

WELCOME!

Dear Students and Parents:

Hudson Memorial School is a student-focused community committed to delivering a challenging and comprehensive curriculum for all students by fostering student engagement, critical thinking, and creativity. Our instructional strategies promote the mastery of core competencies through technology, written communication, comprehension of complex material, and valuable research. We believe that the foundation for student success is the development of a strong work ethic and a personal responsibility.

Our school is composed of approximately 900 people, including students, school counselors, teachers, administrators, para-educators, tutors, administrative assistants, custodians, and cafeteria workers. We are a community of individuals who share the responsibility of providing a positive and safe learning environment. We can reach this goal through mutual respect and cooperation in following the regulations set forth in the handbook.

Hudson Memorial School is organized into eight core academic teams. Each team consists of a math teacher, science teacher, social studies teacher, and two language arts teachers. All students will be assigned to a team. The purpose of this approach is two-fold. First, it will make a large school feel smaller, and therefore, students will get a better sense of being connected to our school community. Secondly, this team structure will help teachers to improve student learning outcomes and to provide a more systematic instructional approach regarding the delivery of curriculum. In using this team organizational design, our school-to-home communications will become more effective.

All students will participate in an eight-period school day consisting of the following: a fifteen-minute homeroom period, two periods of language arts, one period of math, one period of science, one period of social studies, two periods of unified arts, a thirty-minute academic focus period, and a thirty-minute lunch. The school day begins at 7:45 a.m. and ends at 2:20 p.m. Homeroom begins at 7:35 a.m. and ends at 7:50 a.m. All students must arrive at school prior to 7:45 a.m. Any student entering the school after 7:45 a.m. will be marked tardy for that day.

Throughout the school year, each student at Hudson Memorial will have the opportunity to participate in a wide variety of extra-curricular and co-curricular activities. These activities will help to develop student talents, self-esteem, peer relationships, and school spirit. Our Student Council, a peer-elected group of students, strives to make a difference in the school community. They serve as a student advisory board and share their valued input to the faculty and staff when it relates to various school issues and events. Other clubs such as Ski Club, Bowling Club, Chess Club, Math Club, Yearbook Club, and Art Club also offer students opportunities to participate in both on-campus and off-campus activities with their peers.

Our music department offers a variety of programs including band, chorus, and general music. The annual Holiday Concert and Spring Concert are the culminating activities where students display their musical talents, featuring special performances by the swing choir, woodwind choir, and jazz band.

Students at Hudson Memorial School also have the opportunity to participate in the intramural and interscholastic sports programs offered at the school throughout the year. In the fall, students can participate in the intramural volleyball program, as well as, tryout for the interscholastic soccer and cross-country programs. During the winter, students can participate in the intramural dodgeball program, as well as have the opportunity to try out for the interscholastic basketball, wrestling, and cheerleading programs. In the spring, students may try out for the baseball, softball, and track programs.

Hudson Memorial School welcomes and strongly encourages parent participation in the school through the P.T.O. program. The P.T.O. supports the school community through a variety of activities and volunteer committees. P.T.O. members conduct fundraisers throughout the year, and they volunteer to coordinate our annual magazine drive. The funds generated through the efforts of the P.T.O. support school spirit by offering activities and building improvements that benefit the school community. Some P.T.O. endeavors include the awarding of scholarships to deserving students to participate in the 8th grade trip to Washington, DC; providing refreshments for each school dance; giving a class t-shirt to each 8th grader on class day; and hosting a dinner buffet for the faculty and staff during Parent-Teacher Conference nights.

To foster better lines of communication between school and home, we will send parents/guardians an email at the beginning of the school year containing a student information form. In the email, there will be a link for parents/guardians to fill in a form and submit it to our school electronically. Parents/guardians should complete the form entirely and then click the "submit" button for that information to be uploaded to our school's database. This process will ensure that the most current and accurate information about your child is provided to us. In turn, parents/guardians will receive all vital communications from the Hudson Memorial School.

As you read the Student/Parent Handbook, keep in mind that the information contained in this booklet is designed to provide you with a comprehensive overview of Hudson Memorial School and to help you understand how our school functions. If you have questions regarding the information presented in this booklet, please feel free to contact the administration, teachers, or staff at any time so that we may assist you.

On behalf of the administrators, teachers, and staff of Hudson Memorial School, I welcome you all!

Sincerely,
Keith D. Bowen
Principal

MISSION STATEMENT

Hudson Memorial School is a student-centered community that understands and meets the social, emotional, and academic needs of all students. Through the provision of a safe and secure learning environment, we are committed to delivering a challenging and comprehensive curriculum that is inclusive of all students in authentic learning opportunities that require the use of higher-order thinking skills. Our instructional strategies promote mastery of core competencies using technology, written communication, oral communication, comprehension of complex material, and effective research.

VISION STATEMENT

Hudson Memorial School will maintain trusting partnerships with all members of the community (district, staff, residents, businesses, and students and their families) to form meaningful relationships that are respectful in communicating knowledge and understanding in the manner that strengthens school programs and student learning.

By June of 2020, Hudson Memorial School will ensure all students are provided with an academic learning environment that is universally designed to remove all barriers and promote a growth mindset in both students, staff, and the entire educational community.

By June of 2023, Hudson Memorial School will have an integrated curriculum that utilizes project-based learning and measures student learning outcomes for competency in all content areas.

EXPECTATIONS OF STUDENT PERFORMANCE

Students at Hudson Memorial School will demonstrate:

1. Fundamental knowledge and skills presented by the curriculum.
2. The ability to understand what they read.
3. Effective oral and written communication.
4. The ability to access, process, and apply information.
5. A functional knowledge of basic mathematical processes.
6. The ability to think critically and analytically.
7. The ability to apply problem solving techniques in today's world.
8. Technological literacy.
9. Awareness of the fine and applied arts by participation in cultural events offered at school.
10. Knowledge of different cultures through the study of arts by participation in cultural events offered at school.
11. Knowledge of world issues within cultural and historical perspectives.
12. The acceptance of personal responsibilities.
13. Respect for themselves and others, the school and property.
14. Awareness and understanding of the skills necessary to maintain good physical and mental health.
15. Students are expected to adhere to all rules, codes, regulations and policies as set forth by the Hudson School District/Hudson Memorial School.

SCHOOL AND COMMUNITY PERFORMANCE

Hudson Memorial School will:

1. Provide a clean and healthy environment.
2. Provide adequate staff and facilities.
3. Provide quality student support.
4. Engage students in a challenging curriculum aligned with current state frameworks.
5. Foster communication and cooperation among school personnel and student families.

6. Support ongoing staff development.
7. Encourage interaction between our school and town residents.
8. Provide diverse extracurricular activities.
9. Provide students and staff with access and expertise to maximize current technology.
10. Provide student and staff opportunities to optimize advances in technology.

STATEMENT OF NONDISCRIMINATION

SAU # 81 does not discriminate in its educational programs, activities or employment practices based on age, sex, race, color, marital status, physical or mental disability, religion, national origin, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503, and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, and New Hampshire RSA 354-A. Information relative to special accommodations and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the School District. If you need accommodations in completing this application, please contact the School District.

ADMINISTRATION

Keith D. Bowen	Principal
Theodora K. Tufts	Assistant Principal
Jennifer Grantham	Assistant Principal
Sarah Pooler	Special Services Department Head
Daniel Pooler	Mathematics Department Head
Lisa Spinelli	Language Arts Department Head
Adam Goldstein	Science Department Head
Rachel Scanzani	Social Studies Department Head
Karen O'Brien	6th Grade School Counselor
Kimberly Galluzzo	7th Grade School Counselor
Mandi Ratay	8th Grade School Counselor
Adam Goldstein	Athletic Director

TELEPHONE DIRECTORY

Hudson Memorial School:	(603) 886-1240
<u>Office</u>	<u>Extension</u>
Main Office	0
Report a Student Absent.....	2
School Counseling Department.....	3
Special Education Department.....	4
Nurse's Office.....	5
School Resource Officer	6
Office of the Assistant Principals	7
Office of the Principal	8
Main Office Fax	883-1252

AGENDA BOOK

All students will be provided with an agenda book at the beginning of the school year. The agenda book is intended to be an important communication tool for students, parents and teachers. The following guidelines detail the responsibility of each student:

1. A student must come to class each day with the Agenda Book.

2. A student must fill in the Agenda Book for each class each day.
3. A student must track their Academic Focus schedules in the Agenda book.
4. A student will use the Agenda book for all passes. Students must complete the hall pass log and get the required signatures when leaving the classroom.
5. If a student loses or damages an Agenda Book, the student must see an Assistant Principal to purchase a replacement at a cost of \$6.00.
6. Whenever possible, parents should check the Agenda Book to monitor the recording and completion of daily assignments and teacher correspondence.

COMMUNICATION

Hudson Memorial School offers various communication tools for parents/guardians and students to communicate with any member of our staff/faculty and/or administration.

- All staff members have e-mail which can be accessed through the district website.
- All teachers use PowerSchool
- PowerSchool is a way for educators, parents, and students to share information regarding assessment, academic progress, assignments, student attendance and other pertinent school information.
- Parents will receive PowerSchool login credentials during first week of school. Please contact School Counseling or an Assistant Principal for assistance.
- All teachers utilize Google Classroom to post assignments and resources.

TEXTBOOKS

Students may be given textbooks in their classes to be used throughout the school year. These books are intended for academic use and are the responsibility of the student to which they are assigned. If a student loses or damages the book, he/she will be responsible for the replacement cost of that book. Online textbooks will be provided for most subjects.

