

HAMPSTEAD ACADEMY

Student/Family Handbook *Prekindergarten – Grade 8* *Academic Year 2027–2028*



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This Family Guide is intended to provide general information regarding Hampstead Academy's educational philosophy, programs, and policies. While it reflects current practices, the school reserves the right to interpret, revise, suspend, or amend any policy or procedure at its discretion when circumstances warrant. Nothing in this guide creates a contractual obligation between the school and any student or family.

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Welcome from the Head of School

Welcome to Hampstead Academy!

Whether you are joining our community for the first time or returning for another year, we are delighted to partner with your family in your child's educational journey.

At Hampstead Academy, we believe childhood should be filled with curiosity, discovery, creativity, and meaningful relationships. Our students are encouraged to ask questions, solve authentic problems, collaborate with others, and develop the confidence to make a positive impact on the world around them.

Every child is known here. We intentionally create a learning environment where students feel safe to take risks, celebrate successes, learn from mistakes, and grow academically, socially, and emotionally. Through personalized instruction, inquiry-based learning, project work, and real-world experiences, students develop the knowledge, skills, and character needed to thrive in an ever-changing future.

Our partnership with families is one of the greatest strengths of our school. We believe that open communication, mutual trust, and shared expectations create the foundation for every student's success.

This handbook is designed to provide an overview of our programs, policies, and expectations. While no handbook can answer every question, it serves as a guide to help families understand how we work together to create a safe, respectful, and engaging learning community.

Thank you for choosing Hampstead Academy. We look forward to an exciting year of learning, growth, and discovery together.

Rebecca Cummings
Head of School

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Purpose of This Handbook

The Hampstead Academy Student Handbook provides families and students with an overview of the school's educational program, community expectations, and policies for students in Prekindergarten through Grade 8.

The handbook is intended to:

- Explain the school's educational philosophy and programs.
- Provide clear expectations for student behavior and academic engagement.
- Describe important school procedures and policies.
- Support a safe, respectful, and positive learning environment.
- Foster a strong partnership between home and school.

Enrollment at Hampstead Academy signifies a commitment by students and families to support the policies and expectations outlined in this handbook.

This handbook is reviewed annually and may be revised as needed. Families will be notified of any significant policy changes during the school year.



“Every Child
Deserves to Be
Known,
Challenged,
and Inspired”

About Hampstead Academy

Our Mission

Connect • Inquire • Empower

At Hampstead Academy, we inspire students to achieve their highest academic potential by recognizing individual strengths and encouraging innovation through experiential, inquiry-based learning.

We accomplish this by:

- **Connecting** as a caring community that values collaboration, empathy, and meaningful relationships.
- **Inquiring** through curiosity, critical thinking, creativity, and authentic problem solving.
- **Empowering** students to become confident learners and responsible citizens who make a positive impact on their communities and the world.

Our Vision

Prepared for the Future

The future our children will inherit is changing more rapidly than ever before. At Hampstead Academy, we prepare students not simply for the next grade level, but for lives of purpose, adaptability, and continuous learning.

Through personalized instruction, strong academic foundations, collaboration, and meaningful real-world experiences, students develop the confidence and skills to navigate challenges, embrace opportunities, and contribute thoughtfully to an ever-changing world.

Our Educational Philosophy

Learning should be meaningful, engaging, and connected to the world beyond the classroom.

At Hampstead Academy, students are active participants in their education. Rather than simply memorizing information, they investigate questions, design solutions, collaborate with peers, and apply their learning through authentic experiences.

- Our educational model combines:
- Strong foundational academics
- Personalized learning
- Inquiry and project-based learning
- Experiential and outdoor education
- Social-emotional learning
- Character development
- Innovation and creativity

We recognize that every child learns differently. By understanding each student's strengths, interests, and goals, we create learning experiences that foster confidence, resilience, independence, and a lifelong love of learning.

The Hampstead Academy Experience

Every school teaches reading, writing, mathematics, science, and history.

What makes Hampstead Academy unique is **how** students learn.

Our classrooms are places where curiosity drives learning, questions are valued, and mistakes are viewed as opportunities for growth. Students regularly collaborate across grade levels, engage in hands-on investigations, and connect classroom learning with authentic experiences in the community and the natural world.

Students may spend one part of the day developing foundational literacy and mathematics skills, another designing solutions to environmental challenges, conducting scientific investigations in the woods, creating original works of art, or presenting projects to authentic audiences.

Learning extends beyond classroom walls through field experiences, outdoor education, service learning, partnerships with community organizations, and interdisciplinary projects that help students see meaningful connections across subjects.

Throughout every experience, students are encouraged to:

- Ask thoughtful questions.
- Think critically and creatively.
- Collaborate respectfully.
- Take academic risks.
- Reflect on their learning.
- Demonstrate resilience.
- Grow as responsible members of their community.

At Hampstead Academy, success is measured not only by academic achievement, but also by the development of character, curiosity, confidence, and a genuine love of learning.

Responsibility-Centered Discipline

A positive school culture begins with shared expectations.

Hampstead Academy uses **Responsibility-Centered Discipline (RCD)** to help students develop the habits and character needed to become responsible learners and caring community members.

Our behavioral expectations are simple and consistent throughout the school:

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

Rather than focusing solely on consequences, Responsibility-Centered Discipline emphasizes reflection, problem-solving, restoration of relationships, and personal accountability. Students are taught that every choice has an impact on themselves and others, and they are supported in learning from mistakes while developing the skills needed to make positive choices in the future.

Families play an important role in this process. When home and school work together with consistent expectations and open communication, students are best positioned to grow into confident, compassionate, and responsible individuals.

SECTION 1



“Curiosity
transforms
information into
understanding.”

Academic Program

1.1 The Hampstead Academy Learning Experience

At Hampstead Academy, learning is designed to inspire curiosity, foster independence, and prepare students for an ever-changing future. We believe children learn best when they are actively engaged in meaningful work that connects academic knowledge with authentic experiences.

Our educational program combines strong foundational academics with inquiry, creativity, collaboration, and real-world application. Students are encouraged to ask questions, solve problems, take intellectual risks, and reflect on their learning as they grow.

