures based on the situation. This list is not meant to be all inclusive. The administration reserves the right to interpret infractions and change consequences based on the circumstances.

INFRACTION (minor)	Teacher/Lunch		Administrative		
	Warning	Detention	Detention	ISS	OSS
Cafeteria Behavior	X	X	X		
Cell Phone	see page 15				
Electronic Device (confiscate)	X	X			
Computer/Technology Violation	X	X	X		
Disrespect	X	X	X		
Disruption	X	X	X		
Dress Code	X	X	X		
Cutting Teacher Assigned Detention			X		
Energy Drinks (Red Bull, etc)	X	X	X		
Food or Drink	X	X	X		
Gum Chewing	X	X	X		
Inappropriate Language	X	X	X		
Lasers			X		
Name Calling	X	X	X		
Physical Contact	X	X	X		
Property Misuse	X	X	X		
Spitting	X	X	X		
Absence/Tardy	X	X	X		
Misbehavior for Sub	X	X	X		
Throwing Objects	X	X	X		

INFRACTION (major)	Teacher/Lunch		Administrative		
	Warning	Detention	Detention	ISS	OSS
Abusive Language			X	X	
Assembly Behavior			X	X	
Absences			X	X	
Bullying			X	X	X
Cutting Administrative Detention					X
Defiance/Insubordination/Non-Compliance			X	X	X
Disrespect to Staff/Peers			X	X	X
Drawing Pictures of Weaponry			X	X	X
Fighting			X	X	X
Forgery			X	X	
Graffiti, Possible Restitution				X	X
Harassment/Threatening			X	X	X
Leaving School without Permission				X	X
Lying/Cheating/Plagiarism			X	X	X
Misbehave for a Substitute Teacher			X	X	X
Physical Aggression			X	X	X
Possession/Use of Alcohol, Drugs, Tobacco, Weapon				X	X
Profanity			X	X	X
Property Damage/Vandalism			X	X	X
Sexting			X	X	X
Theft			X	X	X
Truancy			X	X	X
Writing on Body (wash off)			X	X	X

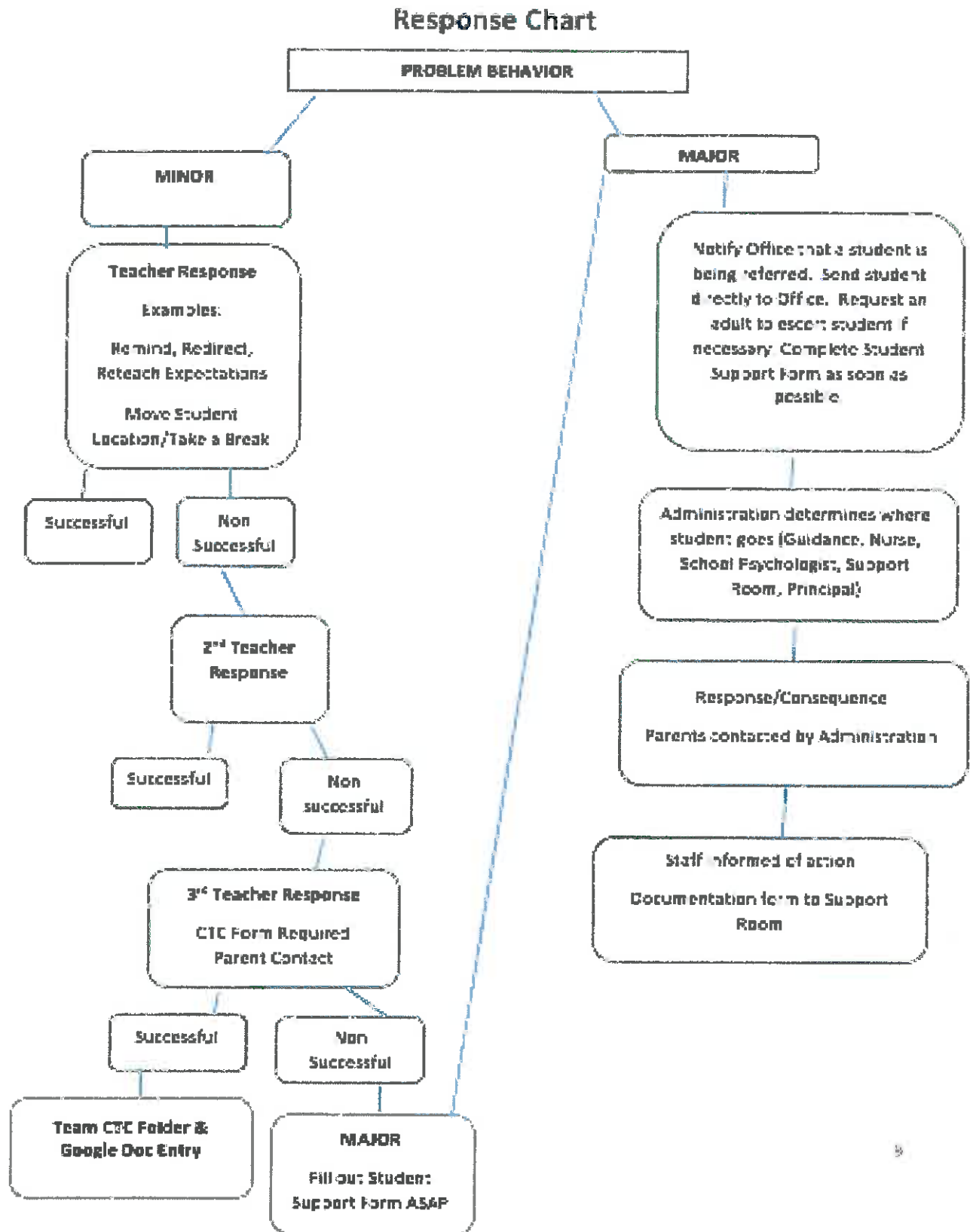
Appendix 1. SAU 90, Behavior Response Flow Chart