SAFETY/HEALTH

SAFETY DRILLS

During all safety drills, students must:

1. Stop, Look, Listen
2. Remain quietly and orderly
3. Follow staff instructions

ACCIDENTS AND HEALTH SERVICES

1. Any injury, regardless of apparent extent should be immediately reported to the school nurse.
2. Students needing crutches, ace wraps, or splinting must have a doctor's order to use adaptive devices or supportive bandaging. Upon their return to school, all students with emergent health concerns must see the nurse for special instructions before proceeding to class.
3. Any student with a temperature over 100 degrees must stay home and be fever free without medication for 24 hours before returning to school. If a student is started on oral antibiotics for any reason, he/she must be taking antibiotics for 24 hours before returning to school.
4. Students with a rash, cold/flu symptoms, or question of communicable diseases, including but not limited to vomiting/diarrhea are admitted to class only after having seen the nurse.
5. The Department of Education rules that while in school, students are not allowed to take medication of any kind, including herbal supplements, unless under the direct supervision of the nurse. All medication must be brought to school by the parent with a written doctor's order. The first dose of a new medication must be given at home and the student observed for 24 hours before returning to school. Please contact the nurse's office for more information about medication administration at school.
6. A parent/guardian or parent/guardian designated-responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:

- a. The prescription medication shall be in a pharmacy or manufacturer labeled container;
 - b. In the case of narcotic medication or other controlled substances, the school nurse or other responsible person receiving the prescription medication shall document the quantity of the medication delivered; and
 - c. The prescription medication may be delivered by other person(s), provided that the nurse is notified in advance by the parent/guardian of the delivery and the quantity of prescription medication provided.
7. Hudson Memorial School provides the following over the counter medications in generic form: acetaminophen (Tylenol), ibuprofen (Motrin/Advil) and TUMS in tablet form only. If your child cannot swallow pills, you will need to provide liquid or chewable tablets.
 8. HMS does not maintain peanut free areas. However, we strive to encourage students with food allergies and special dietary concerns to practice safe eating habits. Parents of children with food allergies are encouraged to contact the nurse's office to update all food allergy action plans on a yearly basis. EpiPens may be carried by students with appropriate doctor's orders in place.
 9. Students who visit the nurse's office must present a pass from a teacher. The only exception is in the case of emergency.
 10. At no time will students be allowed to carry or self-administer any medication - prescribed or over the counter.
A permission to administer medications form is sent home with students at the beginning of each year. A new form must be completed each year. Any changes in a student's ability to take medications are the responsibility of the parent/guardian to notify nursing staff.
 11. Pursuant to NH RSA 200:46, students may carry inhalers and EpiPens with appropriate MD orders on file. Please contact the school nurse for instructions and information required for your student to carry their inhaler/EpiPen with them. Additional medication may also be kept at the nurse's office.

NO SCHOOL ANNOUNCEMENT

School is in session under all, except the most hazardous, weather conditions. WMUR Channel 9 will announce delayed openings or no-school bulletins between 5:30 and 7:00 a.m.

The Hudson School District also utilizes a rapid notification service to enhance parental communication. This service allows us to send a text, voice, and email message to all parents/guardians in the case of inclement weather cancellations or delays. It is important for us have up to date contact information to ensure communication.

HUDSON SCHOOL DISTRICT ATTENDANCE, TARDINESS AND TRUANCY POLICY

The purpose of this Policy is to ensure that students are in school and learning. School attendance is critical to successful school performance. Class discussions, student collaborative work, and teacher guidance and directives all offer learning opportunities that are hard to make up outside the classroom. Therefore, to be successful, students must attend school and be on time for classes and other scheduled activities. Tardiness is a disruption to the educational process. It sets a tone that de-values education, detracts from the lesson, is discourteous to the teacher and other students, and results in a loss of instructional time.

Students have an obligation to attend school and to be on time for class and scheduled activities.

Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to make sure that their children who are at least 6 years of age and under 18 years of age attend school for the entire school year and during all the time that public schools are in session. Parents/Guardians should, therefore, plan activities and appointments for their children at times when school is not in session. Parents/Guardians must contact the school to inform the school of their child's absence.

School officials determine whether students' absences are excused or unexcused. The school must also maintain accurate attendance records for each student. Each teacher must accurately report daily attendance and punctuality. The building principal is designated as the person responsible for truancy issues. The building principal must submit attendance information to the Superintendent's office and must communicate with parents when a student's attendance becomes a concern as required by this Policy. School officials and parents/guardians must then work together to come up with a plan to address the child's absences.

Absence Documented (AD) is the result of doctor appointments, illness documented by a physician, bereavement, religious holidays, court orders, and family emergencies and absences approved by the Superintendent. The documented absence will not count toward the total number of absences leading to excessive absences. Students have ten (10) school days from the day of the absence to present the documentation. Documentation must be presented to the main office.

Absence Notified (A) is an absence that a parent/guardian is aware of and has excused the student by either calling the attendance answering machine or having the student present a signed parent note when they return to school. **Notified absences count toward**

the limit of five days per year.

Absence Truant (AT) is an absence that a parent/guardian is not aware of and did not approve prior to the absence.

Non School Vacations - Absences due to vacations will count toward the total number of absences.

Appeal

A parent/guardian or student seeking an exception for an absence that is not otherwise excused may file a request with the School Attendance Board. A parent/guardian or student may also appeal to the School Attendance Board the following:

1. A determination that a specific absence/tardy, etc. was unexcused;
2. A determination that an absence occurred at all; or
3. Whether exceptional circumstances exist which make strict application of this Policy inappropriate with respect to one or more absences.

The School Attendance Board shall consist of two teachers, a school counselor and principal or assistant principal. The School Attendance Board shall consider the following factors in reviewing a request or appeal:

1. The spirit and intent of the Policy.
2. Whether the absence was due to the action or inaction of the student or parents.
3. Whether exceptional circumstances exist that warrant an exception to the Policy.

ATTENDANCE COMMUNICATION

The Hudson School District believes that student attendance is essential to student's academic success. As part of an effort to support regular attendance at school, Hudson Memorial School will communicate with parents/guardians at the following absence intervals: five (5), eight (8), twelve (12), and fifteen (15) days of absence. As part of each communication, the corresponding dates of absence are included. When receiving communication, please verify these dates carefully.

TARDINESS TO SCHOOL/CLASS

Check-in Procedure: Students who arrive to school after 7:45 a.m. should go directly to the main office to receive a tardy slip. Any student who does not report to homeroom by 7:45 a.m. is considered tardy.

Chronic tardiness is a serious issue and can be considered a form of truancy.

After-6 Tardy Truants (TT) per progress report period, students will receive an afterschool office detention (1 disciplinary point). For every additional 6 tardies per progress report period, students will receive an additional afterschool office detention.

The following reasons will not excuse tardiness: oversleeping, missing the bus, and/or traffic. The Hudson School District provides transportation for its students. We do take responsibility for bus problems, but we cannot assume the responsibility for private vehicles.

Students who are late due to a medical appointment must present documentation for it to be **Tardy Documented (TD)**.

DISMISSAL ABSENCE

If a student must be dismissed from school prior to the end of the regular day, the student must bring in a note from a parent/guardian and present it to the main office at the beginning of the school day. The note must include:

1. The date, time and reason for dismissal
2. The name of the person who will pick the student up
3. A parent/guardian's signature and phone number to verify dismissal

Students who are dismissed are to be picked up and signed out by a parent/guardian in the main office at the time of dismissal. Early dismissals and absences for personal reasons are usually related to some form of travel. Because travel of some types can be educationally beneficial, special permission can be granted in this area by the administration. However, the administration reserves the responsibility of determining the value of student travel as related to the Hudson Memorial school curriculum. Students and parents should strive to avoid travel that will interfere with the educational process.

STUDENT DROP OFF AND PICK UP

Student supervision begins at 7:30 a.m. For safety reasons, no student should be dropped off before that time.

Parents who wish to pick up students at the end of the school day must park in a parking space in the main parking lot at the front of

the building, not along the fences of the field or in the aisle of the parking lot. No parking or standing traffic will be permitted on Memorial Drive.

Students who are being picked up at the end of the school day are to use the main entrance to exit the building and should be picked up no later than 2:30 p.m.

MAKEUP WORK

If your child has been out for **3 days or more** due to illness and homework for that period of time is desired, simply contact the teachers before 8:00 a.m. **A minimum of 24 hours' notice** must be given in order to collect books and homework materials from all of the teachers. Students may also refer to their Google Classroom for assignments while absent from school. Parents can pick up homework/books in the Main Office before 3:30 p.m.

AFTER-SCHOOL PARTICIPATION – HALF DAYS

- Students arriving after 11:00 a.m. will be ineligible to participate in after-school activities.
- Students leaving school before 11:20 a.m. and not returning are ineligible for after-school activities.

SCHOOL COUNSELING PROCEDURES

To see a School Counselor, report to Room 109 before or after school or during lunch with a pass from a subject teacher or a counselor and make an appointment.

Remember any concern that is of importance to you is also of importance to your counselor.

Reasons to see a School Counselor:

1. Learn how to get along with students, parents, and teachers.
2. Talk to someone who will readily listen to what I have to say.
3. Improve grades and study habits.
4. Help choose elective courses.
5. Explore abilities and aptitudes.
6. Discover new interest areas.
7. Understand attitudes and values.
8. Explore the decision-making process and the world of work.