Learning experiences are intentionally designed to help students become confident thinkers, compassionate citizens, and lifelong learners.

Throughout the school year, students engage in:

- Standards-based academic instruction
 - Personalized learning experiences
 - Inquiry and project-based learning
 - Outdoor and experiential education
 - Collaboration across grade levels
 - Social-emotional learning
 - Community partnerships and service learning
 - Opportunities for leadership, creativity, and innovation
-

1.2 Personalized Learning

Every child learns differently.

At Hampstead Academy, teachers intentionally design instruction to meet students where they are academically, socially, and developmentally. Small class sizes allow teachers to know each student well and provide individualized support, enrichment, and challenge.

Teachers regularly use formative assessments, observations, student work, and conferences to guide instruction and help students continue to grow.

Personalized learning may include:

- Flexible instructional groups
- Individual and small-group instruction
- Student choice within learning activities
- Targeted intervention and enrichment
- Goal setting and reflection
- Opportunities for independent learning

Our goal is to help every student experience success while developing confidence, resilience, and ownership of their learning.

1.3 Multi-Age Learning

Many Hampstead Academy classrooms include students from more than one grade level.

Multi-age learning encourages students to learn from one another while recognizing that children develop at different rates. Students benefit from opportunities to serve as both learners and leaders within their classroom community.

This model helps students develop:

- Confidence
- Collaboration
- Leadership
- Empathy
- Independence
- Respect for individual learning pathways

Teachers differentiate instruction to ensure that every student receives grade-level expectations while being appropriately challenged according to their readiness and needs.

1.4 Inquiry and Project-Based Learning

Inquiry is at the heart of the Hampstead Academy experience.

Students are encouraged to explore meaningful questions, investigate real-world problems, and apply their learning through authentic projects that integrate multiple subject areas.

Project-based learning helps students develop:

- Critical thinking
- Communication
- Collaboration
- Creativity
- Research skills
- Problem-solving
- Reflection

Projects often culminate in presentations, exhibitions, performances, or community partnerships that allow students to share their learning with authentic audiences.

1.5 Experiential Learning

Learning extends beyond the classroom walls.

Students regularly participate in experiences that connect classroom instruction to the natural world, local community, and broader global issues.

Experiential learning opportunities may include:

- Outdoor education
- Nature studies
- Field trips
- Community partnerships
- Guest speakers
- Service learning
- Design challenges
- Scientific investigations
- Cultural experiences

These experiences help students make meaningful connections between academic concepts and everyday life while developing confidence, curiosity, and independence.

1.6 Individual Learning Plans (ILPs)

Each student benefits from ongoing monitoring of academic progress and personal growth.

Teachers use assessments, observations, classroom performance, and family communication to identify student strengths, set goals, and provide appropriate support and challenge.

Individual Learning Plans (ILPs), when developed, help guide instructional decisions and may include:

- Academic strengths
- Areas for growth
- Personalized learning goals
- Instructional supports

- Enrichment opportunities
- Progress monitoring

Families are active partners in this process and are encouraged to communicate regularly with teachers regarding their child's progress.

1.7 Assessment and Student Growth

Assessment at Hampstead Academy is designed to improve learning rather than simply measure it.

Teachers use a variety of assessment methods to monitor student understanding and provide meaningful feedback throughout the learning process. MAP testing is conducted three times a year to help document academic growth over time and allow for appropriate adjustments to be made in each student's learning plan.

Assessment may include:

- Classroom observations
- Student conferences
- Projects
- Presentations
- Portfolios
- Written assignments
- Performance tasks
- Quizzes and tests
- Standardized assessments – MAP Testing

Students are encouraged to reflect on their learning, celebrate growth, and use feedback to continue improving.

1.8 Standards-Based Reporting

Hampstead Academy uses a standards-based approach to reporting student progress.

Rather than focusing solely on traditional letter grades, standards-based reporting communicates a student's progress toward specific learning standards and skills. This

approach provides families with a clearer understanding of what students know, what they are able to do, and the areas in which they continue to grow.

Report cards and progress updates reflect both academic achievement and the development of important learner habits such as responsibility, perseverance, collaboration, and organization.

1.9 Student Support

Hampstead Academy is committed to supporting the success and well-being of every student.

Academic, social-emotional, and behavioral support are provided through collaboration among teachers, specialists, administrators, and families.

Support may include:

- Classroom accommodations
- Small-group instruction
- Individual intervention
- Enrichment opportunities
- School counseling services
- Social-emotional learning
- Family conferences
- Individualized support plans

When students encounter challenges, we work together with families to identify strengths, develop appropriate supports, and create a plan for continued growth.

1.10 Learning Beyond the Classroom

Education is enriched when students have opportunities to apply their learning in authentic settings.

Throughout the school year, students participate in field studies, outdoor learning experiences, performances, exhibitions, service projects, and school traditions that strengthen relationships and build community.

These experiences encourage students to:

- Develop confidence through new challenges.
- Practice leadership and teamwork.
- Build empathy and global awareness.
- Connect learning to real-world experiences.
- Discover new interests and passions.

At Hampstead Academy, every experience—whether in the classroom, outdoors, on stage, or in the community—is viewed as an opportunity for growth.

SECTION 2



“You are a rainbow of possibilities.”

Attendance & School Day

2.1 Attendance

Regular attendance is essential to a student's academic, social, and emotional success. Every school day provides opportunities for instruction, collaboration, discussion, and hands-on learning that cannot always be replicated through make-up work.

Students are expected to attend school regularly, arrive on time, and participate fully in the school day.

Families are encouraged to schedule vacations, appointments, and other non-emergency absences outside of the school calendar whenever possible.

The school works collaboratively with families to address attendance concerns and support students in maintaining consistent attendance.

2.2 Excused and Unexcused Absences

Parents or guardians are responsible for notifying the school whenever a student will be absent.

Examples of excused absences include:

- Illness or injury
- Medical or dental appointments
- Religious observances
- Court appearances
- Family emergencies
- Bereavement
- Other circumstances approved by the school

Absences not approved by the school may be considered unexcused.

