



School Administrative Unit #61
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Student Handbook 2019-2020

The mission of the Farmington School District is to develop and prepare every individual for lifelong learning and participation in a global society through quality education. The Farmington School District is a supportive learning environment for students, school staff, families and the greater community.

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APPENDIX A: 2018-2019 Calendar

APPENDIX B: PBIS Handbook

SCHOOL POLICIES AND PROCEDURES

ACCIDENTS

All accidents and injuries must be reported immediately to the teacher, coach, advisor, or other adult in charge of the class/activity who will complete an **Accident Report**. If during the school day, the student should be sent immediately to the nurse or the nurse should be called to the incident if the student is unable to be moved.

AFTER SCHOOL PROGRAMS

All students must be under adult supervision when in school after hours. The school offers after school help sessions, Title One Tutoring, the FAMEE After-School Program, various clubs, and team sports which may have meetings/practices/games after school. Students **may not** stay in school while waiting for late games unless they are supervised by or working with a staff or faculty member. A late bus will be available starting in the fall for two days of the week for students staying after for extra help, tutoring.

Students who are absent from school or suspended (in-school or out of school) are not eligible to attend or participate in any after school programs for that school day.

APPROPRIATE LANGUAGE

All students and adults are expected to use appropriate and respectful language in and around school. No swearing, obscene gestures, vulgarity, or disrespect toward others in manner of speech will be tolerated. This applies equally to all students and adults on school property and when attending school sponsored events such as athletics, concerts, dances, etc. **Please see additional information in PBIS Handbook.**

ARRIVAL/DISMISSAL

School Starts: 7:50 AM

School Ends: 2:35 PM

Bus/Car Rider Dismissal: 2:35 PM

Walker Dismissal: 2:40 PM

Students are not permitted in the building earlier than 7:30 AM. Grades 7 and 8 must report to the gym (or the tennis courts during the fall and spring) and grades 4, 5 and 6 to the playground. In the event of poor weather, 4th, 5th and 6th grade students will report to the Multi-purpose room. At 7:30 students may go to the cafeteria for breakfast. The cafeteria option is only for those eating breakfast. Students may not wander the halls. Students will report to their homerooms at 7:45 AM. Student dismissal is at 2:35 and 2:40 PM, car riders will be dismissed via the main entrance and bussers will be dismissed from the rear of the building. Walkers will be dismissed through the rear of the building following bus departure. **All car riders should be dropped off and picked up in the front parking area. Parents are to use the main entrance for drop off.** Car riders will be picked up at the main entrance. No cars will be given access to the driveway before 2:20 PM. Please be respectful of the homeowners on School Street and allow them access to and from their driveways.

Students who ride bicycles to school will ride directly to school and park them in the designated area. Failure to follow bike rules will result in loss of privileges. Students are encouraged to be wearing bike helmets while using their bikes and to lock their bicycles while at school. The school is not responsible for broken bikes, missing bikes, or parts.

ATHLETICS

The Henry Wilson Memorial School offers extra-curricular athletic opportunities for students in grades 6-8. Soccer, basketball, girls' volleyball, cheerleading, baseball, and softball are all offered during the school year. Students must follow the guidelines outlined in the Farmington School Policy #5030.1 and the athletic handbook provided at the beginning of each sports season.

No pupil who has failed to pass four (4) units of work during the school's previous grading period shall represent the school in any interscholastic contest. A minimum of four (4) units of work per grading period is required for participation in interscholastic athletics.

Definitions:

Grading Period – Not less than six (6) weeks.

Previous grading period – Indicates the last prior grading quarter of the school year (not semester grades).

Passing grade – As determined by the Farmington School District policy (currently 60 or above).

*A unit of work reflects a course that meets the equivalent of five (5) times per week.

*Incompletes are not to be considered passing grades for the purpose of eligibility.

ATTENDANCE

According to NH State Law every child between 6 and 18 years of age shall attend the public schools all the time the public schools are in session, unless he/she has been excused from attending on the grounds that his/her physical or mental condition is such as to prevent his/her attendance or make it desirable.

The Farmington School District takes attendance very seriously and will enforce and comply with the NH law relative to attendance RSA 193.1 Duty of Parent: Compulsory Attendance by Pupil and the NH law relative to truancy: NH RSA 189 (189:34 Appointment, NH RSA 189:35 Truancy Defined and NH RSA 189:36 Duties). Students are required to be in school every day that school is in session unless their attendance is exempt per NH law or their absence meets criteria to be considered an excused absence. Unexcused absences are simply not acceptable. The District will address habitual unexcused absences consistent with the NH laws which include the filing of truancy and educational neglect petitions with the Court.

Ten half-days (5 full days) of unexcused absence during a school year shall constitute habitual truancy. Under New Hampshire law, habitual truancy is a ground for filing a petition in the local district court to establish the student is a child in need of services (CHINS). Additionally, the school may report the parents for educational neglect to DCYF.

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Under School Board Policy the following is a list of acceptable absences provided appropriate documentation is included:

Medical appointments

Religious holidays

Pre-approved educational functions

Chronic absence with a doctor's note

Long term illness (3 or more consecutive days)

Family commitments with prior administrative approval

Bereavement

Court appearances

Nurse's dismissal

Sick with parent/guardian note

Those who fall under the acceptable reasons will be allowed to make up schoolwork.

