



# HAMPSTEAD ACADEMY

Hampstead Academy 2023-2024  
Parent and Student Handbook

This handbook, as well as additional information can be found on the school's website @hampsteadacademy.org.

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## Message from the Principal

Welcome to Hampstead Academy! Hampstead Academy provides a quality education and academic opportunities for all of its students. We challenge students who excel and provide intervention for students who need support. It is our intent to continue to provide a safe, productive environment that encourages all students to reach their potential. Respect is the key, we give it and we expect it from each other. We look forward to working with your student and your family in the upcoming school year and many years to come. Working as a team, Hampstead Academy will provide the optimum education for all our children. Parents and students agree to accept and abide by the rules in this publication and school as a condition of enrollment and attendance.

## About Hampstead Academy

### Mission

#### Connect - Inquire - Empower

At Hampstead Academy, we prepare our students for their future, a future we cannot possibly imagine. By fostering a learning environment based on personalized and collaborative experiences that reinforce the traditional pillars of academia, students learn the critical thinking and problem solving skills needed to create a better tomorrow for themselves, their community and the world.

Inspire students to achieve their highest academic potential by recognizing individual talents and encouraging innovation through experiential project work. We do this by:

- Connecting as a community through project work to inspire and ignite our individual talents.
- Inquiring from our individual passion and curiosity to learn from the world around us.
- Empowering students to make a positive impact on our community and our world.

Our caring community fosters creative thinking, and builds character and confidence through teamwork and service to others. Hampstead Academy celebrates each child's passion for learning while preparing them to become responsible global citizens through project work.

### Our Vision

#### Prepared for the Future

Hampstead Academy prepares our graduates to be inquisitive and creative problem solvers at an early age, fostering innovators and free thinkers who also have a deep understanding and concern for the social, cultural and environmental well-being of their community and our planet. Through a curriculum deeply focused on experiential learning that encompasses scientific, cultural, entrepreneurial and civic goals, we help our students find accomplishment through the Pillars of the IMPACT Education Model.

## School Foundations

Hampstead Academy's behavior program - Responsibility Centered Discipline (RCD)- encourages student responsibility as students make choices that meet the school's behavioral foundations:

- Be Safe ● Be Respectful ● Be Prepared ● Be Responsible

## Location and Contact Information

Main (lower) Building (Pre K-4)

Middle School (upper) Building (5-8)

Address:

320 East Road

Hampstead, NH 03841

Phone: 603.329.4406

Fax: 603.329.7124

Website: [www.hampsteadacademy.org](http://www.hampsteadacademy.org)

Facebook: [www.facebook.com/HampsteadAcademy](https://www.facebook.com/HampsteadAcademy)

Instagram: [www.instagram.com/hampsteadacademy](https://www.instagram.com/hampsteadacademy)

Office Hours: 7:45 a.m. to 4:00 p.m.

## Board of Directors

Hampstead Academy is governed by a Board of Directors. The Board meets monthly or as needed. The Hampstead Academy Board makes all policy decisions for Hampstead Academy. For more information about the Board go to

<http://www.everleadedu.com/>

## Administration Position Contact Information

Principal Beverly Rose [rose@hampsteadacademy.org](mailto:rose@hampsteadacademy.org)

Business Manager Kate Delgiacco [delgiacco@hampsteadacademy.org](mailto:delgiacco@hampsteadacademy.org)

## Staffing Qualifications

At any time, we are happy to provide you information about the credentials of your child's teachers and Teacher Assistants. If you have any questions, please contact the Principal.

## Daily Schedule

Doors open for students 7:45 am

School Begins 8:05 am

Lunch 12:00-12:30

Dismissal 2:45 pm - 3:00 pm

Minimum Day/Early Out Dismissal 11:45 am

Extended Day 2:45 pm - 5:00 pm

## Policies and Procedures

All Hampstead Academy Policies, Procedures and Templates (Forms), including this document, are accessible on the Hampstead Academy website

[@hamsteadacademy.org](http://hamsteadacademy.org)

## Students

### Attendance

Hampstead Academy requires that school-aged children enrolled in the Academy attend school in accordance with all applicable state laws and school policies. The educational program offered by Hampstead Academy is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in Hampstead Academy during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

### Legal Parameters

Students are expected to attend classes on time every school day. All students are expected to be in school with a 95% attendance rate. Parents should plan vacations around the student's scheduled vacation time. Please access our website for the school calendar. Do not use children for babysitting during the school day. Health appointments need to take place outside the school day, when possible.