ACADEMIC REPORTING PROCESS

PROGRESS REPORTS/REPORT CARDS

Students attending Hudson Memorial School will be issued five (5) Academic Progress Updates and one (1) final report card throughout the school year. Each of these Academic Progress Updates will be issued every thirty (30) school days. The Academic Progress Updates are intended to keep parents and students informed of the current, cumulative grade. The sixth and last grade report will serve as the final report card.

GRADING SCALE

A	Exceeds Grade Level Expectations
B	Meets Grade Level Expectations
C	Approaching Grade Level Expectations
IP	In Progress - Student is working toward proficiency and has the opportunity for remediation.
NE	No Evidence - No work is available to be assessed
NA	Not Assessed

High Honor Roll

Student earns an A in all classes.

Honor Roll

Student earns an A or B in all classes.

WORK STUDY PRACTICES

Our Work Study Practices Rubric is used to describe work habits and classroom behaviors. Students are scored on a scale of 1-3 on the three core values of Hudson Memorial School: respect, responsibility, and hard work. Please see rubric for the Work Study Practices.

PARENT CONFERENCES

Parent conferences are held during the month of November. You may register for a conference time through our on-line conference scheduler. However, you may also request a parent conference at any time during the school year by contacting the homeroom teacher for an appointment.

ACADEMIC ACCOUNTABILITY

Hudson Memorial School recognizes the importance of providing a challenging, comprehensive, systemically aligned, and integrated curriculum that includes high quality instruction and opportunities for students to remediate important knowledge, skills, and understandings within each content area. As part of the instructional process, we also recognize that competency-based education requires that students are provided with multiple opportunities to demonstrate that they have successfully met curricular standards.

REASSESSMENT

Students may be granted the opportunity to reassess summative assessments where proficiency has not been demonstrated. The grade that they receive on the reassessment will replace their original grade if the reassessment grade is higher than the original assessment.

In order to take advantage of a reassessment, the student needs to engage in a relearning process that includes review of the original assessment with his or her teacher or person who is qualified and two other methods of remediation that may include: working with a teacher in Academic FOCUS or Academic Assistance, spending time with a tutor, parent, or guardian preparing for reassessment, completing all relevant uncompleted work in the class, or other options provided by his or her teacher.

ACADEMIC REMEDIATION

The purpose of academic remediation is to provide students with targeted academic support in areas of the curriculum where a student's knowledge and understanding of a skill or concept needs to be strengthened to further their academic success. All students will be provided with the opportunity to participate in an Individualized Academic Remediation Plan when significant skill and concept gaps appear in reading, writing, mathematics, science, and social studies for a given time-period during the school year.

Students who score below a C on the grade scale or miss 6 or more days of classroom instruction during a 30-day period for reasons of Attendance or Discipline may be placed on an Individualized Academic Remediation Plan. Students who miss significant amounts of classroom instruction time may be at-risk of creating gaps in their own learning. Participation in academic remediation will decrease the risk of creating learning gaps and will better prepare students to meet the challenges of more advanced curricular work as the student progresses through school.

Academic Remediation will take place during Academic Focus and Academic Assistance. The Individualized Academic Remediation Plan will be developed by the student's teaching team, the student, and the parent(s)/guardian(s).

Students who do not successfully complete their Individualized Academic Remediation Plan during Academic Focus or Academic Assistance will be requested to meet with administration. At this meeting the parent/guardian will confirm and pay for attendance for their student to complete their plan during one or all of the following weeks: February vacation, April vacation and/or the first two weeks of summer vacation.

Students who do not successfully complete their Individualized Academic Remediation Plans will place themselves at greater risk of being retained in their current grade level or until they have successfully completed their Individualized Academic Remediation Plan.

ACADEMIC FOCUS

Academic Focus is a Response to Instruction (Rtl) period for all students. The program allows for students, over a four-day period, to be scheduled to the teachers they need to see for a variety of reasons. To allow students to better prepare for their “FOCUS week,” scheduling will be done on the second day of any school week. Scheduling on the second day of a week allows students to see upcoming assignments and assessments that they may want to meet with their teachers about. FOCUS classes will then wrap-around into the following week.

The two avenues by which students will be scheduled are:

1. The Academic FOCUS teacher conferences with students and schedules them to meet with the teachers that they need to see for either remediation or extension purposes.
2. Any teacher may pre-book their students into a FOCUS period for the following week to provide extra help, opportunities, for retakes or re-dos of assignments, or to extend student learning with access to supplemental higher-level materials.

ACADEMIC ELIGIBILITY

A student may participate in dances, functions, extra-curricular activities, clubs, intramurals, and interscholastic sports, field trips (academic/educational field trips will be considered at the discretion of the supervising teacher(s) and determination of an administrator), unless he/she has received a No Evidence (NE) indicator on the grading scale in two or more subject areas at the time of each Academic Progress update.

A student’s participation will be determined every thirty (30) days at the Academic Progress Updates. Once academically ineligible, the student will remain ineligible until the next Academic Progress Update. **To regain eligibility, a student must have remediated all NE grades at the next Academic Progress Update.**



HUDSON MEMORIAL SCHOOL – WORK STUDY PRACTICES RUBRIC



		<i>RESPECT</i>	<i>RESPONSIBILITY</i>	<i>HARD WORK</i>
3	Meeting and/or Exceeding	Student consistently: <ul style="list-style-type: none"> • Contributes to the learning environment. • Collaborates well with others. • Follows classroom and school rules. • Acts with courtesy and proper manners towards others. • Contributes thoughtful ideas and questions. • Listens to instructions. 	Student consistently: <ul style="list-style-type: none"> • Arrives on time • Prepared for class. • Is on task. • Meets obligations and deadlines. • Self-advocates. • Self-monitors and reflects on their behavior. 	Student consistently: <ul style="list-style-type: none"> • Presents high quality work. • Seeks to extend his/her learning. • Presents logically organized and neat work. • Demonstrates original and flexible thinking to communicate ideas or construct a unique product or solution. • Participates in the classroom activities. • Is resourceful and knows how to seek assistance when necessary.
2	Progressing	Student usually demonstrates the practices in the Meeting and/or Exceeding Category.	Student usually demonstrates the practices in the Meeting and/or Exceeding Category.	Student usually demonstrates the practices in the Meeting and/or Exceeding Category.
1	Needs Improvement	Student rarely demonstrates the practices in the Meeting and/or Exceeding Category.	Student rarely demonstrates the practices in the Meeting and/or Exceeding Category.	Student rarely demonstrates the practices in the Meeting and/or Exceeding Category.

Definitions:

Respect – Student initiates and manages his or her learning through actions and behaviors that demonstrate self-awareness, self-control, and their ability to work in diverse groups to achieve a common goal.

Responsibility – Student initiates and manages his or her learning through actions and behaviors that demonstrate self-motivation and self-advocacy.

Hard Work - Student initiates and manages his or her learning through an ability to demonstrate a “growth mindset,” to persevere by completing complex and challenging tasks, and to adapt as a reflective learner.

Last Update:12/20/2016

CHEATING AND PLAGIARISM

Honesty and integrity are values that are important at Hudson Memorial School. A student turning in work that represents their knowledge base is essential to determining success of the academic process. Students engaging in cheating or plagiarism are not being honest with

their teachers or themselves. While there are some assignments that are meant to be done in cooperation with others, most assignments are not. Unless a teacher indicates that an assignment is meant to be done with the help of others, students should assume that the work assigned is to be done on their own.

The teacher will determine what is appropriate for any given assignment. Two students doing a homework assignment may help each other in **clarifying** what the assignment is about. Copying someone else's work and taking answers off someone else's test are the most common forms of cheating.

Cheating will be defined as the inappropriate giving or taking answers or work from another student or source. The use of computer or alternative resources in place of assigned reading or projects will be considered cheating.

Plagiarism will be defined as the use of information from a source or author without recognition that the information comes from that source or author.

The penalty for cheating or plagiarism will be two After-School Detentions (2 disciplinary points). Continued incidents of this nature could result in more serious disciplinary action.

CELL PHONE USE

Cell phones may be brought to school and remain off and in the student's backpack during the school day (7:20 a.m. to 2:20 p.m.). Cell phones are not allowed to be used, for any reason, during the school day unless instructed by the teacher.

- Should a student be caught with an off but visible phone, the phone will be taken until the end of the day and returned to the student.
- Repeated cell phone violations will be administered in the following manner:
 1. Warning
 2. After-school Detention
 3. In-school suspension

We are requesting that parents/guardians not phone or text your student during the school day. Should an emergency arise, please call the main office.

TELEPHONES AND MESSAGES

Students who have an emergency and need to use the phone may come to the main office to request to use the phone. Telephone messages for students cannot be accepted through the school office. Parent must restrict messages to those of an emergency nature. Calls may be verified. We encourage parents to call the office if they must contact their student, since it is quicker, and students are not to use cell phones in school.

MERIT SYSTEM

The Hudson Memorial School Merit System is designed to acknowledge the positive contributions students and staff make to the school's culture at Hudson Memorial School through a set of core values that focuses on the key components of a student's social, emotional, and academic growth. This will allow us to develop working relationships that promote, sustain, and reward students and staff for their respectful and responsible behaviors, as well as, their hard work and dedication to their own personal academic, social, and emotional growth by challenging our students and staff to reach their personal best in both academic and non-academic settings.

CORE VALUES DEFINED

- **Responsibility**- answerable or accountable, as for something within one's power, control, or management
- **Respect**- esteem for or a sense of the worth or excellence of a person, personal quality, or ability.
- **Work Hard**- effort put forth by an individual to better themselves socially, emotionally, and academically.