Students absent from school for unacceptable reasons will **not** be allowed to make up the schoolwork with credit with the exception of a suspension.

If a student is ill or must be absent from school, the parents should call the school prior to 9:00 AM (755-2181). If a student needs to be dismissed, an **adult** (over the age of 18) with identification must pick him/her up and sign him/her out in the office. A student may **not** be dismissed and walk home.

Upon returning to school after an absence, the student must bring written notification from home to the office prior to going to class. After 48 hours, failure to bring a note from a parent will result in an unexcused absence.

It is critical that ALL of our students are on time to school every day. **Tardiness is not accepted.** Students who are excessively tardy may be required to serve an administrative detention for continuous unexcused tardies. **A student is considered tardy after 7:50 AM.**

AWARDS

Quarterly assemblies are held at the end of each marking term to recognize our honor students. A student receives **High Honors** for getting all A's on his/her report card and **Honors** for all A's and B's on the report card. Other awards students may work towards are perfect attendance for the school year, principal's award, classroom awards, and citizenship and effort for the quarter, etc.

BULLYING

Definitions (RSA 193-F:3)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.

2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of emails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
- | | |
|--|---|
| *Description of incident, including the nature of the behavior; | *Where the alleged incident(s) occurred; |
| *How often the conduct occurred; | *Whether the conduct adversely affected the student's education or educational environment; |
| *Whether there were past incidents or past continuing patterns of behavior; | *Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and |
| *The characteristics of parties involved, (name, grade, age, etc.); | *The date, time and method in which parents or legal guardians of all parties involved were contacted. |
| *The identity and number of individuals who participated in bullying behavior; | |
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

The full district Policy JICK can be found in the main office or on the district website www.sau61.org

BUSES

Students are under school jurisdiction from the time they enter the bus in the morning to the time they depart the bus in the afternoon and therefore, all school rules apply. Permission to ride a school bus may be denied for unsatisfactory

conduct on the bus. If there is misconduct on a bus, generally, a verbal warning from the driver is the first step. In more extreme cases, or given repeated behaviors, the driver will refer the student to administration by completing a bus misconduct form. Flagrant violations such as fighting, smoking, swearing, destroying or damaging parts of the bus, or failure to follow the directions of the driver may result in immediate denial of transportation. **To help insure the safety of our students, buses may be monitored by video cameras.**

Whenever a student is suspended from the bus, the parents or guardian become responsible for his/her transportation during the time the suspension is in effect and the student is not permitted to take a bus on any school related activities, field trips, or athletic events.

Bus students must take their assigned bus unless they bring a note signed by a parent stating why they will not be on the bus. Once on the bus, students are not permitted to get off until the point of destination is reached.

As a general rule, no guests are allowed to ride the Farmington buses. However, there are occasional extenuating circumstances where a student may be permitted to ride a bus that is not their normal bus. In order to do so, a note from the parent requesting so must be brought to the main office first thing in the morning on the day of the request. Please include the student's name, the physical address the student is requesting to go to, the name of the student the visiting bus student is requesting to go with and phone contact information. The principal (or designee) will check with the transportation coordinator to see if there is space available etc. If there is space available the principal will sign the note for the student to bring to the driver. If there is not space available the parents will be notified immediately.

Bus rules are posted and regulations are reviewed by the drivers with the students annually. Riding the bus is a privilege and foremost in our minds is the safety of each passenger and school bus driver.

CIVILITY POLICY

Members of the Farmington School District staff will treat parents and other members of the public with respect and expect the same in return. The district must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This is not intended to deprive any person of his or her right to freedom of expression. Rather it is designed to maintain, to the extent possible, a safe harassment-free workplace for our students and staff. In the interests of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile or aggressive actions. The district seeks the public's cooperation with this endeavor.

1. **Disruptive Individuals Must Leave School Grounds.** Any individual(s) who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and /or offensive language that could provoke a violent reaction, or who has otherwise established a pattern of unauthorized entry on school property will be directed to leave school or school district property promptly by the school's principal.
2. **Directions to Staff in Dealing with Abusive Individual.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusing individual that the meeting, conference or telephone conversation is terminated; and if the meeting or conference is on district premises, the

employee shall direct the individual to leave promptly. If the individual continues to be abusive, the employee has the right to inform the individual that the police will be notified to deal with the problem immediately.

3. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should provide a printed copy of this policy at the time of the occurrence. The staff member will then immediately notify his or her supervisor and provide a written report of the incident.

COUNSELING AND GUIDANCE SERVICES

The Counseling and Guidance Program at HWMS focuses on the developmental needs of middle level students. The counselors strive to help individual students overcome obstacles related to their personal growth. The counselors have the opportunity to meet with students, not only in crisis situations but on a regular basis in many different settings. Counselors will meet individually with all students at least twice a year.

Parents are encouraged to speak with their child's counselor. Individual counseling, group counseling, seminars, and classroom experiences are available to all grade levels. The counselors provide academic support by exploring issues that may be interfering with the learning process, discussing future goals, and arranging parent/teacher conferences.