### Check-in/Check-out

During regular school hours, a parent/guardian must sign students out in the office. If a student is late to school, the parent must come in with the student and sign the student in. School personnel must make personal contact with the parent/guardian before the child can leave. Students will only be released to the legal guardian or parent/guardian's designee. Release information is updated in the student information system ([gradelink.com](http://gradelink.com)), please ensure this information is accurate.

### Excusing Absences

Hampstead Academy considers the following to be excused absences:

- Illness
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of religious holidays
- Such other good cause that may be acceptable to the Principal or permitted by law.

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

In the event of an illness, parents must contact the school and inform the administration of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to

doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal or his/her designee will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and/or writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider the initial determination. However, at this juncture, the Principal's decision shall be final.

### **Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The Principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Students are required to complete all work assigned during any special approved absence by the date decided upon by the school. Supplemental instruction is not to be expected.

### **Tardiness**

If a student's repeated tardiness impacts classroom instruction, the teacher shall report this to the Principal. The Principal has the authority to devise a remedial plan. Such a plan may allow for a certain number of tardy incidents to equal an unexcused ½ day absence.

### **Truancies**

Students are considered truant when they are out of class or school without an official excuse. The law requires parents to see that their students attend school regularly. Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make-up assignments or tests that have been missed due to truancy. Parent conferences will be required if students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do not remedy the problem sufficiently.

### **Intervention Process to Address Truancy**

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

- Investigating the cause(s) of the student's truant behavior
- Considering, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy
- Involving the parents in the development of a plan designed to reduce the truancy
- Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the school's policies and administrative guidelines on student discipline

## **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status, or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

- A statement that the student has become or is in danger of becoming habitually truant
- A statement of the parent's responsibility to ensure that the student attends school
- A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

## **Arrival and Dismissal**

### **Arrival**

Students will not be permitted in the school buildings prior to 7:45 am. For safety purposes, students should not be dropped off at the school to wait outside until the doors open. It is expected that parents will have students wait in their vehicle until the doors officially open. Please refer to the diagram below for drop off location.

### **Dismissal**

It is imperative to pick up your student in a timely manner at the end of the day. The following policy was approved by the Hampstead Academy Board of Directors. Students must be picked up no later than 15 minutes after dismissal time. A record will be kept of students left at school for more than 15 minutes after dismissal time. After the third occurrence, an evaluation will be made regarding further action.

### **Pre-K - Grade 8 Dismissal Procedures**

- Students will be lined up with their classes at dismissal
- Parents and guardians may pick up students by waiting in the car line so the teacher can escort your student to their car
- Pre-K students and older siblings of Pre-K students exit from the front Admissions entrance door.
- Grades K-4 students line up with classes and exit from the front door of the main building nearest the Innovation Center
- Grades 5-8 students line up with their class and exit from the Innovation Center (lower level)
- 15 minutes after dismissal, all teachers return to the building along with any Pre-K - 8 students who are remaining and will be escorted to the Extended Day program where families may incur charges to their account.