DISCIPLINE

PHILOSOPHY

Hudson Memorial School recognizes that the level of interaction among students, parents, teachers, and administrators determines the quality of any discipline code. One of our primary goals is to foster an atmosphere of trust and communication among the school, students, and parents, and to create an atmosphere that encourages and seeks parental input. Parents are vital to the success of the school process. They have the responsibility in a shared partnership with the school to reinforce acceptable standards of behavior, as well as the entire learning process, at home.

The basic objective of our discipline policy is to provide a safe and secure environment where students have the opportunity to learn

and teachers have the opportunity to teach. It is important to provide an environment that promotes the emotional well-being and growth of every student; to provide an environment that is free of drugs, intimidation, fears, and does not condone violence in any form.

It is expected that students and staff will treat each other with dignity and respect. Students will always maintain proper standards of behavior and teachers will establish a clear and consistent set of rules as it applies to each individual classroom.

It is the responsibility of the school administration to implement the school discipline code in a consistent, firm, and fair manner. It is the obligation of the administration to deal with each situation on an individual basis with compassion and understanding, maintaining a balance between students' and teachers' rights, and to assure that all persons are treated fairly. The administration will make all decisions based upon available facts, good judgment, common sense, and the general welfare of the school.

The discipline code at Hudson Memorial School distinguishes between categories of offenses. Minor infractions may be treated flexibly, depending on the circumstances, while nonnegotiable consequences are set for serious offenses. Actions that are criminal offenses are reported to the Hudson Police Department.

SAFE ZONE

Hudson Memorial School promotes a Safe Zone. Throughout the year, our counseling department and staff promotes the principles of making Hudson Memorial School a safe zone. Safe Zone members follow these principles:

RESPECT

I will RESPECT myself.

I will RESPECT the differences in others.

I will RESPECT the faculty/staff of HMS.

I will RESPECT my school and keep it drug/alcohol free.

RESPONSIBILITY

I am RESPONSIBLE for my own actions.

I am RESPONSIBLE for my own choices.

I am RESPONSIBLE to engage in my own education.

I am RESPONSIBLE to report bullying/harassment to a trusted adult.

I am RESPONSIBLE for understanding the impact of my actions on others.

HARD WORK

I will WORK HARD and commit to my learning.

I will WORK HARD to stay on task during classes.

I will WORK HARD to make all feel welcome at my school.

TEACHER DETENTION

Teachers can assign students detention after school or during lunch for minor classroom offenses. These are primarily actions that can be rectified by the detention and do not cause complete disruption of the learning environment. Examples are (but not limited to):

- Talking during class,
- Sleeping during class,
- Tardy to class,
- Minor insubordination,
- Forgetting supplies and being unprepared for class

Repeat offenses may result in additional consequences. Students will be given 24-hour written notice, when possible, for serving the detentions. Teacher detentions may last to 3:30 p.m. so that students may take the late bus home.

The office is only informed of a teacher detention if the student fails to serve it. Failure to serve a teacher detention may result in the student receiving an After-School Administrative Office Detention.

MISSING A TEACHER DETENTION

Missing a teacher detention may occur for legitimate reasons from time to time. If this occurs the student must communicate this to the teacher or administrator. The detention may be assigned for another day. The following are **NOT** reasons for missing an after-school detention:

- Activities and practices
- Athletic games – school or non-school sponsored events

- Getting a ride – students have time prior to a detention to make arrangements.

ADMINISTRATIVE OFFICE DETENTION

Administration can assign a student a detention after school for repeated classroom offenses or minor behaviors occurring outside the classroom. The following actions may result in Administrative Office Detention(s), but are not limited to:

- Removal from class
- Tardy to school/class
- Disrespect/Minor insubordination/Profanity
- Skipping teacher detentions
- Bus misconduct
- Misuse of personal electronics/phones
- Repeated dress code violations

Repeat offenses may result in additional consequences. Students will be given 24-hour written notice, when possible, for serving the detentions. Administrative Office Detentions may last to 3:30 p.m. so that students may take the late bus home.

IN-SCHOOL SUSPENSION

The following actions may result in in-school suspension(s), but are not limited to:

- Repetitive failure to attend an after-school detention
- Leaving school grounds without permission
- Skipping class
- Excessive tardiness to school or class
- Profanity directed toward staff member
- Forging notes (parent or teacher)
- Failure to report to assigned location
- Possession of tobacco/vaping products
- Students representing themselves on the phone as a parent to be excused or dismissed
- Refusal of students to identify themselves to staff members, including substitute teachers
- Insubordination
- Audio and/or video recording of staff/student

OUT-OF-SCHOOL SUSPENSION

Students may be subject to an out-of-school suspension up to ten (10) days for the following reasons, but are not limited to:

- Fighting/assault
- Disrupting the school day
- Vandalism
- Drug/Alcohol/Tobacco possession and/or consumption
- Harassment and bullying
- Repeat disciplinary problems

Discipline records involving after-school detentions, in-school/out-of-school suspensions and the reasons for such discipline are retained by the school.

DISCIPLINE AND ATHLETICS AND CO-CURRICULAR ACTIVITIES

Students who receive an administrative consequence are not eligible to participate in co-curricular activities or go to school events on that day and any day included in the consequence.

MAKE-UP WORK AFTER SUSPENSION

Students can receive work while on out-of-school suspension. Students are expected to complete and turn in all work provided to them upon arrival back to school. If a student needs extra help with the make-up work, the student must work it out with the teacher who has assigned the work.

BULLYING

General Statement of Policy

The Hudson School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect.

This policy is intended to comply with RSA 193-F, which specifically identifies “bullying” as a form of pupil harassment. Conduct constituting bullying will not be tolerated and is prohibited by this Policy in accordance with RSA 193-F.

Notice of Policy

The Superintendent shall provide notice to students and staff of this Policy through appropriate references in the student and employee handbooks or through other reasonable means. The Superintendent shall also make all contractors contracting with the district aware of this Policy.

Bullying Defined

RSA 193-F:3(2010)

“Bullying” is a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which: physically harms a student or damages the student’s property; causes emotional distress to a student; interferes with a student’s educational opportunities; creates a hostile educational environment; or substantially disrupts the orderly operation of the school.

“Bullying” shall 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.

“Cyberbullying” means conduct defined in paragraph 1 of this section undertaken through the use of electronic devices.

Reporting Procedures

The steps are as follows:

1. The Bully/Cyberbullying Reporting Form is given to the person that reported the incident to complete as best they are able. If the reporting person refuses/declines to fill out the form, please document.
2. The completed Bullying/Cyberbullying Reporting Form triggers an investigation within 5 days and the completed form is sent to the Superintendent.
3. The investigator starts the Final Bullying Report form. The findings are noted on the form and sent to the Superintendent within 7 days of the receipt of the Bullying/Cyberbullying Reporting Form.
4. If a student cannot be contacted within the required 7 days and his/her information is vital to complete the investigation, please submit the Final Bullying Report form with the designation of NOT FOUND. When the student is subsequently interviewed, the case may be reopened with a new 7-day timeline to determine if bullying is FOUND or NOT FOUND with the findings reported to the Superintendent.

Discipline

If an investigation concludes that a pupil has engaged in bullying conduct prohibited by this Policy, that pupil shall be subject to appropriate disciplinary action. This may include, but is not limited to, loss of privileges, detention, suspension, expulsion, or other actions determined to educate/inform persons about the ramifications of bullying behavior.

Any such disciplinary action shall be taken in accordance with the applicable School Board Policy and legal requirements.

Hate Speech Defined

Hate Speech is defined as any statement, whether oral, written or depicted, that has the intent to promote hatred of any group because of race, religion, national origin, ancestry, gender, sexual orientation or disability. Under Title IX the Hudson School District is charged with ensuring that a “hostile work environment” is not tolerated within our school community. In the student’s situation school is considered to be your “work environment”. Freedom of Speech under the First Amendment does not supersede the requirement for all people to be respected within the school environment. This is an important issue for both staff and students. The use of hate speech will result in disciplinary action equal to any harassment or bullying issue at each school.

Cyberbullying

Hudson Memorial School is charged with maintaining a safe and secure school environment for all students. Any insult, taunt, negative comments, verbal challenges, physical challenges that are likely to intimidate others or provoke a violent or disorderly response to occur here at Hudson Memorial School will not be tolerated. This includes those communications that occur through electronic media whether here at Hudson Memorial School or in the community at large. Such offenses will be dealt with in accordance with the student code of conduct and can result in disciplinary action including, but not limited to, after-school detention, suspension and restriction from participating in school activities

DRUG AND ALCOHOL USE

Because of the serious consequences, legal and otherwise, that may result from the use of alcohol or other drugs, a student may not attend school, or participate in, or be present at any activity sponsored by the school if the student shows evidence of having used alcohol or any other drug. Violators will be suspended at once.

In addition, any student in the possession of, or any student selling or distributing alcohol or drugs, will be subject to disciplinary action up to and including expulsion from school. It should also be noted that students who are in possession of look-alike drugs or in the presence of others who use or possess drugs are subject to disciplinary action.

Possession and/or Use of Drugs or Alcohol

1. 1st Offense:

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.

2. 2nd Offense:

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.
- d. Recommendation to the Superintendent of Schools to take additional disciplinary action. (This additional action could be a recommendation to the Hudson School Board by the Superintendent that the student be expelled from school for the remainder of the school year.)