Changes in family structure, death or separation of a friend or relative, peer relationships, and school-based situations can be very difficult for middle level students. In many instances, the counselor can help to guide the student so that he/she will be able to cope with the problem successfully. Because of this role, the school counselor often acts as mediator and resource person for the family, teachers, staff, and students. School counselors also work closely with all staff members.

Counselors are available to help in any way possible. There may be times when a student needs a caring adult to discuss issues or problems bothering them. Counselors are available to listen to concerns and to help students. Students wishing to see a counselor must have a pass with a scheduled meeting from the counselor. In cases of an urgent matter, a teacher must check with the office to see if a counselor is available.

DANCES

School dances for grades 6 through 8 usually last from 7:00-9:00 PM. Dances are chaperoned by staff members, but parents are welcome to attend with prior arrangement and only after a background check and approval as a volunteer through the SAU office. **Once students arrive they will not be able to leave until the dance is over unless a parent picks them up early.** Parents are asked to be at the school promptly at 9:00 PM to pick up their son/daughter.

A school dance is a school activity and all other rules that apply in school will apply at the school dances, including the dress code. Dance movements or practices that suggest or simulate sexual activity are prohibited. **School dances are for Henry Wilson Memorial School students only except the end of year semi-formal.**

Students who have received disciplinary consequences the day of a dance may not attend.

DELIVERIES TO STUDENTS

Students will not be permitted to receive flowers, balloons, or other items delivered to the school during the school day. These deliveries interrupt the teaching and learning activities.

DISCIPLINE

It is the school-wide goal to establish a learning environment that fosters a quality education. The purpose of a student code of conduct is to address the behavior of those students who are continually disruptive or fail to abide by the reasonable rules of the school. When a student violates the established rules of the school and has been notified that a Behavioral Observation Form has been written, the administration will meet with the student to discuss and determine consequences following the Student Discipline Policy. This does not preclude students from being suspended or expelled for major infractions. The guidelines for suspension, expulsion, due process and the appeals procedure are outlined within the Student Discipline Policy JICD. A copy of the policy is available in the Principal's office or on the district website www.sau61.org.

In addition to the Student Discipline Policy, which outlines process and procedures please see the PBIS Handbook for additional information regarding student discipline.

Prohibited Conduct

Conduct specifically prohibited shall include, but not limited to: habitual truancy; arson; theft of property; improper use of motor vehicle; improper bus conduct; leaving school grounds without authorization; gambling; verbal or physical abuse toward any student or faculty or staff member; distribution, consumption, possession of controlled drugs and/or alcoholic beverages and/or tobacco or tobacco products on school property or at school functions; disrupting classroom atmosphere; impeding classroom decorum; causing disturbances among other students in attendance; distracting other students so as to interfere with the educational process; disrupting the disciplinary process; any act of theft, destruction or violence on school property or on a school bus as defined in RSA 193-D; possession of a weapon on school grounds, in school buildings, or at school functions which includes knives or any other instruments of a dangerous nature; possession in school of incinerating devices including lighters, matches, cigarettes, firecrackers or smoke bombs, snaps, and caps; vandalism; bomb threats; criminal threatening; and violation of any school rule or policy

Policy JICD - Student Discipline and Due Process

Definitions

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building Principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal.
4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school, classes, and practice but will not participate in school extra-curricular activities.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class. Likewise, classroom teachers may assign students to detention for similar conduct. The building Principal may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building Principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies, is otherwise inappropriate, or prohibited by law.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building Principal is authorized to suspend a student for ten (10) school days or less for gross misconduct, for neglect, or refusal to conform to school district policies and rules. The Principal shall consult with the Superintendent prior to issuing any suspension.

A. Pursuant to Ed 317.04(a)(1), a suspension of ten (10) school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct, for neglect, or refusal to conform to the reasonable policies and rules of the school under RSA 193:13, I.

B. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of ten (10) school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the School Board, but must comply with the requirements of Department of Education Administrative Rule 317.04, Disciplinary Procedures, subsection (f)(3)g.

A. Pursuant to Ed 317.04(a)(2), a suspension in excess of ten (10) school days shall be considered a "long-term suspension."

B. A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paintball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.

3. Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

4. Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

5. Due process standards for long-term suspensions (more than ten (10) days) will adhere to the requirements of Ed 317.04(f)(2).

Process for Expulsion

1. Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paintball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than twelve (12) months.
3. The District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.
4. An expulsion will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request.

Notice

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

Any suspension or expulsion of a student with an educational disability as defined in Ed 1102.31 shall be in accordance with Ed 1119.11. All policies and procedures related to students with educational disabilities and discipline is outlined and available for review in the school main office, the office of student services or the school library.