Appendix 2. Acceptable Use Policy

Appendix 3. Parent Portal Log In Instructions

Appendix 4. Bus Behavior and Expectations Contract

Appendix 5. Hampton Academy Athletic & Extracurricular Programs Handbook



Appendix 2. Acceptable Use Policy

Student Name: (Please print) \_\_\_\_\_

SAU 90 ACCEPTABLE USE POLICY FOR COMPUTER USERS

As a computer user, I understand that my ability to use a computer has the potential to enhance my education and provide me with skills that will help me in my future life work. The privilege of using a computer bears some responsibilities.

I. I recognize that all computer users have the same right to use the equipment; therefore, \*I will not play games on the computer or use the computer resources for other than academic activities when others desire to use the system for academic purposes; \*I will not waste, nor take supplies such as paper, printer cartridges, and diskettes provided by the school; \*when I am at a computer, I will work in ways that do not disturb others.

II. I recognize that software is protected by copyright laws; therefore,

I will not copy programs onto my own diskettes or onto other computers;

I will not give, lend, or sell copies of software to others unless written permission of copyright owner or unless the original software is clearly identified as shareware or in public domain.

III. I recognize also that the work of all users is valuable; therefore,

I will protect the privacy of others' areas by not trying to learn their passwords and will not use another user's password without the other user's prior permission;

I will not read, change, copy, or use files in another user's folder without the user's prior permission;

I will not attempt to gain unauthorized access to system programs or computer equipment;

I will not use computer systems to disturb or harass other computer users by sending unwanted files or mail or by any other means.

IV. I recognize that telecommunications offers an opportunity to exchange and access information that can be used in an educational manner; therefore,

I understand that all school district rules and policies that apply to student behavior also apply to computer use;

I will be polite when I engage in telecommunications activities and will not use obscene language, make threats, or make any inappropriate suggestions or statements when I am engaging in any type of telecommunications activities;

I will not willingly access or share information that is obscene, pornographic, or inappropriate in any manner;

I agree to respect the privacy of others on a network and will not reveal any personal information about myself (such as my home address, phone number, password) or any personal information

I will not engage in chatroom communications without adult supervision;

I will immediately notify a teacher or other school official if I feel that I am in any way threatened or presented with information that is inappropriate for me or others;

I will not download or upload pirated or illegal software;

I will not alter or delete any software installed or intended to be installed on the computer systems;

I will not use the Internet for financial gain or for any commercial or illegal activity or political lobbying.