3. Selling, Transferring or Distributing Alcohol or Drugs

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.
- d. Recommend to the Superintendent of Schools to take additional disciplinary action. (This additional action could be a recommendation to the Hudson School Board from the Superintendent that the student be expelled from school for the remainder of the school year.)

Special Note: Students apprehended with “copycat” or look-alike drugs will be subject to the same penalties.

SMOKING/VAPING

Smoking/Vaping is unhealthy and contributes to or is a direct cause of many serious ailments. Smoking/Vaping can be hazardous to the health of both smokers and non-smokers. For the smoker it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Passive smoke is also unhealthy and may contribute to the same medical conditions affecting smokers.

New Hampshire State law prohibits:

1. Possession of any tobacco products and smoking by persons under the age of 18 (tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and similar products;
2. Possession of e-cigarettes, vaporizers, and related products
3. Smoking/Vaping in school buildings or on school property by any person.

School District policy reflects these laws making Hudson Memorial School a healthy environment for all. All students, regardless of age, are prohibited from smoking on school property and at any school-related event that occurs off school property, regardless of their age. Any student in violation of the smoking policy will be disciplined in the following manner:

1. Possession of any tobacco products – 1 day out of school suspension for each offense
2. Possession of e-cigarettes or vaporizers could result in a suspension up to 5 days
3. Smoking/Vaping
 - a. First Offense – Three (3) days of out-of-school suspension.
 - b. Second Offense – Four (4) days of out-of-school suspension.
 - c. Third Offense – Five (5) days of out-of-school suspension.
 - d. Fourth Offense – Five (5) days of out-of-school suspension and request that the Superintendent of Schools take additional action.
 - e. Additional Violations – Five (5) days of out-of-school suspension and request that the Superintendent of Schools take additional action including reporting to the Hudson Police Department.

In accordance with R.S.A. 78:12-b, all incidents of possession of tobacco products or smoking involving students under the age of 18 will be reported to the Hudson Police Department. Under R.S.A. 169-B:32 the student will be issued a District Court complaint by the Hudson Police Department.

Off Limits Areas – Corridors, Lavatories, Other Areas of the Building, Parking Lot, and School Grounds

During class periods students are not allowed in the corridors, lavatories, or other areas of the building unless issued a pass by a staff member to be in those areas. Except for assigned classes, the school grounds and parking lots are off limits during the school day and during lunch, as is the gymnasium, and stage without supervision. Students in any unauthorized area will face disciplinary action up to and including suspension from school.

SUSPENSION AND EXPULSION OF PUPILS (R.S.A. 193:13)

1. The superintendent or chief administering officer, or a representative designated in writing, is authorized to suspend pupils from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, providing that where there is a suspension lasting beyond 10 school days, the parent or guardian has the right to appeal any such suspension to the local school board. Any suspension to continue beyond 20 school days must be approved by the local school board.
2. Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193D:, or for possession of a pellet or BB gun or rifle and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year further; any parent or guardian has the right to appeal any such expulsion by the local school board to the State Board of Education.
3. Any pupil who brings or possesses a firearm as defined in Section 921 of Title 18 U.S.C. 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. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent or guardian shall have the right to appeal any such expulsion by the local school board to the state Board of Education.
4. The local school board shall adopt a policy that allows the superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case-by-case basis.
5. Any pupil expelled by a local school board under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of the expulsion. Nothing in this section shall be construed to prevent the local school district that expelled the student from providing educational services to such students in an alternative setting.

A pupil expelled from school in another state under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of the expulsion.

UNAUTHORIZED ATTENDANCE, (R.S.A. 193:15)

If any pupil, after notice, attends or visits a school which he/she has no right to attend, or shall interrupt or disturb the same, he/she shall for the first offense be guilty of a violation and for any subsequent offense be guilty of a misdemeanor. Notification of R.S.A. 193:15 is posted at all entrances to Hudson Memorial School.

UNAUTHORIZED ATTENDANCE – HUDSON MEMORIAL SCHOOL STUDENTS

Students on suspension from school or absent from school on a given day are not to be on school property for any reason, at any time of day, unless explicitly allowed to be by the administration.

VIOLENCE

Each and every Hudson Memorial School student has the basic right to go about their tasks without being accosted by another student. Fighting for any reason will not be tolerated. Students involved in fights will be subject to suspension or expulsion from school. Students are encouraged to resolve their disputes by talking the problem out or by seeking a disinterested third party (teacher or school counselor) to resolve the dispute.

POSSESSION OF DANGEROUS OBJECTS/OTHER WEAPONS

The possession of a dangerous object in the school building, on school property, on school buses and/or including school functions is prohibited and will result in suspension, police intervention, and possible expulsion from school. Dangerous objects include but are not limited to: knives, slingshots, pepper spray, and other similar chemicals and/or sprays. In addition to these expressly prohibited dangerous objects, almost any object can be potentially dangerous depending upon its usage. Any object used in an aggressive or reckless manner shall fall under the consequences of this section.

All students are permitted to turn in “dangerous objects/other weapons” which were “accidentally” brought to school as soon as they

are discovered thus averting the serious consequences described by the regulations.

Note: Look alike and/or toy weapons will be included in the category of “other weapons”, providing a means of harsh consequences for students who intend to use them to frighten, harass, or intimidate others.

POSSESSION OF WEAPONS

In compliance with New Hampshire RSA 193:13 and 193D (Safe School Zones and relative to school violence), and Federal Statute Improving America’s Schools Act of 1994, “any student who is determined to have brought a weapon to school or who knowingly possesses a weapon in a safe school zone without written authorization from the Superintendent or designee shall be expelled for not less than one year (365 days). A ‘weapon’ means a firearm as defined in Section 921 of Title 18, United States Code, and in NHRSA 193:13. Weapons shall include, but not be limited to starter pistols, pellet guns, BB guns, rifles (NHRSA 193:13); and by any ‘weapon’ which will or is designed to or may readily be converted to expel a projectile by the action of an explosive’ (Title 18), or any destructive device, including any explosive’, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device...” (Title 18).

LOCKERS

Lockers are furnished and maintained by the School District and remain the property of the School District. Students are assigned lockers by the school. Students are responsible for the cleanliness and orderliness of their lockers. Gym lockers are provided for student use during P.E. classes.

Because of the large number of students in the building, it is recommended that students should plan their day so that they go to their lockers as few times as possible. This may result in students taking enough books for two or even three classes at a time. Backpacks will not be permitted during the school day.

Special Note: Due to the level of security provided by the lockers, even with locks, it is strongly suggested that hall and/or gym lockers **NOT** be used to secure money or other valuables.

LOCKER SEARCH

As a condition of usage of a school locker, students are advised that the school administration reserves the right to inspect a student’s locker, if necessary, to maintain the integrity of the school environment, to protect other students, or to enforce safety regulations.

POINT SYSTEM

Students will be assigned disciplinary points when issued any of the following disciplinary actions:

- Four points for each full day of out-of-school suspension
- Three points for each full day of in-school suspension
- Two points for each half day of suspension
- One point for each office detention
- One point for each day of bus suspension

SOCIAL ELIGIBILITY

Students who accumulate discipline points during the school year may be excluded from participation in school events. These events include school dances, functions, extra-curricular activities, clubs, intramurals, interscholastic sports, field trips (academic/educational field trips will be considered at the discretion of the supervising teacher/s).

1. Students who accumulate 10 disciplinary points in a 30-day period will be found ineligible.
2. Students will have a fresh start every 30 school days
3. Students who accumulate 20 disciplinary points or more in a 30-day period, or are found ineligible in any two 30-day periods will be ineligible for the remainder of the school year.
4. **PLEASE NOTE:** Students sign contracts that describe the requirements for participation on the field trip to Washington, D.C., and other extra-curricular activities. Students will be held accountable to the standards listed in those contracts even if they exceed the disciplinary rules outlined above. This includes loss of money that may have already been contributed towards participation in the trips.

PROHIBITED ITEMS

1. E-cigarettes, vaporizers, and related products
2. Items that detract from the learning environment
3. Coffee and energy drinks

4. Aerosol sprays (Axe body spray, deodorant spray, hairspray, etc.)
5. DVDs, MP3s, hand held video games, or any electronic devices, skateboards, laser pointers or collectibles (example – trading cards, comic books) to school, unless approved by administration
6. Students are not to sell candy or other items unless it is approved by the administration
7. Birthday cakes and balloons to school.
8. All beverages other than clear water bottles can be inspected at the discretion of an administrator.

PUBLIC DISPLAY OF AFFECTION

Students are always expected to conduct themselves in a respectful manner in school.

DRESS CODE

It is essential for the learning process that students dress appropriately in an educational setting. While it is not the intention of Hudson Memorial School to dictate or influence the style of clothing worn by students, it is necessary to maintain a balance between student expression and propriety. Students, deemed by the administration, to be violating the dress code will call their parent/guardian for a change of clothing or clothing will be provided by the school. Repeated offenses of the dress code may be subject to disciplinary action.