DRESS CODE

1. The length of a skirt, dress, skorts, or shorts must reach mid-thigh. Please note that any slits in shorts or skirts must not be shorter than mid-thigh or fingertip length. **Generally speaking, the appropriate length of skirts, skorts and shorts are about two inches below where a student's finger tips touch while standing up straight.** The following clothing articles are not permitted: pants or shorts not cinched at the top of the hips, exposed undergarments, lingerie worn as outer garments, and tight lycra, spandex, or similar material unless necessary for class or extracurricular activities. Content on clothing should be free from pictures or words that are inappropriate, obscene, offensive, or portray drugs, alcohol or weapons.
2. Safe and appropriate footwear must be worn at all times. For safety reasons, no slippers may be worn. Sneakers must be worn during physical education class or related activities. Cleats and/or metal taps on shoes may not be worn in the building. Closed toe/closed heel shoes should be worn when doing fieldwork, climbing on any playground equipment and/or being on the wood chipped area of the playground, and during lab work.
3. Head coverings (including hats, head stockings, hoods, bandanas, sunglasses or sweatbands) shall not be worn in school except for religious, cultural or medical purposes. Choke collars, stud bracelets, and necklaces and chains may not be worn in the school building during school hours.

4. Students have the right to exercise judgment of hairstyles as long as they do not present a danger to the health and safety of themselves, the student body, or the staff.
5. Overcoats and jackets (NOT including sweatshirts) are not to be worn in the classroom or in common areas of the school after the school day begins. Clothing deemed to be a safety hazard to the activity being undertaken shall not be worn.
6. The dress code applies to all school functions including off campus activities unless otherwise stated by the administration.

Special ceremonies such as graduation, awards day activities, as well as evening performances of the music, drama, or other events, require certain dress requirements for the occasion. The administration has the authority to determine the dress for the occasions and exclude from participation those who refuse to conform to the requirements. **A student in violation of the dress code will be subject to the minor infraction process outlined in the PBIS Handbook.**

DRUGS AND ALCOHOL

Policy JICH - Drug and Alcohol Use by Students

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

EMERGENCY PROCEDURES

All parents are required to fill out a Student Information and Emergency Contact Report. This form must be filled out and returned to the student's homeroom teacher by the end of the first week in September. **Failure to supply the school with this information will result in the student being ineligible for any extra-curricular activities.**

In case of an emergency or school closing early, parents will have instructed their children where to go if parents are not at home. In the event of an actual emergency, students will be instructed by their teachers to follow the School District Emergency Procedure Plan. If the emergency warrants school being released for the day, bus transportation will be provided as normal.

The school district has an Emergency Notification System that will allow all parents to be notified by telephone whenever there is a school closing, delayed opening, or early dismissal. This system will also allow our school to notify parents of any important academic or extracurricular events. Please update the school if there are changes to any of your contact information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age certain rights with respect to the student's educational records. Their rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school officials will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent believes is inaccurate, misleading, or otherwise in violation of the student's rights under FERPA. Parents who wish to ask the school to amend a record should write the school principal to clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent the school will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditors, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the Office that administer FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5920

FIELD TRIPS

Field trips are co-curricular activities that supplement the in-school program. Since the field trip budget is very limited, students may be asked to pay for a portion of the expenses of the trip. In no case will a student be denied participation due to financial hardship. If a hardship exists, please speak with the teacher. Signed permission slips are required for students to participate in field trips. Unless it is an extreme circumstance, students will **NOT** be allowed to call parents the day of a field trip to obtain permission to participate in the field trip. Students without permission slips will remain at school.

FIRE DRILLS AND EMERGENCIES

Fire drills and emergency procedure drills are required by law and are held periodically so orderly evacuation of the building may be accomplished without panic. Everyone will move in an orderly and silent manner to points directed by their teachers where attendance is taken.

If a student is in the hallway or in the restroom when the alarm rings or emergency procedure announcement is given and he/she is unable to return to his/her respective classroom, he/she is directed to go to the nearest classroom/room and follow the direction of that teacher.

If any student is involved in pulling the alarm or calling in an unwarranted emergency, law enforcement will be notified.

FOOD AND BEVERAGES

No food or drink is allowed in the library, computer lab, or gym unless authorized by the teacher. All food and beverages except water must be consumed in the cafeteria before leaving for classes. **Soda** and **energy drinks** are not acceptable at school.

The "Local Wellness Policy" requirement is established by Section 204 of the Public Law 108-265, known as the Child Nutrition and WIC Reauthorization Act of 2004. It requires each local education agency (LEA) or school district participating in the national School Lunch Program and/or School Breakfast Program to develop a local wellness policy that promotes health of students and addresses the growing problem of childhood obesity.

A full length document of our wellness policy (JLCG) can be obtained by requesting one from the school office or on the district website, www.sau61.org.

Key points regarding nutrition are:

1. The encouragement of healthy wholesome snacks and meals
2. The prohibition of gum, soda, "energy drinks," food high in trans-fat or candy in school.
3. The encouragement of students to carry and use clear water bottles throughout the school day.
4. The encouragement of physical activities as a reward for positive behavior.

GANG ACTIVITY

It is the policy of the District that membership in secret gangs or clubs (defined as having three or more members), which initiate, advocate or promote activities that threaten the safety or well-being of person or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti or the presence of any apparel, including bandannas, jewelry, accessories, or manner of grooming, which by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership in a gang is prohibited.