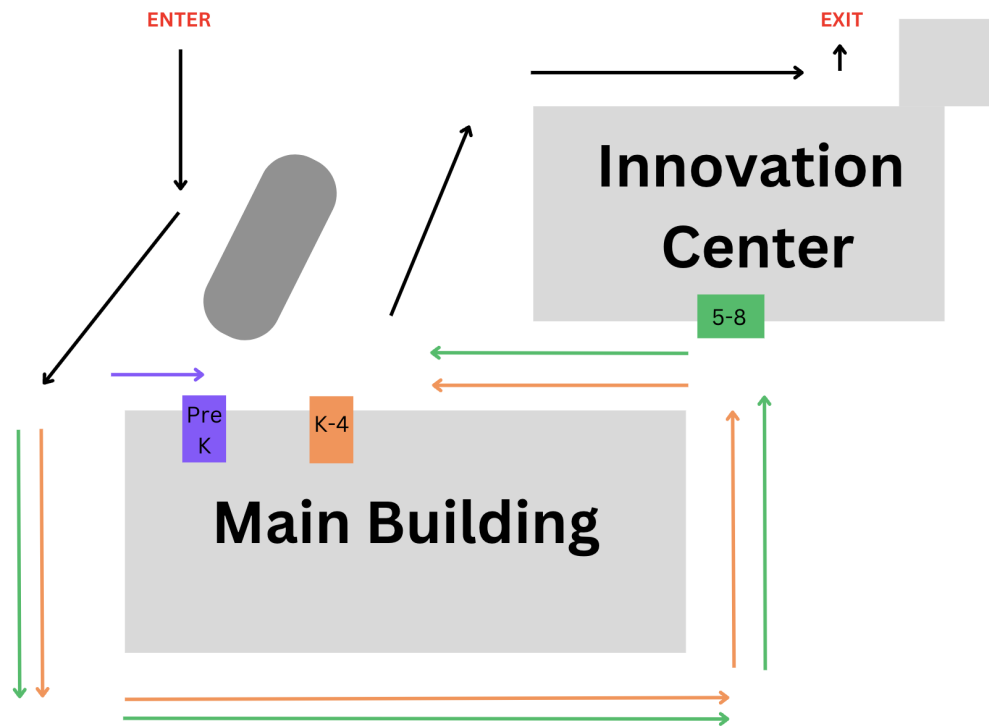
**DROP OFF 7:45-8AM  
PICK UP 2:45-3PM**

All Parents/Guardians should remain in their cars during drop off and pick up. A staff member will assist students to and from the building safely.

Pre-K students should exit/enter on the passenger side.

Grades K-4 should exit/enter on the driver's side.

Grades 5-8 should exit/enter on the passenger side.



### Parking Lot and Road Safety

Students must remain in the building during pick-up. To reduce congestion, parents/guardians should avoid parking in driving areas. Parents are encouraged to park in designated parking areas. Individuals conducting themselves or operating vehicles in an unsafe manner may be referred to law enforcement. (See Student Dismissal/Pick-Up Procedures)

### Extended Day

The Extended Day program runs daily from 2:45PM - 5PM Monday - Friday. The extended day program is not offered as an occasional drop-off, but instead, is designed to support families needing consistent after school supervision for children. Students must be registered for a minimum of three days per week: days to be chosen at the time of registration. Monday - Friday children will meet the Extended Day teacher in the Extended Day homeroom. When weather permits, outdoor recreation will always be offered, and the gym will be used as an alternative on inclement days. Pick up will be at the rear glass door of the main building (facing the gymnasium). A sign will be posted on the Extended Day door alerting parents/guardians if the group is in another building. Please ensure your child has snacks and a water bottle. Please call the Academy (603) 329-4406 Extension 5 to reach the Extended Day staff between 2:45 PM - 5 PM. Please contact [admissions@hampsteadacademy.org](mailto:admissions@hampsteadacademy.org) to enroll in the Extended Day program.

### Closed Campus

Hampstead Academy is a closed campus. No student is permitted to leave the school grounds at any time during regular school hours without appropriately checking out through the office.

### **Assembly Behavior**

Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the assembly location and to sit with their class. Students who disrupt the assembly will be removed and referred to Administration for appropriate disciplinary action. Disciplinary actions may include detention, suspension, or the forfeiture of the student's opportunity to attend assemblies for the remainder of the year.

### **Backpacks/Book Bags/Purses**

Due to safety, health and space concerns, items such as backpacks/book bags/purses must be left in lockers or in the hall hook area during the school day.