Students are responsible for completing missed assignments within a reasonable timeframe, as determined by the teacher.

2.3 Extended Absences

Families requesting an extended absence should notify the school as far in advance as possible.

While teachers will make reasonable efforts to support students, classroom instruction, collaborative activities, projects, and discussions cannot always be duplicated outside of school.

The school reserves the right to determine appropriate expectations for completing missed work.

2.4 Tardiness

Arriving on time helps students begin the day successfully and minimizes disruptions to classroom learning.

Students arriving after the start of the school day must check in through the school office before reporting to class.

Repeated tardiness may result in communication with families to develop strategies for improving punctuality.

2.5 Arrival

School doors open each morning at **7:45 a.m.**

Students should not arrive before supervision begins unless participating in an approved school program.

Families are asked to follow all established arrival procedures to ensure the safety of students, staff, and visitors.

2.6 Dismissal

Student safety is our highest priority during dismissal.

Students will only be released to a parent, guardian, or authorized individual identified in the school's student information system.

Any changes to dismissal plans should be communicated to the school office before dismissal whenever possible.

Families are expected to pick up students promptly at the conclusion of the school day.

Students who remain after dismissal without prior arrangements may be enrolled in the Extended Day Program, and applicable fees may apply.

2.7 Check-In and Check-Out

Students arriving late or leaving before dismissal must check in or out through the school office.

A parent, guardian, or authorized adult must sign students in or out during the school day.

For student safety, no child will be released without authorization from a parent or guardian.

2.8 School Hours

Regular School Day

- Doors Open: 7:45 a.m.
- School Begins: 8:00 a.m.
- Dismissal: 2:45 p.m.

Early Dismissal Days

Families will be notified in advance of scheduled early dismissal days.

2.9 Extended Day Program

Hampstead Academy's Extended Day Program provides after-school care for families who need supervision beyond the regular school day. The program offers students a safe, supportive environment where they can relax, complete homework, participate in quiet activities, and enjoy supervised indoor and outdoor play.

The Extended Day Program operates **Monday through Friday from 3:00–5:00 p.m.** and is offered **based on annual enrollment and demonstrated family need**. Program availability and fees are communicated to families before the start of each school year.

Program Guidelines

- Extended Day is available only to students who are registered for the program.
- The program operates **from 3:00–5:00 p.m.** on regularly scheduled school days.
- Advance registration is required to ensure appropriate staffing and supervision.
- Students are expected to follow the same behavioral expectations that apply during the regular school day.
- Activities may include homework time, reading, games, creative activities, outdoor play, and other supervised enrichment opportunities.
- Families should notify the school as soon as possible if their child's Extended Day schedule changes or if someone different will be picking up their child.
- Students must be picked up no later than **5:00 p.m.** Repeated late pick-ups may result in additional fees or a review of a family's participation in the program.
- The school reserves the right to suspend or discontinue Extended Day participation if a student's behavior creates an unsafe or significantly disruptive environment.

2.10 School Closings and Delays

In the event of inclement weather or other emergencies, Hampstead Academy will communicate delays, early dismissals, or school closures through the school's established communication systems. The closing will also appear on WMUR, channel 9, closure list. You can click on <https://www.wmur.com/weather/closings> or watch WMUR morning news for school closure announcements.

Families should ensure that current emergency contact information is maintained in the student information system throughout the school year.

2.11 Family Partnership

Families play an essential role in promoting regular attendance and punctuality.

Parents and guardians are expected to:

- Notify the school promptly regarding absences.
- Communicate changes in dismissal plans.
- Arrive on time for dismissal.
- Maintain current emergency contact information.
- Support consistent attendance and punctuality.
- Communicate changes that may affect a student's ability to successfully navigate routines and expectations throughout the day

Working together helps ensure that every student benefits fully from the Hampstead Academy experience.

SECTION 3



“Character is developed through everyday choices.”

Student Expectations

3.1 Community Expectations

Hampstead Academy is a community built on respect, responsibility, kindness, and integrity. Every member of our school community contributes to creating a safe, welcoming, and engaging environment where all students can learn and thrive.

Students are expected to conduct themselves in ways that positively reflect our school community during the school day, on school property, while participating in school-sponsored activities, during field trips, and whenever representing Hampstead Academy.

Students are expected to:

- Treat others with kindness and respect.
- Demonstrate honesty and integrity.
- Take responsibility for their words and actions.
- Respect differences and value diverse perspectives.

- Contribute positively to the classroom and school community.
 - Care for school property and the property of others.
-

3.2 Responsibility-Centered Discipline

Hampstead Academy uses **Responsibility-Centered Discipline (RCD)** to help students develop self-awareness, accountability, and positive decision-making skills.

- Our community is guided by four shared expectations:
 - Be Safe
 - Make choices that protect yourself and others.
 - Be Respectful
 - Treat people, property, and the learning environment with care and kindness.
 - Be Prepared
 - Come to school ready to learn, participate, and contribute.
 - Be Responsible
 - Take ownership of your actions, learning, and personal growth.
 - When mistakes occur, our goal is to help students reflect, repair relationships when appropriate, learn from the experience, and make better choices moving forward.
-

3.3 Positive Behavior Supports

Students are recognized and encouraged for demonstrating positive behaviors that contribute to our school community.

Teachers intentionally model and reinforce behaviors that support learning, cooperation, and personal responsibility.

Positive behavior may be acknowledged through:

- Verbal encouragement
- Classroom recognition
- Leadership opportunities
- Celebrations of individual and group accomplishments
- School-wide recognition programs

Our goal is to build a culture where positive choices become lifelong habits.

3.4 Student Conduct

Students are expected to demonstrate respectful behavior throughout the school day.

Examples of expected behavior include:

- Following adult directions.
- Using respectful language and appropriate manners.
- Listening when others are speaking.
- Working cooperatively with classmates.
- Resolving disagreements peacefully.
- Respecting classroom routines.
- Caring for school facilities, materials, and equipment.
- Using technology responsibly.
- Demonstrating honesty in academic work and personal interactions.