V. I understand that violations of the rules and procedures described above will be dealt with seriously. Violators will lose computer privileges and possibly face school disciplinary action (up to and including dismissal) and/or appropriate legal action. In addition, certain activities may constitute a federal crime.

. have read the Acceptable Use Policy and agree to abide by its provisions.

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix 3. Parent Portal Log In Instructions**

Hampton Academy  
29 Academy Ave, Hampton, NH 03842  
Phone: 603-926-2000

To the parents of \_\_\_\_\_:

The administration and staff at Hampton Academy are excited to announce that we are at the point where we can provide you and \_\_\_\_\_ with access to \_\_\_\_\_'s current grades and attendance via the internet. To access this information you will need to follow these steps:

1. Open the internet browser on your computer
2. Type <http://sau90.powerschool.com/public> into the addressbar
3. Select CREATE ACCOUNT. Enter YOUR contact email. Create your User Id and Password to access the portal.
4. Next, Link Student(s) to your account. If you have more than one student at Hampton Academy you may link them here.
5. **IMPORTANT\*** Make sure to use YOUR Username and Password exactly as they are printed below (both are case sensitive) in order to link your student successfully.

Your Confidential ID is: \_\_\_\_\_ Your Password is: \_\_\_\_\_

Either you or \_\_\_\_\_ may track academic progress from any location that has internet access. If you do not have internet access, the public library has computers open to access your child's records. Please keep your passwords confidential so only you can access the information.

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school.

If you have any questions regarding the use of PowerSchool, contact the school office at 603-926-2000 ext. 722.

\_\_\_\_\_ 's ID and Password is listed below. Detach it and give it to Joseph.

\_\_\_\_\_ 's Confidential ID is \_\_\_\_\_

\_\_\_\_\_ 's Password is \_\_\_\_\_



**Appendix 4. Bus Behavior and Expectations Contract**

The safety and welfare of all students is the main concern of the Hampton School District. Therefore, parent support and cooperation in ensuring that their child reads and understands these rules is required for transportation services in the Hampton School District.

**At Bus Stops, Student Should:**

Ride on your school assigned bus only. (Exceptions will be made only with a note from a Principal or parent.) Be orderly and avoid horseplay.

Wait clear of traffic and back 6-10 feet from the road. Wait to approach only after the bus has stopped

Cross the street only in front of the bus, after the driver has put on the flashing lights and signaled to cross.

**Once On the Bus, Students Should:**

Go directly to an available seat or assigned seat.

Remain in your seat until you reach your designated stop and the bus has stopped. Keep hands, head, arms and legs inside the bus.

Never play with the emergency eXit equipment. Never throw or pass around any objects.

Carry on items should be held in the student's lap. There is NO eating or drinking on the school buses.

There is no use of or possession of tobacco products, drugs, alcohol, or any other controlled substance.

There will be no profanity or obscene gestures, bullying, eXcessive noise, wrestling or other acts of physical aggression tolerated on the bus.

Any action that would create a safety hazard for the passengers or the vehicle will not be tolerated. No weapons of any kind are allowed on the bus.

Do not damage or deface any part of the school bus. There may not be more than 3 passengers to a seat.

**The School Bus Driver:**

The School Bus Operator is responsible for proper discipline while students are on the bus.

Bus Operators shall report students who are not adhering to the bus rules to the Principal for disciplinary action, which may result in the student being eXcluded from receiving transportation services.

No student shall be put off a bus while traveling to and from school unless a dangerous situation occurs. Parents shall be notified and the daily trip completed before the student can be removed from transportation service.

The Bus Operator may assign seats.

I have read, understand and agree to the Hampton School District's rules for transportation services.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_