### **Prepared for Class**

If your student is having difficulty being prepared for class, please ask their teacher for help or contact the school. An unprepared student can disrupt a whole classroom.

### **Books**

Textbooks are very expensive. Please talk with your student about taking good care of any books entrusted to their care. We encourage you to cover the books for protection. Do not use contact paper on the books. Each student is responsible for the condition of returned books and will pay monetary charges if damage is incurred.

### **Citizenship**

Students are representatives of this school and take pride in responsible behavior. Each child is accountable for their behavior. Teachers set examples for students and teach them through acknowledgment, praise and role-modeling.

### **Computer Usage**

Grades 1-8 students are asked to bring their personal Chromebook. Computers are available for student use in classrooms and computer labs. Students must have the teacher's permission to use classroom computers. All students and parents must sign the Bring Your Own Device form before accessing the Internet. If this policy is violated, disciplinary actions will be taken.

### **Dress Code**

All students are expected to take pride in their appearance and to dress and groom in a manner that will not distract from the academic environment at Hampstead Academy. This means clothing must be modest, and promote a safe environment. It is the responsibility of parents and students to ensure compliance with the dress code. As styles change or if questions arise, the Principal, as the Board of Director's designee, has the authority to determine if a student's dress is in keeping with this policy. Students are expected to follow the dress code from the beginning of the school day (8:05 am) until the student is picked up by a parent/guardian.

General appearance, clothing, hygiene, etc.

- Clothing shall not have holes or excessive wear
- Hair must be clean and well-groomed
- Hats are prohibited indoors
- No clothing that exposes bare midriffs, buttocks, or undergarments
- Midriffs must remain covered when arms are raised

#### Tops:

- Hooded sweatshirts or jackets may not be worn except outside during lunch or recess
- Outdoor jackets and coats are not allowed to be worn except outside during lunch or recess
- Modesty is required for all shirts and will be determined by both office staff and administration

#### Pants/Bottoms:

- May be no larger than one size from a student's fitted size
- Must stay fitted around the waist. Belts are required if pants do not stay at the waistline
- Length of skirts, skorts, shorts, and dresses must be no higher than two inches above the top of the kneecap and will be determined with the waistband at the waist

#### Shoes:

- No bare or stocking feet
- No open toe or open heeled shoes

#### Personal Electronic Devices (including cell phones)

To protect student safety and to preserve the integrity of our learning environment, personal electronic devices (ex: cell phones, mp3 players, tablets, video game consoles, smart watches, and e-readers) are not allowed at Hampstead Academy during school hours (7:45 am - 5 pm). This means that students are not allowed to have phones on their person, including in pencil pouches, in pockets, or in binders. The school is not responsible for lost, stolen, or damaged devices. It is recommended that students leave personal electronic devices at home, or surrender devices to a parent during the school day.

#### Consequences for Personal Electronic Device Use

The consequences for using a personal electronic device during the school day for any reason are as follows:

##### First offense:

Staff members will confiscate the device. It will be locked in an administrative office and can be picked up by the student at the end of the day. At that time the staff member will review the school's Personal Electronic Device Policy with the student, including the consequence for a second offense.

##### Second offense and additional offenses:

A staff member will confiscate the device. It will be locked in an administrative office and must be picked up by a parent or guardian. The device will not be released to a sibling, adult carpool driver, or other individual not listed as a "custodial" individual on the student's Aspire account. This may mean that the

phone will remain at school overnight, throughout a weekend, or during vacation time.

If the number of offenses continues to increase, the student and guardians will meet with an administrator to determine additional consequences which can include (but are not limited to) detention, suspension, and/or revoking electronic access to the school's network and services.

### Images and Video

Due to technological advancements, video and still images are easily taken. Any use of a camera or imaging device in the school must be approved by the administration; this includes photos taken on cell phones. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action.

### Grades and Progress Reports

Parents/guardians may access student grades and progress reports through [www.gradelink.com](http://www.gradelink.com) (the student information system). Each student will have his/her own account and password. These will be issued at the beginning of the year. Parents may obtain a password to access their student's information.