Students must dress in accordance with safety rules of the school and the following are considered inappropriate for school:

1. Any article of clothing, or accessory that contains:
 - Profanity
 - Guns or Violence of any kind
 - Advertising or displaying drugs and/or drug use;
 - Advertising or displaying alcohol and/or alcohol use;
 - Advertising or displaying tobacco and/or tobacco use;
 - Sexual innuendo or innuendo involving drugs, alcohol, or tobacco;
 - Which through word or design suggest intolerance or lack of respect to others on the bias or gender, race, religion, or ethnic, social, or economic background or sexual preference;
2. Garments that allow bare midriffs or undergarments to show.
3. Garments that are sheer enough to see through.
4. Pajamas
5. Leggings and Tights, unless they are worn under an article of clothing like a sweater-dress or skirt that meet the appropriate length found in number 11 of this list.
6. All chains or straps attached to pants or wallets are prohibited.
7. Any studded accessory
8. Hats, visors, masks, face paint, hoods, wrist bands, bandannas, or any item that obscures face will not be worn within the building
9. The collar of a shirt or blouse should be no lower than two inches from the student's collarbone or nape of the neck.
10. Shirts must cover the student's entire torso. Sleeveless shirts and tank tops with straps wide enough to cover undergarments are acceptable. Fashions that have "spaghetti straps" or halter-tops are not acceptable.
11. Appropriate skirt or short length will be at a mid-hand's length with arms at the side.

SCHOOL LUNCH PROGRAM

The mission of the Hudson School District Food Service Department is to strive to treat all children equally, provide healthy, well-balanced, and reasonably priced meals in a safe and pleasant environment. Good nutrition is essential to the learning process; therefore, we encourage all students to eat well-balanced meals at school, as well as at home.

The Hudson School District uses a computerized 'point of sale' debit meal payment system. This system allows you to "deposit" money into your child's account, and funds will automatically be deducted from his/her account when cafeteria meals are purchased, using a unique 4-digit personal identification number (PIN) assigned to your child. Since this is a debit system your child's account [should be](#)

above zero.

Checks should be made payable to “Hudson School Food Service”, not the specific school your child attends. Payments may be split between siblings within the same school only. Low balance statements will be sent home as needed. You can also make online payments to your child’s account at www.K12PaymentCenter.com. For more information please visit our website: www.sau81.org

Students must use their pin number and have money in their lunch account to purchase lunch or ala-carte items.

If your child has money left in his/her account at the end of the previous school year, the money will be available on the first day of school the following year.

Applications for free or reduced-price meals are available for any family who wish to apply. They are sent to each household at the beginning of the school year and available year round in each of the guidance offices and the office of the Food Service Director. You may apply at any time and are encouraged to do so. **A new application must be filed each school year.**

Students requiring meal modifications must have their physician complete a Special Diet Order. These are available in the nurse’s office or the office of the Food Service Director.

Meal prices for the 2018-2019 school year are as follows:

	Middle School
Breakfast	\$1.50 & up
Reduced Breakfast	\$.30
Lunch	\$2.60
Reduced Lunch	\$.40
Milk/Juice	\$.45

Please be aware menus are subject to change (changes will be announced in each individual school).

In an effort to be sensitive to students with peanut allergies, we will no longer serve peanut butter as a menu item in the elementary schools, nor will we use it in our baking. We will make considerable effort to limit peanut products in the food service program.

The Child Nutrition Department is a self-sustaining operation. No taxpayer dollars from the General Fund are used in the operation of this department. A small portion of revenue is received from the Federal Government under the National School Lunch Program and while the remainder is generated from the local students and staff.

As always, if you have any questions please feel free to contact the Food Service Department by email @ canger@sau81.org or calling 886-1245, M-F 8:30 a.m.-2:30 p.m.

Sincerely,

Carla A. Anger

Food Service Director

USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than Eng-

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

USE OF MEDIA

USING THE LIBRARY

1. Students are to have a pass from your subject teacher. Only one name will be on each pass.
2. All passes are for 10 minutes unless indicated as a research pass by a teacher.
3. If the library is full when you arrive, the Librarian will sign your pass and indicate the time on it. You are then to return directly to your classroom and remain there.

COMPUTER/INTERNET USE

ONE-TO-ONE COMPUTERS

The Hudson School District is pleased to offer a one-to-one technology program to students in 7th and 8th graders in the 2019-2020 school year. There are responsibilities involved with the use of district-owned laptops which are clearly outlined in the "Student Computers at Hudson School District" packet of information found on our website. If you have questions about one-to-one computing, please contact Mr. Bowen or Mrs. Grantham.

STUDENT RESPONSIBLE USE GUIDELINES

The following are rules and conditions that as a Hudson School District student, there is a common understanding that the use of the school network and email is a privilege, not a right. Students may not participate in any online conduct that may constitute a violation of federal and/or state criminal laws relating to cybercrimes: including but not limited to "hacking", threatening/harassing email, cyber-stalking, child pornography. It is understood that school administrators will deem what conduct is inappropriate use if such conduct is not specified in the **Hudson Memorial School- Expectations for Responsible Use of Technology**.

Student Responsible Use:

1. I am responsible for my computer account and email account.
2. I am responsible for my language.
3. I am responsible for how I treat other people.
4. I am responsible for my use of the school network.
5. I am responsible for my conduct on all online sites.
6. I am responsible to be honest while I am online.
7. I am responsible for protecting the security of the schools' network.
8. I am responsible for protecting school property.
9. I am responsible for respecting other people's property online.
10. I am responsible for following school rules whenever I publish anything online.

Failure to comply with the guidelines, or the lengthier document **Expectations for Responsible Use of Technology** may result in a cancellation of computer privileges at the administrator's discretion. Administration may deny, revoke, or suspend computer/Internet access due to a student's inappropriate use. Students will not interfere with, or alter the integrity of the system at-large by impersonating other individuals, attempting to capture or break encryption of passwords, destroying or altering data or programs belonging to others. Students will be held financially responsible for any vandalism or damage to their assigned or borrowed computer.

Computer use at the Hudson Memorial School has provided students with opportunities to enrich their learning and facilitate instruction. It is our goal that student and teacher use of technology will facilitate learning. The administration, faculty and staff of the Hudson Memorial School will deem what is inappropriate use.

SPORTS

Intramural Sports: Grades 6-8

Fall Season - Volleyball

Winter Season - Dodgeball

Interscholastic Sports: Grades 6-8

<u>Boys</u>	<u>Girls</u>	<u>Co-Ed</u>
Basketball	Basketball	Cheerleading
Baseball	Softball	Wrestling
Soccer	Soccer	
Track	Track	
Cross Country	Cross Country	
	Volleyball	

Intramural sports are offered to all students who are able to participate. These programs consist of dodgeball and volleyball. All students should listen to the daily announcements in regards to sign up and practice times for these programs.

All students participating in any interscholastic sport must have a physical exam on file in the Nurse's office before tryouts. This exam will cover students for their time at Hudson Memorial School.

All students participating in interscholastic or intramural sports may be ineligible from participation for disciplinary reasons including excessive detentions, suspensions, academic or social eligibility. Any athlete possessing, selling, using, or otherwise furnishing or having used a restricted drug, alcoholic beverage or intoxicant will be suspended from school in accordance with our drug abuse policy and suspended from interscholastic competition for the remainder of the season.

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities include, but are not limited to: Student Council, Swing Choir, Woodwind Choir, Jazz Band, Drama Club, Art Club, Chess Club, Skiing, Bowling Club, Math Club, Yearbook Club, Destination Imagination, Sewing and Knitting Club. Students will lose the privilege to participate in the extra-curricular activities if they are suspended or found ineligible based on academics, attendance, or discipline.

STUDENT COUNCIL

The Hudson Memorial School Student Council consists of elected officers from each grade 6-8 who will be assisted by representatives chosen from each homeroom. The purpose of the Student Council is to encourage and promote "*personal responsibility, service to the school and community, and tolerance to all individuals*" by fostering better student to student, student to teacher, and student to community relations. This will be achieved through good citizenship, school spirit, and promotion of all school activities in order to unite all into a more positive and productive community.

FIELD TRIPS

One-day field trips are taken by all grade levels and topics and locations vary from year to year. These field trips are a required part of the curriculum. As such, all students are expected to attend. Should the need arise, there are scholarships available.

All field trip student rosters are subject to teacher review for **eligibility**, and all rosters, including chaperone assignments, will be reviewed and must be approved by the school administration.

Students in grade 8 have the opportunity to attend a one-week trip to Washington, D.C. in the spring. Students and parents sign a contract that outlines the eligibility requirements necessary to participate on the field trip to Washington, D.C.

PARENT PERMISSION SLIP

Parents must sign a permission slip before the student will be permitted to participate in school-sponsored educational field trips.

DANCES

Students are invited to several dances at the school on Friday evenings from 6:30 p.m. to 8:30 p.m. Chaperones arrive at 6:15 pm. For safety/supervision reasons, please do not drop your students off before that time. Students found ineligible based on academics, attendance, or discipline or were suspended or absent the day of the dance will not be allowed to attend school dances. The rules for the school dances, including the 8th grade June dance, adhere to all school rules in addition to the following:

- Students must have their student ID in order to be admitted to the dance.
- Doors open at 6:30 p.m.
- Doors will close at 7:00 p.m., and no one will be admitted after this time.
- Removal from the dance can result in permanent suspension from all dances.
- No one is permitted to leave the dance once they have entered the building. Students may lose the privilege to attend any future dances if this occurs.
- Refreshments are restricted to the small cafeteria.
- Please make arrangements for transportation home. Students should be picked up promptly at 8:30 p.m. from the dance.

GUEST SIGN UP

Students may invite one guest to a dance. The guest must be in 6th, 7th, or 8th grade. For the 8th grade dance, guests must be in the 8th grade. You should sign up your guest with the Assistant Principal the week before the dance. Your guest must follow all school rules while at the dance and on school property.