Incidents involving initiations, hazing, intimidation and any other activities of gangs are expressly prohibited.

Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership will be subject to disciplinary action, including suspension and expulsion.

GRADING SYSTEM

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67	F 59 or lower
A 96-93	B 86-83	C 76-73	D 66-63	
A- 92-90	B- 82-80	C- 72-70	D- 62-60	

1. Students with excused absences will have one extra day to make up each day's work missed. Students who fail to make up the work will be assigned an "F".
2. Academic honesty is expected from all students. Students caught cheating on tests, quizzes, projects, papers or homework will be assigned a **zero** with parental notification. A second offense will lead to a maximum grade of **60** in that class for the quarter.
3. Standards for high honors are all A's. Standards for honors are all A's and B's.
4. All grading procedures and expectations will be given to students and parents in writing by each teacher at the beginning of the school year.

HARASSMENT

All members of the school have the right to work and learn in an atmosphere of respect for the dignity and worth of all its members. The school district recognizes its obligation to respect the legal rights of all students. It is the policy to maintain a healthy environment free from all forms of harassment and will identify, address, and eliminate harassment wherever it appears in the school system.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including, but not limited to, verbal abuse of a sexual nature, offensive sexual behavior, words used to describe an individual, repeated brushing against an individual's body, touching, patting or pinching, sexually explicit gestures and the display and/or possession of sexually suggestive objects or pictures.

Verbal harassment (oral or written) means, but is not limited to, unwelcome remarks, criticism, slurs, pertaining to race, sexual orientation, religion, and/or ethnicity, insults, taunting, ridicule, and/or suggestive, lewd remarks.

Physical harassment means unwanted physical advances or contact such as, but not limited to punching, poking, tickling, groping, tripping, and employing the use of projectiles.

The procedure for handling harassment is as follows:

1. Any person who alleges harassing behavior by another person should report the incident to an administrator. The alleged offender shall be promptly informed that a complaint has been filed. The rights of people involved are given. The alleged offender is given an opportunity to respond. A thorough investigation by the administrator is done.
2. A substantiated charge shall subject the student to disciplinary action, which may include suspension or expulsion, consistent with the school's discipline code. A first offense may include a verbal or written warning or other consequences deemed appropriate.
3. The district will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who assists in an investigation or proceeding relating to any harassment complaint. Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment.
4. All complaints of harassment are filed in the office. The right of confidentiality will be respected consistent

with the school district's legal obligation.

It is no defense to a claim of harassment that the alleged harasser did not intend to harass.

Please see district policy #4251.2 for the full district harassment policy.

HOMEWORK/CLASSWORK

Homework is an extension of class work and an essential part of the learning experience for students. Effective homework assignments will:

- Strengthen basic skills
- Develop initiative, responsibility and self-direction
- Build independent study skills
- Teach budgeting of study time
- Promote parents'/guardians' understanding and involvement in the educational program
- Build confidence by ensuring successful learning experiences and familiarity with materials and procedures
- Encourage innovation and creativity through open-ended, individualized assignments

It is the expectation of the HWMS faculty and administration, that a positive attitude towards school and study will be fostered at home. Each teacher's homework expectations will be conveyed to the parents in writing. Homework will comprise no more than **10%** of a student's grade. Teams will also have links to their homework via the school's website that parents or students may visit for their assignments.

The biggest detriment to any student's academic success is the lack of positive work ethic and accomplishing all work assignments and projects. Each teacher may hold an after-school help session, by appointment and as needed, and a homework club is offered by the FAMEE After School Program. These programs are highly recommended for any student who is in need of help in order to reach success in his/her classes.

It is the responsibility of the student to complete all homework assignments. If a student is going to be out for an extended period of time, please contact the office for homework assignments. It is expected when a student returns from an absence, he/she meet with his/her teachers during an after-school help session to get all the materials and information needed to be successful.

LIBRARY

Library hours are 8:00 am to 3:00 pm. You may enter the library during the school hours by means of a signed pass from a teacher. If the school librarian is not in the library, students must immediately return to their classrooms. Students who are behavioral problems will be sent back to their classroom. Continual behavioral problems may result in loss of library privileges.

Lost or damaged books will be replaced by the student. If by the end of May, the student has not returned or replaced a book he/she was responsible for, a notice will be sent home. All materials marked reference will remain in the library.

LOCKERS/CUBBIES

A locker/classroom cubby will be assigned to each student. Students may bring in their own combination locks. Before use they must provide the combination to main office. The lockers/cubbies are to be kept organized and clean. Students,

not the school, are responsible for any personal property. Lockers/cubbies are the property of the school and may be examined by school administration at any time.

LUNCH PROGRAM

The lunch program provides students with a nutritious meal daily that follows all FDA regulations. The cost of breakfast is \$1.50 and for lunch is \$2.75. The office has forms for our free and reduced lunch program and we encourage parents to fill out the forms to determine whether or not your family qualifies for free or reduced lunches. If at any time in the school year your financial situation worsens feel free to ask for a confidential application.