### Report Cards:

Report cards will be sent home the week following the end of each term. Each term's grades will appear on the student's permanent record. If parents/students have questions concerning grades, they should contact the teacher(s) immediately.

### Grading Scale for grades 5-8

A+ = 100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%	F = 0-59%
A = 93-99%	B = 83-86%	C = 73-76%	D = 63-66%	
A- = 90-92%	B- = 80-82%	C- = 70-72%	D- = 60-62%	

### Grading Scale for grades K-4

E = Excellent	M = Meeting Grade Level	D = Developing at Grade Level	B = Beginning to Emerge to Grade Level	FC = Future Curriculum
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### Citizenship

H: Honorable	S: Satisfactory	N: Needs Improvement	U: Unsatisfactory
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### Hall Passes

Hall passes may be issued by the teacher during class if a student needs to leave the classroom. Students should use the restroom before school, during lunch, during passing time between classes and after school. In the event of an emergency, a student may sign-out and then sign back into class. Behavior in the halls should reflect the standards of respect, safety and appropriate manners.

## **Lockers**

Lockers and combination locks may be assigned to students. Lockers and combination locks are provided for the convenience of students and are the property of Hampstead Academy. Locks should be kept locked on lockers at all times. Students vandalizing or misusing their lockers may be assessed fines or may forfeit their locker privileges. Students must pay for lost locks in grades 5-8. Lockers are subject to periodic inspection and must be free from inappropriate pictures, graffiti or controlled substances. Hampstead Academy is not responsible for personal property placed in student lockers. It is strongly recommended that students do not keep valuables or large amounts of cash in lockers.

### **Jammed Lockers:**

Students should report to class on time and receive permission before seeking assistance for jammed lockers.

## **Medication**

If it becomes necessary for a student to take any form of medication at school, the appropriate forms are available in the office. All medication will be kept in and dispensed through the office. Students may not carry medicine on their person or store it in their lockers. Students with asthma may carry an inhaler with them with approved paperwork. Grades K-4 should keep inhalers in the front office.

## **Personal Property**

Students are responsible for personal items brought to school such as games, toys, and approved electronic devices. If any personal item is used, seen or heard during class it will be confiscated. If any personal item is used in a way which compromises the safety of the other students, it will be confiscated. Inappropriate behavior regarding such items may warrant disciplinary action at the discretion of administration.

## **Physical Education & Outdoor Recess**

Children are expected to participate in outdoor and physical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor's or parent's note for not participating. Outdoor recess will be conducted in a spirit of goodwill and sportsmanship. Students are expected to have best behavior at all times on the playgrounds.

## **Student Activities**

### **Field Trips**

Student participation in school field trips will be based upon the discretion of the teachers and their evaluation of the student's academic performance and behavior. If participation is not granted, 24-hour notice will be given to parents. (See Field Trip Policy) (See Field Trip Procedures)

## **School Operations**

### **Core/Curriculum**

The New Hampshire State Core will serve as the minimum basis for academic requirements for advancement and graduation. The school's curriculum and student expectations will meet or exceed the standards of the New Hampshire State Core. Throughout the year, teachers will assess proficiency in all subject

areas and adjust instruction based on assessment results. We participate in NWEA assessments two times a year. Parents or guardians who are interested in viewing the curriculum used in classes may contact their child(ren)'s teacher(s).

### **Fees**

The Board of Directors shall approve a fee schedule by December 31st each year.

### **Financial Assistance**

Families must submit a Financial Assistance application. Financial Assistance does not apply to optional activities and projects. A written copy of the Financial Assistance application can be provided with registration papers to the Business Manager. To apply for Financial Assistance, please speak with the Business Manager.

### **Emergency Lockdown Procedures**

A principal or administrative staff member will activate the Emergency Lockdown Procedure when the safety and welfare of the students, faculty or staff are in danger. This can be because a breach of physical security or protocol has occurred, or when notified by authorities of a dangerous situation in close proximity to the facility. If in the event an emergency occurs parents will be notified once students and staff are safely secured. We do not share our Emergency Operational Plan with parents for security reasons.