Behavior that disrupts learning or interferes with the safety or well-being of others may result in disciplinary action.

3.5 Student Dress

Students should arrive at school dressed for learning in clothing that is clean, safe, comfortable, and appropriate for the educational environment.

Students should also be prepared for outdoor learning and recess in a variety of weather conditions.

Clothing or accessories that:

- Disrupt the learning environment,
- Promote violence, drugs, alcohol, tobacco, or illegal activities,
- Contain offensive, discriminatory, or inappropriate language or images, or
- Present a safety concern

are not permitted.

The school reserves the right to determine whether attire is appropriate for the school setting.

3.6 Personal Belongings

Students are encouraged to take pride in caring for their personal belongings and school materials.

Students should:

- Clearly label personal items.
- Keep learning spaces organized.
- Store belongings in designated locations.
- Respect the property of others.

Although reasonable care is taken, Hampstead Academy cannot assume responsibility for lost, stolen, or damaged personal property.

Students are discouraged from bringing valuable or unnecessary personal items to school.

3.7 School Supplies and Preparedness

Being prepared is an important part of becoming an independent learner.

Students are expected to:

- Arrive on time.
- Bring required learning materials.
- Complete assignments to the best of their ability.
- Participate actively in classroom learning.
- Ask for help when needed.

Teachers understand that students occasionally forget materials and will work with them to develop organizational skills and responsible habits.

3.8 Assemblies, Performances, and School Events

Assemblies, performances, exhibitions, and school celebrations are important opportunities for learning and community building.

Students are expected to:

- Demonstrate respectful audience behavior.
 - Follow directions from faculty and presenters.
 - Participate appropriately.
 - Represent Hampstead Academy with pride.
-

3.9 Lunch, Recess, and Outdoor Learning

Meals, recess, and outdoor learning are valuable parts of the school day.

Students are expected to:

- Demonstrate good sportsmanship.
- Include others in activities whenever possible.
- Use equipment safely.
- Follow playground expectations.
- Respect the natural environment.
- Resolve conflicts respectfully.

Whenever weather and conditions permit, students are expected to participate in outdoor activities.

3.10 Field Trips and Off-Campus Learning

Field experiences are an extension of the classroom and are an important part of the Hampstead Academy educational program.

Students are expected to:

- Follow school expectations at all times.
- Demonstrate respectful behavior toward hosts and community members.
- Follow directions from school staff and chaperones.
- Represent Hampstead Academy positively.

Failure to meet behavioral expectations may affect participation in future field experiences.

3.11 Closed Campus

Hampstead Academy maintains a closed campus during the school day.

Students may not leave school grounds unless signed out by a parent, guardian, or authorized adult through the school office.

3.12 Progressive Discipline

Our goal is always to teach, support, and restore rather than simply punish.

When behavioral concerns arise, school staff consider:

- The student's age and developmental level.
- The nature and severity of the behavior.
- Previous behavioral history.
- The impact on the learning community.
- Opportunities for reflection and restoration.

Responses may include:

- Redirection
- Reflection activities
- Problem-solving conferences
- Restorative conversations
- Parent or guardian communication
- Loss of privileges
- Behavior support plans
- In-school intervention
- Suspension
- Expulsion, when warranted by serious or repeated violations

The school reserves the right to determine the appropriate response based on the individual circumstances of each situation.

3.13 Behaviors That May Result in Immediate Administrative Action

Certain behaviors significantly compromise the safety or well-being of the school community and may result in immediate administrative intervention, including suspension or expulsion.

These behaviors include, but are not limited to:

- Threats or acts of violence
- Fighting or physical aggression
- Bullying, harassment, hazing, or intimidation
- Possession or use of weapons or dangerous objects
- Discussing the possession, access to, or procurement of a weapon in a manner that reasonably raises concerns for school safety
- Possession, use, or distribution of alcohol, tobacco, nicotine products, vaping devices, illegal drugs, or controlled substances
- Theft, vandalism, or destruction of property
- Serious acts of dishonesty
- Repeated or significant disruption of the learning environment
- Inappropriate use of technology or social media that impacts the school community
- Making, sharing, or encouraging statements, images, messages or social media posts involving weapons, violence, or threats of harm
- Conduct that places the safety of students or staff at risk

The school may involve law enforcement or other appropriate agencies when required by law or when necessary to protect the safety of the school community.

SECTION 4



“Do not confine your children to your own learning, for they were born in another time”
-Chinese Proverb

Technology & Digital Responsibility

4.1 Purpose of Technology Use

Technology is an important part of the Hampstead Academy educational program. Digital tools enhance learning by supporting creativity, collaboration, communication, research, and problem-solving while helping students develop the skills needed for success in an increasingly connected world.

Technology is intended to support—not replace—meaningful relationships, hands-on learning, outdoor exploration, and authentic experiences. Students are expected to use technology responsibly, ethically, and in ways that contribute positively to their learning and the learning of others.

4.2 School-Issued and School-Approved Devices

Students in designated grade levels are expected to use school-approved devices, including Chromebooks or laptops, as directed by their teachers.

Approved uses include:

- Accessing instructional materials
- Completing assignments and assessments
- Conducting research
- Collaborating with classmates
- Creating and presenting projects
- Communicating appropriately with teachers

Students are expected to:

- Bring devices fully charged each day, when applicable.
- Handle devices with care.
- Keep passwords secure.
- Report damage or technical concerns promptly.
- Follow teacher directions regarding technology use.

Students may not alter school device settings, install unauthorized software, or attempt to bypass school security systems.

4.3 Personal Electronic Devices

To maintain a focused and engaging learning environment, personal electronic devices—including cell phones, smart watches, tablets, earbuds, and similar devices—must remain off and out of sight during the school day unless specifically authorized by a teacher or administrator.

If a student needs to contact a parent or guardian during the school day, they should do so through the school office.

Likewise, if a family needs to reach a student during school hours, they should contact the school office rather than the student's personal device.

Students who use personal devices without permission may have the device temporarily confiscated and returned according to school procedures. Repeated violations may result in additional disciplinary action.

4.4 Responsible Use and Digital Citizenship

Technology is a shared resource that requires thoughtful and respectful use.