MEDIA USE IN SCHOOLS

For reasons of safekeeping and preserving the academic climate of any school, students are not to use any personal electronic equipment during school hours. This is to include, but not limited to iPods, video games, personal computers, tablets and **cell phones**. These items must be kept in one of three locations during the school day: a student's backpack, locker, or on their person. Students carrying one of these items must keep them in their pockets or backpacks throughout the entire school day in the OFF position. This policy will be in effect from the time students enter school until they are dismissed.

Technology violations will be handled according to the minor infraction policy in the PBIS Handbook.

Any music played or movie shown in a classroom or during any student activity must be appropriate for an educational environment.

The Farmington School District does not accept any liability for the loss, damage, or security of the electronic devices. It is the responsibility of the student to make sure that the device(s) is/are kept in a safe place during the school day. The best option is to leave these items at home.

NON-RESIDENT

Non-resident students may not attend the Farmington Schools without the permission of the Farmington School Board. To be a resident, at least one parent must live in Farmington. The student must reside with the parent who lives in the community. Proof of custody may be required.

NURSES/MEDICATIONS

NH law requires a **NEW** physician's authorization medication form signed by both the doctor and parent and given to the school nurse **EACH** year for prescription medications, even if the prescription has not changed from the previous year.

Any student who takes medicine internally during the school day must confer with the school nurse, keep the medication in the nurse's office and present a copy of the prescription. This includes over the counter medications. All prescription medication administered at school must have written consent by parent/guardian to administer medication. (Refer to board policy JLCD)

Only students previously authorized by a doctor may carry an asthma inhaler/epipen. **Absolutely NO medications are allowed to be carried by a student in school.** If a parent sends in over the counter medication, such as Tylenol or allergy medications, they need to be in the original container. Parents need to sign a new permission slip every year before nonprescription medications can be administered by the nurse.

It is mandatory to keep all children up to date on their immunizations. Not adhering to the NH state immunization laws could result in your child not being able to attend school until compliance is met.

Students and/or parents must notify the nurse of any contagious disease/health problems, such as strep infections, head lice, and conjunctivitis.

A student with a temperature of 100 degrees or above, vomiting, diarrhea, or a question of a contagious disease or who appears to be generally ill will need to be sent home. If these above symptoms are apparent in the morning, please do not send him/her to school for his/her comfort and the protection of other students/staff.

Students who plan to participate in the HWMS athletics program must have proof of a complete physical examination on file in the nurse's office before they are eligible to try-out. These physicals are considered valid from May 1st, prior to entering the 7th grade and will remain valid through grade 8. These physicals are the responsibility of the parent.

PARENT TEACHER ASSOCIATION

The Farmington School District has an active Parent Teacher Association that is very supportive of our schools' activities. Monthly meetings are held and any parent of a Farmington School District student is welcome to become a member. For more information, please contact our main office.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled in November each year (soon after the end of the first marking period). Please make every effort to attend. If you wish to meet with teachers at other times during the year, please call your child's teacher to set up a scheduled time with your son's/daughter's teachers. Teachers need 24 hour notice to insure availability. Please refer to the district's Civility Policy when meeting at school to discuss your child's programming.

PATRIOTIC OBSERVATION

All grades in the Farmington School System will conduct patriotic exercises each day prior to the beginning of school. All students must stand during the pledge. A student may be excused from patriotic exercises as long as he/she does not infringe on the rights of those who participate.

PLAGIARISM

Students are expected to demonstrate academic honesty at all times. Students who violate such expectations will be subject to disciplinary actions. First time offenders will receive a zero (0) on the assignment and a letter will be sent home. Second time offenders within the same course will receive a maximum grade of 59 allowed for the marking term in which the second offense occurs. Examples of academic dishonesty include but are not limited to: giving and/or receiving answers on any assessment, copying homework assignments, use of crib sheets or plagiarism, including information taken from the internet. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own.

PROMOTION AND RETENTION

Parents are responsible for ensuring that their child comes to school each day, on time, and ready to learn, including the completion of home assignments. Parents need to cooperate with the school district and share the responsibility of having their child exhibit appropriate behavior. **Every student is responsible for coming to school and**

class prepared and on time, working hard, and contributing to the school environment in a positive and responsible manner.

Promotion is a grade-level advancement based on a student's achievement as measured by his/her performance in class. **Advancement** is when a student is not meeting the standard set for him/her but is placed in the next grade level if retention is not deemed an appropriate option. **Retention** is when a student did not meet the standards for promotion and will be assigned to the same grade for an additional year. Retention will only be recommended if the team believes that the student is likely to **benefit** from spending an additional year in that grade. We use the Light's Retention Scale to aid us in this process. If, upon the recommendation of the team, a decision is made to retain a students and the parent/guardian is not in agreement, the parent may appeal to the Superintendent of Schools who will make the final decision.

To help early identification and intervention strategies to be developed, parents must be notified by the end of September, of the name of teachers and the best way to reach them regarding any concerns a parent may have about their child's academic progress. If by the end of the 1st Quarter or any time thereafter, a student is failing to achieve grade appropriate standards, the teacher shall notify the parent in writing, that there are issues regarding their child's performance and convene a meeting. The following options may be considered at this meeting:

- Examining and altering current instructional strategies or materials
- Tutoring (during and after school)
- A change in schedule
- Referral to other school support services, social services, or health related services

Strategies will be determined and a written improvement plan may be developed. This plan should articulate the responsibilities of the school, parents, and student and can take many forms. If by the end of the 2nd Quarter, the problems persist and the student remains at-risk for retention or failure, additional options may be considered and the Improvement Plan should be revised.