### **Fire Alarms and Evacuation**

All individuals in the school building must exit the building immediately under adult supervision when the alarm sounds. Evacuation maps and procedures are posted in each classroom. If the alarm sounds at times other than during class, each student must assemble where her/his homeroom teacher has designated as their meeting area. In case of long-term evacuation, students will go with their classroom teachers to a designated area. (See Hampstead Emergency Operational Plan)

### **Library**

Library books and materials are provided for student use. The library is open during school hours for supervised student and parent use.

### **Lost and Found**

Students who find items must turn them into the office immediately. Labeling all clothing, lunch boxes, and backpacks will decrease losses. Unclaimed lost and found items will be donated to charitable organizations at the end of each term.

### **School Closing – Weather**

School will close at the discretion of the administrative team. Please click on <https://www.wmur.com/weather/closings> or watch WMUR morning news for school closure announcements. Other forms of communication include: email, Facebook, Instagram, and the Hampstead Academy website.

### **Bullying**

#### **Definitions of Bullying**

- When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them you're upset

- A pattern of repeated mean behaviors that is intended to harm physically, emotionally, or socially and usually has an imbalance of power. In order to promote a safe, civil, learning environment, the school prohibits all forms of bullying and cyberbullying of students and school personnel.

The administration shall administer appropriate discipline to all individuals who violate this policy. Law enforcement officials may also be involved in the activities that constitute criminal activities. (See Bullying and Hazing Policy for definitions and specific examples)

### **Discipline and Detention**

Hampstead Academy follows the Responsibility Centered Discipline (RCD) framework. This framework is based on Hampstead Academy's four school foundations: Be Safe, Be Prepared, Be Respectful, Be Responsible. Students are expected to behave in a way that honors and respects these foundations at all times. Training and education on the foundations will take place throughout the year in both classroom and whole-school settings. When students are unable to meet these expectations and/or unwilling to take responsibility for their actions, they will work with a teacher and/or administrator. The program encourages students to work with administrators to develop plans that will facilitate a change in behavior as opposed to focusing only on consequences. Behavior plans, detention, in school suspension, and out of school suspension are all disciplinary tools that can be employed when implementing the RCD program.

The following are examples of behaviors that violate the school foundations and would result in discipline.

- Disruptive behavior in the classroom, school or on school property
- Tardies
- Disrespect for other students, faculty, and staff
- Throwing things
- Public displays of affection
- Use of vulgarity, profanity, or use of obscene gestures
- Bullying, harassment, hazing
- Cheating
- Violation of the "no touch" policy
- Littering in the halls or school grounds
- Inappropriate electronic device usage

### **Safe School Policies**

These are the items that fall under Hampstead Academy's Safe School Policies which can result in immediate suspension and/or expulsion. Under Hampstead Academy's Safe School Policy there are some zero tolerance guidelines. Issues may include but are not limited to:

- The selling, possession, and use of illegal drugs (The use of tobacco and alcohol, if under age, is an illegal activity)
- Possession of any type or look-alike weapon on school property
- A serious breach of conduct such as:
  - Life threatening or intimidating actions
  - Sexual harassment
  - Pornography

- Bullying, hazing, harassment
- Obscenities
- Computer Use Contract violation
- Vandalism of other students or school property
- Aggression, fighting, and/or threats
- Play fighting, boxing matches, and other similar interactions
- Insubordination
- Stealing
- Matches, lighters, or other fire starting devices
- Weapons

Hampstead Academy will provide students a safe, challenging academic environment. To ensure this environment, a school wide discipline plan is implemented and carried out by all staff members. Parents will be involved at every level of intervention. Students enrolled at Hampstead Academy agree to accept the rules and adhere to promoting a positive, healthy school environment. While working to maintain a productive learning environment in the classroom, Hampstead Academy realizes there are incidents where discipline will be needed.

### **Expulsion or Placement Change**

If the behavior contract is not adhered to or there are repeated problems with a student's behavior, expulsion from school will be considered by the Principal.