Students are expected to demonstrate responsible digital citizenship by:

- Using technology for educational purposes.
- Respecting the privacy and work of others.
- Communicating respectfully in all digital environments.
- Protecting personal information and passwords.
- Accessing only appropriate educational content.
- Following copyright and intellectual property laws.
- Reporting inappropriate online activity to a trusted adult.

Students should remember that digital actions create lasting digital footprints and are expected to represent themselves and Hampstead Academy responsibly in all online interactions.

4.5 Artificial Intelligence (AI)

Artificial Intelligence (AI) tools are becoming an important part of education and many future careers. Hampstead Academy recognizes the educational value of AI when used thoughtfully and ethically.

Students may use AI tools only when permitted by their teacher and in ways that support learning rather than replace original thinking.

When AI use is permitted, students are expected to:

- Follow teacher guidelines.
- Acknowledge when AI has been used to assist with their work.
- Evaluate AI-generated information for accuracy.
- Continue to demonstrate their own understanding and learning.

Students may not submit AI-generated work as their own without teacher permission. Misrepresenting AI-generated work as original work may be considered academic dishonesty.

Our goal is to teach students how to use emerging technologies responsibly while continuing to value creativity, critical thinking, and authentic learning.

4.6 Student Privacy and Digital Safety

Hampstead Academy is committed to protecting student privacy and promoting safe online practices.

Students are expected to:

- Keep usernames and passwords confidential.
- Respect the privacy of classmates and staff.
- Access only their own accounts and files.
- Report suspicious or inappropriate online activity.

The school uses educational technology platforms that support student learning while maintaining appropriate safeguards for student information.

4.7 Photography, Video, and Recording

Students may not photograph, video record, or audio record other students, staff members, or visitors without the knowledge and permission of the individual(s) being recorded and, when appropriate, approval of a faculty or staff member.

Images or recordings created during the school day may not be shared publicly or on social media without appropriate permission.

The school may photograph or record students during school activities for educational purposes, school publications, or promotional materials in accordance with family media permissions.

4.8 Social Media and Online Conduct

Student conduct online can affect the school community even when it occurs outside of school hours.

Students are expected to use social media responsibly and respectfully.

Online behavior that substantially disrupts the learning environment or targets members of the Hampstead Academy community—including, but not limited to, bullying, harassment, threats, impersonation, or the sharing of inappropriate content—may result in school disciplinary action.

Families are encouraged to partner with the school in helping students develop safe and responsible online habits.

4.9 Misuse of Technology

Examples of inappropriate technology use include, but are not limited to:

- Accessing inappropriate websites or content.
 - Cyberbullying or online harassment.
 - Attempting to bypass internet filters or security systems.
 - Damaging or misusing school technology.
 - Using another person's account or password.
 - Recording or photographing others without permission.
 - Downloading unauthorized software or applications.
 - Using technology to cheat or gain an unfair academic advantage.
 - Disrupting classroom instruction through inappropriate device use.
 - Sharing false or misleading information about the school community.
-

4.10 Consequences for Misuse

Technology is a privilege that carries responsibility.

When students misuse technology, responses will be developmentally appropriate and may include:

- Redirection or reteaching of expectations.
- Temporary restriction of technology privileges.
- Parent or guardian notification.
- Restorative conversations or reflection activities.
- Repair or replacement costs for intentionally damaged equipment.
- Disciplinary action consistent with school policies.

Serious or repeated violations may result in suspension of technology privileges, additional disciplinary action, or referral to law enforcement when required by law.

4.11 School and Family Partnership

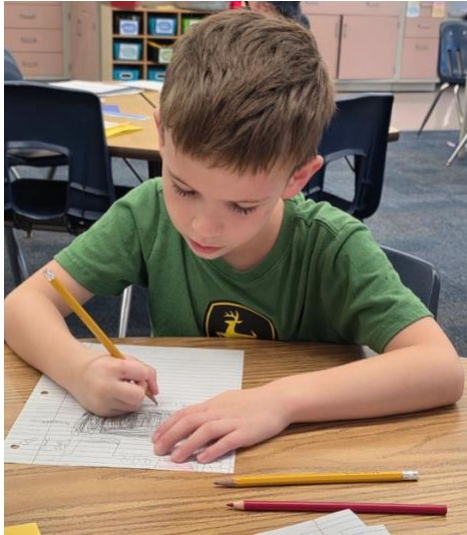
Helping children become responsible digital citizens is a shared responsibility between school and home.

Hampstead Academy encourages families to:

- Discuss appropriate technology use at home.
- Monitor children's online activity and social media use.
- Reinforce respectful digital communication.
- Encourage healthy balance between screen time and offline experiences.
- Partner with the school when concerns arise.

By working together, we help students develop the judgment, responsibility, and digital literacy needed to use technology safely, ethically, and effectively throughout their lives.

SECTION 5



“Fall seven times,
stand up eight.”

-Japanese Proverb

Health, Safety & Well-Being

5.1 Our Commitment to Student Well-Being

At Hampstead Academy, we believe students learn best when they feel safe, healthy, supported, and connected.

Student well-being extends beyond physical health to include emotional wellness, positive relationships, confidence, and a strong sense of belonging. We strive to create an environment where every child is known, valued, and encouraged to reach their full potential.

Our staff works closely with families to support each student's academic, social, emotional, and physical development.

5.2 Student Health

To help maintain a healthy learning environment, families should keep their child home when they are ill or experiencing symptoms that may be contagious.

Students should remain home if they have:

- A fever
- Vomiting or diarrhea
- A contagious illness
- Symptoms that prevent full participation in the school day

Students may return to school when they are fever-free for at least 24 hours without the use of fever-reducing medication or when otherwise cleared according to current public health guidance.

Families should notify the school office whenever a student will be absent due to illness.

5.3 Medication at School

Whenever possible, medications should be administered at home.

When medication must be given during the school day:

- Medication must be provided by a parent or guardian.
- Prescription medications must be in their original labeled container.
- Required authorization forms must be completed before medication may be administered.
- Medications must be stored securely by school personnel unless otherwise authorized.