Only when all other interventions have been unsuccessful and the student has not made sufficient academic progress during the course of the school year, will the student be considered for retention. The team consisting of parents, teachers, principal, counselor, and other appropriate school personnel shall meet in February and again before the end of the school year to make a decision regarding placement. Factors weighed in considering a student for retention include the student's:

- Current level of academic achievement
- Past academic records, evaluations, and standardized test scores
- Age and levels of physical, social, and emotional maturity
- Motivation, attitudes, and behavior in school
- Attendance patterns and records

Students who fail one or more classes (grades 7 & 8) may be required to attend summer school in order to be advanced or promoted to the next grade. Students in 8th grade who are eligible for summer school may participate in the **moving up ceremony** for 8th graders, but will not receive their certificate of completing 8th grade until passing summer school. Students in 8th grade who fail 3 or more classes will not be eligible to participate in the moving up ceremony.

RECESS

Outdoor recess is held daily for students in grades 4-6. This period is to allow students the opportunity for a healthy activity to interact with other students at their own grade level. Recess will be held outdoors on our playground when weather permits and in the classroom in the case of cold or inclement weather. Students will have outdoor recess during the winter and should come to school dressed accordingly for outdoor winter weather (winter jacket, hat, gloves/mittens,

ski pants, etc.). **The decision on a temperature for winter recess will be made on a daily basis, but for the most part students will go outdoors if it is 10 degrees above zero (except in cases with wind chill).**

7th/8th grade students do not have a scheduled recess during the middle of the day, but may be allowed outside following lunch (if time permits) for a few minutes prior to their afternoon classes. Again, this is weather dependent and occurs mainly during the fall and spring seasons.

REPORT INCIDENTS OF UNSAFE BEHAVIOR

It is the responsibility of all students to report incidents of concern regarding school safety but not limited to:

- Bullying, hazing, harassment
- Threatening comments or behavior, unwelcome comments or contact, cyber bullying, possession or use of any illegal substances
- Weapons, firearms
- Any device, object or artifact that fits the definition of a weapon

Students who knowingly fail to report knowledge of any person in violation of school safety will be held accountable in accordance with district policy.

RESPONSE TO INTERVENTION (RTI)

With Response to Intervention RTI, the school will identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities.

Struggling children are identified through a poor performance on a class-wide, school-wide, or district-wide assessments. A child may also be identified through other means, such as teacher observation, behavioral records, attendance records, or other necessary information to determine the specific area of need. The school provides the child with research-based interventions while the child is still in the general education environment and closely monitors the student's progress (or response to the interventions), and adjusts their intensity or nature, given the student's progress. RTI can also be instrumental in identifying students who have learning disabilities.

The goal of RTI is to provide for a safe and healthy school environment which will increase academic and behavioral success for all of our students. RTI is a sustainable proactive process that improves social, behavioral, and academic outcomes through positive, preventative evidence-based strategies, collegial and collaborative teaming, and data-based decision making.

SCHOOL MATERIALS

School telephones are for official use only and may not be used by students without permission from the principal/administration.

Students are financially responsible for all materials issued to them, including textbooks, and are expected to keep materials in good condition. All books will be covered and remain covered throughout the school year. A replacement fee may be assessed if a book/school property is damaged and is deemed to be at the fault of the student.

STUDENT SERVICES

If you believe your child is struggling academically, socially, emotionally, having problems or difficulty communicating due to a disability, you may make a referral for Special Education. A referral is a formal request asking your child be evaluated to see if they are eligible for special education.

Parents should make the referral in writing and send a copy to the Principal, Special Education Director or School Building Coordinator. When writing the referral letter, it should contain the reasons why you believe your child may have a disability and needs special education.

Once the school receives your referral, we will schedule a meeting within 15 calendar days. You will receive an invitation to this meeting. The (IEP) Individualized Education Program team meets to determine if your child's needs can be met through regular education services or if your child should be evaluated for special education. You will need to give written permission before the school can perform any formal evaluations.

For additional information regarding the special education process, please feel free to contact the Special Education Director, Diana Denitto at 603-755-8213 ddenitto@sau61.org

TECHNOLOGY ACCEPTABLE USE

It is the Farmington School District's responsibility to provide its students with access to as many resources as possible to facilitate each student's pursuit of academic excellence and to provide students with the skills necessary for lifelong learning. All the school's technology resources, including email and internet access, are provided for educational purposes only.

Prior to any student using the school district's technology resources, students and parents must sign the **Technology Agreement Form**. Technology Agreement forms will be distributed the first day of school and subsequently whenever a new student enrolls. Whenever a student uses a computer there must be a staff member present. Students must respect the rights of others and be responsible whenever using technological resources. The form must be returned with signatures before a student is allowed to use any technology.