If there is a serious violation of:

- Frequent, flagrant, or willful disobedience, defiance of proper authority, or disruptive behavior, including, but not limited to: fighting; gang activity; noncompliance with School dress code; harassment, including sexual, racial, or religious harassment; the use of foul, profane, vulgar or abusive language; or other unreasonable and substantial disruption of a class, activity, or other function of the School
- Willful destruction or defacing of School property
- Behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or School personnel or to the operation of the School
- Possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage, cigars, cigarettes, electronic cigarettes, or tobacco, contraband, including but not limited to real, look-alike or pretend weapons, fireworks, matches, lighters, alcohol, tobacco, mace, pepper spray, laser pointers, pornography, illegal drugs and controlled substances, drug paraphernalia, or any other material or item that has caused or will imminently cause substantial disruption to school operations
- Inappropriate use or possession of electronic devices in class or in any other way that substantially disrupts the educational environment
- Any criminal activity
- Any serious violation involving weapons, drugs, or the use of force that threatens harm or causes harm to the School or School property, to a person associated with the School, or property associated with any such person, regardless of where it occurs
- Bullying or hazing as defined by the State of New Hampshire and/or the School's Bullying Policy



- Any serious violation affecting another student or a staff member, or any serious violation occurring in a School building, in or on School property, or in conjunction with any School-sponsored activity, including
  - The possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material
  - The actual or threatened use of a lookalike weapon with intent to intimidate another person or to disrupt normal School activities
  - The sale, control, or distribution of a drug or controlled substance as defined by the State of New Hampshire, an imitation controlled substance defined by the State of New Hampshire or any local municipalities, or drug paraphernalia as defined by the State of New Hampshire or any local municipalities
  - The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

### **Fighting**

Fighting will not be tolerated at school or at any school function or school-sponsored activity. Students who fight, threaten, or are audience to a fight will be suspended and suffer appropriate legal consequences. People who promote, instigate, organize, facilitate, or encourage fighting will likewise be held responsible. Fighting may include play fighting, boxing matches, or similar type interactions.

### **Harassment, Hazing, and Initiations**

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment can be how it makes the victim feel. Harassment, hazing, or initiations of any type are not permitted in school or extracurricular activities. Students guilty of bullying or harassment of any type, threats, hazing, intimidation or initiations may be suspended and/or referred to law enforcement for disciplinary action.

### **Immunizations**

New Hampshire Administrative Rule He-P 301.13-15 requires that all children enrolled in any school, pre-school, or child care have certain immunizations to protect them and those around them from vaccine preventable diseases.

### **Personal Conduct**

Students are expected to behave in a manner that is respectful of others at all times at school or during school related activities. Students should keep their hands and feet to themselves. Throwing snowballs and/or other items that may cause injury shall not be permitted. Skateboards and shoes that have wheels are not permitted. Laser pointers are not permitted.

### **Honor Code**

Integrity is an individual's most important asset. Honesty and respect for one another are important traits to develop and maintain not only for a successful school year but for the experiences of life. Therefore, this school will not tolerate lying, cheating or stealing. Violations of the honor code may result in detention, suspension or expulsion. Cheating violations will result in a grade of "0" on the assignment or test, and the Principal will determine if a detention should be

utilized. Continued violations may result in a letter grade of "F" for the quarter and suspension. Students and parents agree to accept the responsibility of the honor code by the act of enrollment at Hampstead Academy.

### **Inappropriate Gestures/Language**

Students are expected to show respect to others. Any indecent gesture, foul language, act of lewdness or indecent exposure is contrary to the ideals and standards of the school and will be promptly disciplined.

### **Public Displays of Affection**

Public displays of affection such as kissing, embracing, etc. are not acceptable on school property. The student(s) will be disciplined.

### **Search and Seizure**

School officials have the authority to search a student's person or personal property while located on school property or at a school-sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

### **Substance Abuse**

Any student, who possesses, controls, uses, sells or arranges for the sale of real or look-alike drugs or controlled substances, including alcohol and tobacco, may be suspended, drug tested, expelled, and/or referred for police investigation and/or prosecuted.