Students may not carry or self-administer medication unless specifically authorized by the school and permitted by law.

5.4 Immunizations and Health Records

Families are responsible for providing current health records and immunization documentation as required by New Hampshire law.

The school must be informed promptly of:

- Changes in medical conditions
- Allergies
- Emergency medical information
- Updated emergency contacts

- Changes in health insurance information, when applicable

Maintaining accurate health information helps ensure timely and appropriate care during the school day.

5.5 School Counseling and Social-Emotional Learning

Learning is strengthened when students feel emotionally safe, connected, and supported.

Hampstead Academy provides developmentally appropriate social-emotional learning opportunities that help students develop:

- Self-awareness
- Self-management
- Responsible decision-making
- Relationship skills
- Empathy
- Conflict resolution
- Responsible citizenship

Students may also receive individual or small-group support from the school counselor when appropriate and in partnership with families.

The purpose of school counseling is preventative, educational, and supportive, helping students develop the skills needed to thrive both in and beyond the classroom.

5.6 Physical Education, Outdoor Learning, and Recess

Physical activity is an essential part of a child's healthy development.

Students participate regularly in:

- Physical Education
- Outdoor recess
- Nature exploration
- Experiential learning
- Outdoor classroom activities

Except in cases of severe weather or documented medical restrictions, students are expected to participate in outdoor activities.

Families are encouraged to send students to school dressed appropriately for New England weather throughout the year.

5.7 School Safety

The safety of students, staff, and visitors is a shared responsibility.

Students are expected to:

- Follow adult directions promptly.
- Participate appropriately in all safety drills.
- Report unsafe situations immediately.
- Respect school safety procedures.
- Help maintain a safe learning environment.

The school regularly practices emergency procedures appropriate for the age and developmental level of students.

5.8 Emergency Procedures

Hampstead Academy maintains comprehensive emergency response procedures designed to protect students and staff.

Throughout the school year, students participate in age-appropriate emergency drills, which may include:

- Fire drills
- Evacuation drills
- Lockdown drills
- Shelter-in-place drills
- Other emergency preparedness activities

These drills are conducted calmly and thoughtfully to help students understand how to respond safely in emergency situations.

5.9 Student Wellness

Healthy habits contribute to successful learning.

Students are encouraged to:

- Eat nutritious meals and snacks.
- Stay hydrated throughout the day.
- Get adequate sleep.
- Participate in physical activity.
- Balance screen time with active play and outdoor experiences.
- Ask trusted adults for help when needed.

The school recognizes that student wellness includes physical, emotional, social, and mental health.

5.10 Bullying, Harassment, and Hazing

Every student has the right to feel safe, respected, and valued.

Hampstead Academy prohibits bullying, harassment, hazing, intimidation, discrimination, and retaliation in any form, including conduct that occurs through electronic communication when it affects the school community.

Reports of bullying or harassment are taken seriously and investigated promptly.

The school is committed to:

- Supporting students who have been affected.
- Addressing inappropriate behavior.
- Promoting respectful relationships.
- Teaching conflict resolution and empathy.
- Maintaining a positive school climate.

Detailed policies regarding bullying, harassment, hazing, and non-discrimination are included in the Appendix of this handbook.

5.11 Visitors and Campus Safety

To help ensure the safety of everyone on campus:

- All visitors must report to the school office upon arrival.
- Visitors may be asked to present identification.
- Approved visitors must sign in and follow school procedures while on campus.
- Students may not invite visitors during the school day unless approved in advance by school administration.

These procedures help maintain a secure learning environment for all members of the Hampstead Academy community.

5.12 A Shared Responsibility

Creating a safe, healthy, and supportive school community requires partnership.

Students, families, faculty, and staff each play an important role in maintaining an environment where every child can learn, grow, and flourish.

By working together with kindness, respect, and open communication, we strengthen the culture that makes Hampstead Academy a place where children feel safe to learn, take risks, and become their best selves.

SECTION 6



“Strong schools are built on strong partnerships.”

Family Partnership

6.1 Our Partnership with Families

A strong partnership between home and school is essential to student success.

At Hampstead Academy, we believe students thrive when families and educators work together with mutual respect, open communication, and shared expectations. Families are valued members of our learning community and play an important role in supporting each child's academic, social, and emotional growth.

We encourage families to communicate openly with teachers and administrators, participate in school events, and engage in their child's educational experience throughout the year.

6.2 Communication

Clear and timely communication helps build trust and supports student success.

Hampstead Academy communicates with families through a variety of methods, including:

- Email
- The school website
- Parent newsletters
- Classroom communications
- School events and conferences
- Emergency notification systems

Teachers are asked not to reach out via private texts and personal phone calls.

Families are encouraged to read school communications regularly and maintain current contact information with the school office.

Questions or concerns should first be directed to the classroom teacher. If additional support is needed, families are encouraged to contact the appropriate administrator.

6.3 Parent-Teacher Conferences

Regular communication about student progress is an important part of our educational program.

Formal conferences are scheduled during the school year, and additional meetings may be arranged whenever needed.

Conferences provide an opportunity to:

- Celebrate student growth.
- Review academic progress.
- Discuss social-emotional development.
- Set goals together.
- Strengthen the partnership between home and school.

Families are encouraged to communicate with teachers throughout the year rather than waiting for scheduled conference dates.

6.4 Family Involvement

Families enrich the Hampstead Academy community in countless ways.

Opportunities for involvement may include:

- Volunteering in classrooms
- Assisting with field experiences
- Supporting school events
- Sharing professional expertise
- Participating in community celebrations
- Serving on committees or parent organizations

Volunteer opportunities vary throughout the school year and may require completion of school screening procedures.

6.5 Respectful Communication

All members of the Hampstead Academy community are expected to communicate respectfully.

We ask that students, families, faculty, staff, and visitors:

- Treat one another with courtesy and professionalism.
- Listen thoughtfully to differing perspectives.
- Work collaboratively to resolve concerns.
- Focus on solutions that support student success.
- Model respectful behavior for our students.