School, networking administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with school policies. Administrators reserve the right to examine, use and disclose any data found on the school's information networks. Students who fail to comply with this policy and misuse the use of the school's computers may have their technology use privileges denied.

TITLE I

The Henry Wilson Memorial School is designated as a Title I school and receives funding to provide additional support to our students and families in the school. This funding is used for a variety of programs, including salaries for teachers and paraprofessionals, after school tutoring, summer school, supplies for academic interventions, professional development for staff, etc.

The school targets most of our funding towards students who require additional academic support to be successful in the classroom. Students who are deemed eligible for Title I assistance through analysis of their assessments and current academic progress will be invited to be provided extra assistance either during the school day, after school, or during the

summer. If this assistance is within the regular classroom setting, then it will be provided immediately, while any assistance happening outside of the regular classroom OR after school hours will require signed parent permission.

TOBACCO

In accordance with state law, all persons will not be permitted to smoke in school or on school grounds. Be advised that any student caught smoking or in the possession of a lighted smoking material (i.e. cigarettes, cigars, pipes, smokeless tobacco, etc.) in any school building or school grounds, regardless of whether school is in session or not, shall be suspended or dismissed from school and reported to the school's resource officer.

Students are not allowed to have cigarettes, lighters or other smoking paraphernalia in their possession while attending school. Violations may result in a suspension as well as reported to the police department as a violation of the Safe Schools Act.

VISITORS

We welcome visitors and parents to HWMS. However, the school's doors will remain locked during the time school is in session. In order to gain access to the building please ring the doorbell. It is important that you stand directly in front of the doorbell so school personnel can identify you on the school's security camera. To further insure the safety and security of all our students, all visitors must report to the office, present ID upon request, sign in and receive a visitor's badge. **Student visitors from other schools are not allowed.** The principal may make an exception to this for programs of an educational nature.

If a parent wishes to meet with a teacher, an appointment should be set up to ensure availability. **A teacher should have a 24-hour notice for any appointment.**

VOLUNTEERS

Henry Wilson Memorial School encourages parent volunteerism. Any member of the community interested in volunteering should contact the school office.

WEAPONS

Policy JICI – Student in Possession of Weapons Policy

The Farmington School District is a supportive learning environment for students, school staff, families, and the greater community. Therefore, it is the policy of the Farmington School District to provide a safest environment we can for all individuals.

FIREARMS:

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local School Board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

ALL OTHER WEAPONS:

For the purposes of this policy, "weapon" includes but is not limited to: slingshot, metal knuckles, billies, knives, electronic defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24). "Weapon" is further defined as any device, instrument, material or substance, which when used, attempted to be used, or threatened to be used is readily capable of causing serious physical injury or death to others. "Facility" is any place that is supported by public funds and used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, restrooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA).

2019-2020 SCHOOL YEAR
BEGIN BEFORE LABOR
DAY

AUGUST(2)					SEPTEMBER(20)					OCTOBER (22)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					2	3	4	5	6		1	2	3	4
					9	10	11	12	13	7	8	9	10	11
					16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
TW	TW	TS	29	X	30					28	29	30	31	
NOVEMBER (16)					DECEMBER (15)					JANUARY (20)				
				1	M	T	W	T	F	M	T	W	T	F
4	5	6	7	8	2	3	4	5	6			1	2	3
11	12	13	14	15	9	10	11	12	13	6	7	8	9	10
18	19	20	21	22	16	17	18	19	20	13	14	15	16	17
25	PC	27	28	29	23	24	25	26	27	20	21	22	23	24
					30	31				27	28	TW	30	31
FEBRUARY (15)					MARCH (21)					APRIL (18)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	2	3	4	5	6			1	2	3
10	11	12	13	14	PC	10	11	12	13	6	7	8	9	10
17	18	19	20	21	16	17	18	19	20	13	14	15	16	17
24	25	26	27	28	23	24	25	26	27	20	21	22	23	24
					30	31				27	28	29	30	
MAY(19)					JUNE (12)									
M	T	W	T	F	M	T	W	T	F					
				1	1	2	3	4	5					
4	5	6	7	8	8	9	10	11	12					
11	12	13	14	15	15	16	SD	SD	SD					
18	19	20	21	22	SD	SD	24	25	26					
25	26	27	28	29	29	30								

August 23*.....No School – New Staff Orientation Day
 August 26 and 27.....No School – Teacher Workshop All Staff
 August 28.....First Day of School for Students
 August 30.....No School
 September 2No School – Labor Day
 October 14No School – Columbus Day/Indigenous Peoples' Day
 November 11No School – Veterans Day Observed
 November 26.....No School –Parent/Teacher Conferences—all buildings
 November 27-29No School – Thanksgiving Recess
 December 23-31No School – Christmas Recess
 January 1No School – New Year's Day
 January 20No School – Martin Luther King Jr. Day
 January 29.....No School – Teacher Workshop
 February 24-28No School – Winter Recess
 March 9No School – Parent/Teacher Conferences—all buildings
 April 27-May 1.....No School – Spring Recess
 May 25No School – Memorial Day
 June 13Tentative Graduation
 June 16Last Day of School- Barring Snow days