SCHOOL TRANSPORTATION

SCHOOL BUSES

1. Students are to board and leave buses in an orderly fashion. Do not run or push near any bus whether it is moving or parked.
2. All school rules apply to your behavior on the bus, and at the bus stops. If you do not follow these rules, you may be suspended from the bus and/or school. While on bus suspension you may not use any district transportation.

Bus Rules

- Respect yourself, others and property.
- Stay seated.
- No food, drink, gum, candy or cigarettes.
- Nothing goes out the windows.
- NO LOUD noises inside the bus.

BUS PASSES

In emergency circumstances bus passes may be distributed through the Main Office following these guidelines:

- By 8:00am students seeking alternate bus arrangements must submit a signed parent/guardian note with the following information: Your student's name; bus number and street address; The host student's name; bus number and street address.
- In emergency circumstance where a note cannot be provided by 8:00am, an email or fax will be accepted with the same information by 12:00pm to the Main Office Secretary.

ACTIVITY/LATE BUS

The Activity Bus, also known as the "Late Bus" is designed to assist in transporting home those students who remain after school attending an after-school activity. **No student will be allowed to ride the "Late Bus" if they have not stayed for an approved activity.** There are two buses that service our school. One bus services the area north of the school, called the "North" bus and the other services the area south of the school, called the "South" bus. These buses are not designed to duplicate the regular runs. They are offered only as an option for those who choose to get within a reasonable walking distance of their home. The last buses leave Hudson Memorial School at between 3:45 p.m. and 4:10 p.m. **Tuesday, Wednesday and Thursday.** Please instruct your student to get off the bus at the closest stop to your home. **There is no late bus on Monday and Friday.**

DISCIPLINARY ACTION GOVERNING SCHOOL TRANSPORTATION

Acceptable behavior on a school bus and at the bus stop will be the same as that which is acceptable within the confines of a class-

room or in any other social school situation. While the policy, with reference to discipline, is one of being firm, fair and consistent, it also contains an aspect of flexibility with regard to the particular situation, grade level of the student and any conditions, which might have to be considered as mitigating circumstances.

Bus infractions will be written up by the bus driver and disciplined by school administration.

RECOMMENDATIONS TO PARENTS/GUARDIANS

1. Students are to use the bus stop closest to their home and reach that location without crossing private or underdeveloped property.
2. Make appropriate plans so your student(s) arrive at the designated bus stop at least five (5) minutes before the estimated pick-up time.
3. Remind your children to respect the property rights of others.
4. Instruct your student to be aware of strangers and other suspicious situations. Encourage them to report all problems to the parent, teacher or principal immediately. Instruct your youngsters in all safety precautions.

GENERAL INFORMATION

ASBESTOS

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect, monitor and, when necessary, remove asbestos from school buildings.

In February 1989, the School District contracted with a licensed firm to inspect each building for asbestos containing building materials (ACBM) and to prepare an Asbestos Management Plan that identifies the location and condition of all ACBM.

The U.S. Environmental Protection Agency requires that AHFRA re-inspections be conducted by licensed inspectors every three (3) Years to note any changes in the ACBM. Re-inspections were held in the fall of 1992, 1995 and 1999.

Copies of the Asbestos Management Plan and re-inspection reports for the School District are on file at the Superintendent's Office and at each school office. You are welcome to view these reports during regular school hours (MF, 8:30 am to 4:30 pm). Also, the business office is available at 603-886-1254 to answer any questions you may have about asbestos in the school buildings.

DRUG AND ALCOHOL USE OR ABUSE

It is the policy of the Hudson School District to provide employees and students an environment that is free of the problems associated with alcohol and drug abuse. Alcohol and drug abuse is inconsistent with the behavior expected of employees and students. The Hudson School District places great importance on eradicating alcohol and drug abuse by employees and students. This policy serves to promote these goals and to comply with the Drug Free Workplace Act of 1988 and the Drug Free schools and Communities Act Amendment of 1989.

A. PROHIBITION AND STANDARDS

1. **PROHIBITIONS AND STANDARDS:** No employee or student shall unlawfully possess, use, distribute, dispense, manufacture, or be under the influence of alcohol or drugs while:
 - a. On property or premises owned, leased, or used by the Hudson School District;
 - b. At Hudson School District sponsored or supervised activities;
 - c. In any Hudson School District owned, leased or used vehicle;
 - d. While engaged in or going to or from Hudson School District activities; or
 - e. At any employee workplace.

COMPLIANCE WITH THESE PROHIBITIONS AND STANDARDS OF CONDUCT IS MANDATORY.

2. **DEFINITIONS:** For purposes of this policy, the following definitions apply:
 - a. **DRUG:** The term "drug" shall include any "illicit drug", "controlled substance," "intoxicating substance," "inhalant," "counterfeit substance," "look alike substance," "marijuana," "cannabis," "opiate," "hallucinogen," "narcotics," and other unlawful drugs for purposes of federal or state law including, but not necessarily related to the Drug Free Workplace Act, Drug Free Schools and Communities Act Amendments and the New Hampshire Controlled Drug Act (RSA 318B).
 - b. **ALCOHOL:** The term "alcohol" shall include "liquor" and "beverage" as those terms are defined in RSA 175:1.
 - c. **CONVICTION:** The term "conviction" shall mean a judgment of conviction for a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, including a plea of nolo contendere.
3. **EXCEPTIONS:** This policy is not intended to prevent:

Possession of a controlled substance consistent with other school district policy, if any, which was obtained directly, or pursuant to a valid prescription or order, from a physician, dentist or other person duly licensed, registered or otherwise permitted under federal and state law to distribute or dispense the substance in the course of professional practice.

4. OTHER PROHIBITIONS AND STANDARDS: Where other prohibitions and standards of conduct are imposed regarding alcohol or drug use or abuse in addition to those prescribed in this policy, the most restrictive shall apply.

B. DRUG FREE WORKPLACE

1. GOOD FAITH: The school district and all employees shall make a good faith effort to maintain a drug free workplace through the implementation of this policy.

2. CONDITIONS OF EMPLOYMENT: As condition of employment, each employee shall:

- a. Abide by the terms of this policy including, specifically, those portions regarding a drug free workplace; and
- b. Notify the school district of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

3. SANCTIONS: If an employee violates the terms of this policy or is convicted of violating a criminal drug statute for an offense occurring in the workplace, the employee shall be subject to sanctions, consistent with law and policy, which will include:

- a. Appropriate personnel action against the employee which may without limitation range from placing a written reprimand in the employee's personnel file up to and including termination and or referral for prosecution;
- b. Requiring that such employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency. Any employee undergoing drug rehabilitation or treatment shall be removed from his position until such time as the employee has fully completed that program and the district determines that the employee is capable of performing his job without posing a risk to others or himself. Such employee must become involved in a drug rehabilitation or treatment program within three days of conviction. Failure to do so may, at the discretion of the school district, result in the employee's termination.
- c. Notwithstanding the above, an employee who fails to inform the school district within five days of a conviction for drug related violations occurring in a workplace shall be terminated from employment with no opportunity for reemployment.

4. IMPLEMENTATION OF POLICY AND PROGRAMS:

- a. The school is authorized and empowered to take such action or actions as may be necessary to give effect to this policy and to comply with the terms of the Drug Free Workplace Act of 1988.
- b. Drug Free Awareness program: To educate and assist employees in understanding this policy and the goals of achieving a drug free workplace, the district shall take the following actions and such others as may appear appropriate:
 - i. The school district shall provide to those currently employed and all other employees upon being employed a copy of this policy or a statement outlining the terms of this policy. An appropriate statement may be made by the school district in any employment manual or otherwise disseminated.
 - ii. The district shall undertake a drug free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace.
 - The district's policy of maintaining a drug free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance program; and
 - The penalties that may be imposed on employees for drug abuse violations occurring in the workplace.
 - iii. The school district shall notify any federal granting agency required to be notified under the DrugFree workplace Act of 1988 within ten days after receiving actual notice, any employee aware of such conviction shall report the same to the school district.
 - iv. The school district, within 30 days after receiving notice from an employee of a conviction, must take appropriate personnel action as outlined in section (b) (3) of this policy.

C. DRUG-FREE SCHOOLS

1. ANNUAL NOTICE: The school district shall annually distribute to each employee, student and parent a notice as required by the Drug Free Schools and Communities Act Amendments. An appropriate statement may also be included by the school district in any employment manual, student manual, or otherwise disseminated.

2. REVIEW: The school district shall conduct a periodic review of its drug and alcohol abuse prevention programs. A review shall be conducted at least biennially or more often as may be required by law or regulation. The review shall serve to:

- a. Determine the program's effectiveness;

- b. Allow for the implementation of changes to the program if they are needed; and
 - c. Ensure that the sanctions imposed for violating this policy of other drug or alcohol rules are consistently enforced.
3. **IMPLEMENTATION OF POLICY AND PROGRAM**
- a. **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM:** To educate and assist employees, students, parents and others in understanding this policy and the goals of achieving drug free schools, the school district shall take the following actions and such others as may appear appropriate:
 - i. The school district shall provide the annual notice as previously described.
 - ii. The school district shall undertake a drug and alcohol abuse prevention program to inform employees, students, parents, and others about:
 - 1. A description of the applicable legal standards under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - 2. A description of the health risk associated with the use of illicit drugs and the abuse of alcohol;
 - 3. A description of any drug or alcohol counseling, treatment or rehabilitation or reentry programs that are available to employees or students;
 - 4. A clear statement that the school district will impose sanctions on students and employees (consistent with local, state and federal law) and a description of those sanctions, up to and including expulsion of a student or termination of an employee and referral for prosecution, for violations of the standards of conduct required by this policy.
 - iii. The school district's drug and alcohol education and prevention program for students must be age appropriate and developmentally based. The program must address– the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM INTRODUCTION

**** THIS IS AN IMPORTANT NOTICE FOR ALL EMPLOYEES, STUDENTS, AND PARENTS. ****

The Hudson School Districts place great importance on eradicating drug and alcohol abuse. The school districts' goal is to prevent alcohol abuse and maintain drug free schools and workplaces. As a part of that effort, this notice is given to employees, students, and parents.