Harassing, threatening, abusive, or discriminatory behavior toward students, families, faculty, staff, volunteers, or visitors is inconsistent with the values of Hampstead Academy and may result in restrictions on access to school property or participation in school activities.

6.6 Resolving Questions or Concerns

Questions and concerns are best addressed promptly and directly.

Families are encouraged to follow these steps:

1. Contact the classroom teacher.
2. If the concern remains unresolved, contact the appropriate school administrator.
3. If additional review is necessary, the Head of School will work with all parties toward an appropriate resolution.

Most concerns can be resolved effectively through respectful communication and collaboration.

6.7 Student Records and Confidentiality

Hampstead Academy maintains student educational records in accordance with applicable laws and school policies.

Student information is treated confidentially and shared only with individuals who have a legitimate educational interest or as otherwise permitted or required by law.

Parents and guardians may request access to their child's educational records by contacting the school office.

6.8 Tuition and Financial Responsibilities

Enrollment at Hampstead Academy represents a commitment to fulfill the financial obligations outlined in the school's enrollment agreement.

Questions regarding tuition payments, financial assistance, or billing should be directed to the Business Office.

Current tuition schedules, payment plans, and financial policies are provided separately through enrollment materials and may be updated from year to year.

6.9 School Closings and Emergency Communication

In the event of inclement weather or other emergencies, Hampstead Academy will communicate schedule changes as quickly as possible through the school's established communication systems.

Families should ensure that emergency contact information remains current throughout the school year.

6.10 Together We Build Community

One of Hampstead Academy's greatest strengths is the sense of community shared by our students, families, faculty, and staff.

When we communicate openly, support one another, and work together with kindness and mutual respect, we create an environment where every child feels known, valued, and inspired to learn.

Thank you for partnering with us in providing an exceptional educational experience for your child.

SECTION 7



“Never does nature say one thing and wisdom another.”

Administrative Policies

7.1 Enrollment

Enrollment at Hampstead Academy is contingent upon the completion of all admissions requirements and the execution of a signed Enrollment Agreement.

By enrolling a student, families acknowledge their commitment to support the mission, philosophy, policies, and expectations of Hampstead Academy as outlined in this handbook and other school communications.

Enrollment is reviewed annually and is not automatically renewed from year to year.

7.2 Student Records

The school maintains educational records for each student in accordance with applicable state and federal laws.

Student records may include:

- Enrollment documents

- Academic records
- Assessment results
- Attendance records
- Health information
- Individualized learning documentation
- Emergency contact information

Parents and legal guardians may request access to their child's records by contacting the school office.

Official records will be released only with appropriate authorization or as otherwise permitted or required by law.

7.3 Change of Family Information

Families are responsible for notifying the school promptly of any changes to:

- Home address
- Telephone numbers
- Email addresses
- Emergency contacts
- Custody arrangements
- Authorized pick-up individuals
- Medical or health information

Maintaining accurate records allows the school to communicate effectively and respond appropriately during emergencies.

7.4 Withdrawal from School

Families who choose to withdraw a student from Hampstead Academy should notify the Head of School in writing as soon as possible.

Financial obligations related to withdrawal are governed by the Enrollment Agreement and applicable tuition policies.

Student records will be released upon completion of all required authorization and financial obligations, consistent with applicable laws.

7.5 School Property

Students share responsibility for maintaining a clean, safe, and welcoming campus.

Students are expected to demonstrate care for:

- Classrooms
- Furniture and equipment
- Technology
- Library materials
- Outdoor learning spaces
- Athletic equipment
- School grounds

Families may be responsible for the repair or replacement of school property that is intentionally damaged or lost due to negligence.

7.6 Lost and Found

Items found on campus should be brought to the designated Lost and Found area or the school office.

Unclaimed items will be donated or otherwise disposed of periodically throughout the school year.

Families are encouraged to clearly label clothing, lunch containers, water bottles, and other personal belongings.

7.7 School Closings and Operational Changes

The school reserves the right to modify schedules, calendars, instructional delivery, or school operations when circumstances require.

Situations may include, but are not limited to:

- Severe weather
- Public health concerns
- Facility issues
- Utility interruptions
- Other emergencies

Families will be notified as promptly as possible through the school's established communication systems.

7.8 Nondiscrimination

Hampstead Academy is committed to providing an inclusive educational environment where every student is treated with dignity and respect.

The school does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, or any other protected characteristic in the administration of its educational policies, admissions process, financial assistance programs, employment practices, or school-administered activities, consistent with applicable law.

7.9 Handbook Revisions

This handbook is intended to provide general guidance regarding school programs, policies, and expectations.

Because educational programs, legal requirements, and school operations evolve over time, Hampstead Academy reserves the right to revise, modify, or update this handbook at any time.

Families will be notified of significant policy changes as appropriate.

The most current version of the handbook supersedes all previous editions.

7.10 School Authority and Administrative Discretion

No handbook can anticipate every circumstance that may arise during a school year.

The Head of School, or their designee, has the authority to interpret and apply the policies contained in this handbook and to make decisions that support the safety, well-being, and educational mission of Hampstead Academy.

In situations not specifically addressed by this handbook, the school reserves the right to take appropriate action consistent with its mission, values, and applicable laws.

7.11 Commitment to Our Mission

This handbook provides the framework that helps our community learn, grow, and work together successfully.

Policies alone do not define Hampstead Academy. What truly distinguishes our school is the way students, families, faculty, and staff live our mission each day—through curiosity, compassion, responsibility, collaboration, and a shared commitment to helping every child flourish.

Thank you for being an important part of the Hampstead Academy community.

Thank You

Thank you for choosing Hampstead Academy and for partnering with us in your child's education.

Together, we are creating a school community where students are encouraged to ask questions, embrace challenges, build meaningful relationships, and develop the confidence to make a positive difference in the world.

We look forward to celebrating your child's growth and accomplishments throughout the school year and are grateful for the trust you place in us each day.

Quick Reference for Families

This section is designed to serve as a convenient reference throughout the school year. While the preceding sections provide an overview of our educational philosophy, community expectations, and school policies, the information below offers quick access to many of the questions families ask most often.