### **Suspension**

At all times, Hampstead Academy's administrators have the authority to suspend a student. The length of suspension can be 1-10 days. Reasons for suspension include but are not limited to:

- After five detentions, a student could be suspended for 1-10 days
- Continued, deliberate disobedience/disrespect displayed
- Defacing/destroying school property
- Negative behavior that disrupts students, teachers or the learning environment
- Behavior that has a negative effect on the image of the school
- Failure of the student to comply with disciplinary action of the school
- Fighting
- Theft
- Vandalism
- Harassment
- Bullying
- Other

If a student is suspended, parents will be called and expected to pick up their student immediately. Students who have been suspended from school must not come on campus during the suspension period, not even for extracurricular activities. To be reinstated, students will return to school accompanied by a parent/guardian for an intake conference with an administrator.

## **Theft, Extortion, Vandalism and Arson**

Any student involved in stealing or extorting a student, school or personal property or in causing fires of any nature may be suspended and referred to law enforcement. Students found in possession of any incendiary device, such as matches or lighters, are also in violation. Any student who destroys or defaces school or personal property will be responsible for restitution and may be referred to law enforcement.

## **Weapons**

Bringing any weapon (including look-alikes) is a violation of school policy. Those who bring chains, knives, lighters, matches, firearms, laser flashlights, projectile shooting devices, or any type of weapon, or any item that can be used as a weapon, or any item that resembles a weapon to school will serve an out-of-school suspension and may be referred to law enforcement. Items prohibited by law such as possession or use of drugs, alcohol, tobacco, fireworks, explosive devices, firearms, including any item resembling the above mentioned items shall not be allowed on school property or at school sponsored events. Students caught with or using an unlawful substance or in possession of an unlawful item may be expelled from the school.

## **Parents Background Checks**

In accordance with State Law, volunteers who work with minors without direct supervision from school staff are subject to background checks. Volunteers who require a background check must sign a waiver. All background checks are kept confidential. If you have questions regarding background checks please contact the school office.

## **Communication**

The parent/guardian email in [www.gradelink.com](http://www.gradelink.com) will be used for communication purposes. Information is posted on websites and the Principal emails a newsletter home each week which is also available on the school website.

## **Fundraising and Donations**

Every fundraiser is approved by the Principal or the Board of Directors. Fundraising is defined as an organized effort to solicit individuals, businesses or foundations for money or in-kind gifts to be given directly to the School. Hampstead Academy may not accept donations with the condition that the donation provides direct benefit to specific School employees, students, vendors or name brand goods or services.

## **Grievance**

Parents who have grievances with an employee or employees of the school must first approach the individual(s). If it is not felt that the issue was adequately dealt with, then it must move to administration. If the issue remains unresolved, an email can also be sent to the Board of Directors through [hampstead@hampsteadacademy.org](mailto:hampstead@hampsteadacademy.org). If a policy or procedure is an issue, the problem can be discussed with a member of the administration. As always, a written complaint can be submitted. Written complaints shall specify the individual(s) involved, details of the incident(s) spurring the complaint, including dates and approximate times, and details of an attempt to rectify the situation.

### Parental Exclusions

Parents who desire to exclude their student(s) from any program or service offered at Hampstead Academy should meet with a member of the administration or secretarial staff. Parental exclusions must be renewed annually.

### Treats and Parties

Treats and favors for children's birthday parties, holidays, and special occasions are permitted. Speak to your student's teacher to find out if any student has any allergies or special diets they follow and take appropriate measures to ensure all students are included in the treats and favors.

### Visitors

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. All non-employee adults must check in at the school office and pick up a visitor's badge upon entering the building. Please leave small children at home if you plan on assisting in the classroom. Teachers may not conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made. If your student forgot something at home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are minimized.

Approved by Hampstead Academy Board of Directors 08/08/2023

By Signing Below I acknowledge I have read & understood the student/parent handbook.

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Print Name

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Signature

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Date