School Contact Information

Hampstead Academy

320 East Road

Hampstead, NH 03841

Phone: 603-329-4406

Website: www.hampsteadacademy.org

Facebook: www.facebook.com/HampsteadAcademy

Instagram: www.instagram.com/hampsteadacademy

School Leadership

Rebecca Cummings

Head of School

Email: cummings@hampsteadacademy.org

Who Should I Contact?

Question or Concern	First Point of Contact
Classroom questions	Classroom Teacher
Academic progress	Classroom Teacher
Student well-being	Classroom Teacher or School Counselor
Attendance	School Office
Billing and Tuition	Business Office
Health concerns	School Office
School policies	Head of School
General questions	School Office

If additional support is needed, the Head of School is always available to assist families.

Communication at a Glance

Families can expect regular communication through:

- Email
- Classroom updates
- School newsletters
- Parent-teacher conferences
- Progress reports
- Report cards
- School events and announcements

Please be sure your contact information remains current throughout the school year.

Attendance at a Glance

Students should attend school regularly and arrive on time each day.

If your child will be absent:

- Notify the school as soon as possible.
- Communicate directly with the classroom teacher when appropriate.
- Arrange for missed assignments following teacher guidance.

Whenever possible, appointments and vacations should be scheduled outside of school hours.

Arrival and Dismissal at a Glance

Families are asked to:

- Arrive during designated arrival and dismissal times.
- Follow established traffic patterns and staff directions.
- Notify the school promptly of dismissal changes.
- Ensure authorized adults are listed for student pick-up.

Student safety is our highest priority.

Frequently Asked Questions

What if my child is absent?

Please notify the school as soon as possible. Teachers will provide guidance regarding missed assignments when appropriate.

How will I receive school announcements?

Most school communication is provided through email and other approved school communication platforms.

Who should I contact with classroom questions?

Your child's classroom teacher is always the best first point of contact.

How do I update emergency contact information?

Please notify the school office immediately whenever contact information changes.

Where can I find technology expectations?

Please refer to **Appendix A – Technology, Digital Citizenship, and Acceptable Use** for complete guidelines.

Annual Family Checklist

Before the start of each school year, please ensure that the following items have been completed:

- ☐ Emergency contact information is current.
 - ☐ Medical information and medications have been updated.
 - ☐ Required school forms have been submitted.
 - ☐ Technology agreements have been reviewed and signed.
 - ☐ Transportation and dismissal plans have been confirmed.
 - ☐ Tuition and enrollment paperwork have been completed.
 - ☐ The Family Guide has been reviewed with your child and signed.
-

School Calendar Highlights

Each school year includes opportunities for students and families to connect through academic, artistic, athletic, and community events.

Families should refer to the annual school calendar for important dates, including:

- Opening Day
- Parent Information Events
- Conferences
- Exhibitions of Learning
- Performances
- Field Experiences
- School Vacations
- Professional Development Days
- Move-Up Day
- Closing Celebrations

The most current calendar is available through the school office and the school's official communication channels.

APPENDICES

The following documents should appear after the handbook body as appendices and may be updated independently as needed:

- Appendix A – Student & Parent Technology Acceptable Use Agreement and Permission Form
 - Appendix B – Family & Student Handbook Acknowledgement
-

Appendix A

Student & Parent Technology Acceptable Use Agreement and Permission Form

The use of technology at Hampstead Academy is a privilege that supports teaching, learning, creativity, communication, and collaboration. Students are expected to use technology responsibly, ethically, safely, and in accordance with the expectations outlined in the **Technology, Digital Citizenship, and Acceptable Use Policy**.

Please review this agreement together before signing.

Student Acknowledgement

As a student at Hampstead Academy, I understand that I am expected to use technology in ways that support learning and reflect the values of our school community.

I understand that I am responsible for:

- Using technology for educational purposes.
- Following teacher directions regarding technology use.
- Demonstrating honesty and academic integrity.
- Respecting the privacy and digital work of others.
- Protecting my passwords and personal information.
- Caring for school-owned technology and equipment.
- Reporting damaged equipment, safety concerns, or inappropriate online content to a trusted adult.
- Using Artificial Intelligence (AI) tools only when permitted by my teacher and in accordance with school expectations.
- Following the expectations described in the Hampstead Academy Family Guide.

I understand that failure to follow these expectations may result in the loss of technology privileges and other school consequences.

Student Name: _____

Student Signature: _____

Grade: _____

Date: _____

Parent/Guardian Acknowledgement

As the parent or guardian of the student named above, I have reviewed the Hampstead Academy **Technology, Digital Citizenship, and Acceptable Use Policy** with my child.

I understand that:

- Technology is provided to support teaching and learning.
- The school makes reasonable efforts to promote safe and responsible technology use but cannot guarantee that every online experience will be free from inappropriate material.
- My child is expected to use technology responsibly and ethically.
- Artificial Intelligence (AI) may be used for educational purposes only when authorized by a teacher.
- I share responsibility for helping my child develop safe, respectful, and responsible digital habits.
- The school may restrict or revoke technology privileges if expectations are not met.
- Families may be responsible for loss or damage to school-owned equipment resulting from negligence or intentional misuse.

I understand that this agreement remains in effect for the current school year unless revised by Hampstead Academy.

Parent/Guardian Name: _____

Signature: _____

Date: _____

School Authorization

By signing this agreement, the student and parent/guardian acknowledge that they have reviewed, understand, and agree to follow the expectations outlined in the Hampstead Academy **Technology, Digital Citizenship, and Acceptable Use Policy**.

Appendix B

Family & Student Handbook Acknowledgement

Our signatures below indicate that we have received, read, and discussed the Hampstead Academy Student Handbook.

We understand that the handbook describes the school's mission, educational philosophy, community expectations, and school policies. We agree to support these expectations and recognize that they are intended to foster a safe, respectful, and engaging learning environment for all members of the Hampstead Academy community.

We understand that this handbook is intended as a guide and that Hampstead Academy reserves the right to interpret, revise, or modify its policies as necessary.

Student Name: _____

Student Signature (if age appropriate): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____