Eradication of drug and alcohol abuse is a national priority. The Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Acts Amendments of 1989 require educational agencies that accept federal funds or grants to establish alcohol and drug policies and programs consistent with specific federal guidelines. This legislation impacts on the districts because the school districts compete for and accept federal funds and grants; therefore, the school districts will enforce and implement the policies and programs established.

Copies of all drug and alcohol policies are available from the Superintendent's Office. Information is also published in student handbooks.

HEALTH RISKS ARE ASSOCIATED WITH ABUSE

Use of drugs or controlled substances, except under professional supervision and prescription, and abuse of alcohol is dangerous. Drug and alcohol abuse jeopardizes the wellbeing of the individual and the community.

To assist employees, students, and parents to become better aware of risks associated with drug and alcohol abuse, drug education and awareness programs are held from time to time. These programs provide a variety of information including that which pertains to the effects, attitudes, motivations of drug and alcohol use, as well as how to seek help preventing or dealing with abuse. These programs are highly recommended for those who may need this help in dealing with personal substance abuse problems.

DRUG AND ALCOHOL USE PROHIBITED

Because of the importance that the school districts place on drug and alcohol abuse prevention, standards of conduct have been established. Copies of these standards are contained in student handbooks and are given to all employees. These rules, in general, prohibit the unlawful possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs or alcohol by employees and students on property owned, leased or used by the school district or at its sponsored or supervised activities. These standards of conduct are mandatory and are a condition of your continued employment or attendance in our "schools".

Employees or students who violate the standards of conduct are subject to disciplinary action. These sanctions (consistent with local, state, and federal law) include up to expulsion from school or termination employment and referral for prosecution. Sanctions will be

imposed. Depending on the type and seriousness of the violation, disciplinary action may include:

1. A written reprimand to be included in the employee or student's personnel files;
2. Notification of the employee or student conduct to the appropriate regulatory agencies including law enforcement agencies;
3. Termination of employment and referral for prosecution;
4. Suspension or expulsion from school and referral for prosecution; and
5. Being required to successfully complete a drug or alcohol abuse treatment or rehabilitation program.

Employees working in connection with a grant from any federal agency are required to notify the school district of any conviction for any criminal drug statute for a violation occurring in the workplace no later than five days after such conviction. The school district must report this conviction to the granting agency and will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted. An employee who fails to timely report a conviction will be terminated from employment.

CRIMINAL SANCTIONS ALSO EXIST

Not only does violation of drug and alcohol rules jeopardize employee or student status; it may also result in criminal charges under local, state, and federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol.

Criminal penalties are significant. Fines, imprisonment, or both may be imposed. Although the penalties are periodically revised, required minimum penalties, including mandatory imprisonment, are common. Loss of a driver or professional license also may follow. Penalties that may be imposed include fines and imprisonment as prescribed by the New Hampshire Controlled Drug Act (RSA 318:B: 26 which is incorporated herein) and the Federal Controlled Substances Act (21 U.S.C.S. section 841 et seq. which is incorporated herein).

DRUG AND ALCOHOL ABUSE COUNSELING AVAILABLE

Help is available for students who are alcohol or drug abusers. As part of any disciplinary action, students may be required to participate in a drug or alcohol abuse program.

Before disciplinary problems arise, individuals should consider whether help might be in order. A free and confidential conference is available from School Counselor. Programs available, but not limited to, include:

Alcoholics Anonymous of Greater Nashua, 882-2259, Brookside Hospital (11 North Eastern Blvd., Nashua, NH)

Nashua Alcohol and Drug Counseling Services (18 Mulberry St., Nashua, NH 03060)

COMMENTS AND SUGGESTIONS WELCOMED

We periodically review our policies on drug and alcohol abuse prevention programs. This review is designed to determine the effectiveness of our program; implement changes to the program if they are needed and ensure that sanctions imposed are consistently enforced. Comments and suggestions are welcome and should be directed to the Superintendent.

Notification of Rights under FERPA for Elementary and Secondary Schools Hudson School District SAU 81

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 14 days after the day the Hudson School District receives a request for access.
Parents or eligible students who wish to inspect their child's or their education records should submit a written request that identifies the records they wish to inspect. The school will make arrangements for access and notify the parent or eligible student 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 or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the school to amend their child's or their education record should submit a written request to the building Principal clearly identifying 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 or eligible student, the school will notify the parent or eligible student of the decision and of their right to request a hearing regarding the request for amendment.
A request for a hearing must be submitted in writing to the building Principal, within 30 days of the date of the decision denying the requested amendment. Additional information regarding the hearing procedures will be provided to the par-

ent or eligible student when notified of the right to a hearing. The rights pertaining to access and challenging described herein are transferred to the student on the attainment of his/her 18th birthday.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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 has a legitimate educational interest if he/she needs to review an education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include persons employed by the School District (or the School District's school administrative unit) as an administrator, supervisor, instructor or support staff member (such as guidance, health or medical staff and the district's law enforcement personnel, if any); members of the School Board; persons or companies with whom the School District or school administrative unit has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, experts, or therapists); and volunteers who are under the direct control of the School District with regard to education records.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The School will make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Hudson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Release of Directory Information - Hudson School District SAU 81

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the Hudson School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Hudson School District may disclose appropriately designated “directory information” without written consent, unless you have advised the Hudson School District to the contrary in accordance with Hudson School District procedures.

Hudson School District has designated the following information as directory information:

- **Student’s name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

If you do not want the Hudson School District to disclose directory information from your child’s education records without your prior written consent, you must fill out Release of Directory Information Opt-Out Form and return it to your child’s school Principal by October 1.

SAFE SCHOOL ZONE

It is the policy of the Hudson School District that all school buildings, premises, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct that threatens harm by means of weapons or objects used as weapons. It is the policy of the Hudson School District that the provisions of RSA 193D: 2, the so-called “Safe School Zone Act”, are carried out in all respects.

This policy calls for severe disciplinary action to be taken that could include expulsion from school for any of the following violations:

1. Homicide under RSA 630;
2. (i) Any first or second-degree assault under RSA 631;
(ii) Any simple assault under RSA 631:2a.
3. Any felonious or aggravated felonious sexual assault under RSA 632A;
4. Criminal mischief under RSA 634:2;
5. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159;
6. Arson under RSA 634:1;
7. Burglary under RSA 635;

8. Robbery under RSA 636;
9. Theft under RSA 637;
10. Illegal sale or possession of a controlled drug under RSA 318B;
11. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,II;
12. Possession of a pellet or BB gun or rifle under RSA 193:13,III.

SEXUAL HARASSMENT/TITLE IX NOTICE

This information is made available to you in compliance with Section 86.9 of the Education Amendments of 1972. Inquiries, complaints, and other communications relative to this policy or to Title IX if the Education Amendments of 1972 and other public laws or federal regulations dealing with nondiscrimination on the basis of sex should be addressed to the Superintendent's Office, Hudson, NH 03051 (Telephone Number 883-7765).

Any alleged violation or areas of noncompliance with the Federal Statute, board policy, or state official regulations should adhere to the following procedures:

- I. The grieved situation will be brought to the attention of the building principal or his representative within 30 days of the time the grievance occurred, or he/she should have known of the act resulting in the grievance. If after the discussion and investigation, an agreement is not reached, a formal grievance form may be filed with the Title IX Affirmative Action Committee within 10 days of the time a decision is rendered by the building Principal. Forms for filing of grievances are available at all school offices and at the Office of the Superintendent of Schools.
- II. The grieved situation will be formally introduced to the committee at its next regularly scheduled meeting, unless a special meeting is deemed necessary due to unusual circumstances. Such a meeting will be scheduled at the earliest possible time.

The chairman and/or designated committee member(s), after general discussion will investigate the grieved situation and report back to the committee at the next regularly scheduled meeting or special meeting, if one is requested. In the case of more than one grievance being presented' a priority will be set by a majority vote of the members present.

The committee will, by a majority vote of the committee members present, the chairman voting, recommend to the Superintendent of Schools, one or more solutions which could bring the grieved situation into compliance with the Title IX regulation; or recommend that no grounds for grievance have been determined.

The Superintendent will respond to the grievance within 15 days of receiving the recommendation from the Title IX committee.
- III. The grievance may submit the grievance to the school board within 10 days of receiving an unfavorable response from the Superintendent of Schools if he/she so desires.
- IV. In cases where the grievance includes or involves member(s) of the Affirmative Action Grievance Committee, that member(s) will be excused from the committee until all dealings with the grievance in question have been completed and a recommendation has been directed to the Superintendent of Schools.

It is the policy of the Hudson School District that all students and employees should be able to work and study in an environment that is free of sexual harassment. For the purpose of this policy statement, sexual harassment is described as unwelcome sexual advances, requests for sexual favors, and other physical contact and expressive behavior of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonable interfering with an individual's academic or professional performance or of creating an intimidating, hostile, or offensive employment or educational environment.

HOW TO REPORT

Any student or employee who believes he/she has been sexually harassed may informally report the complaint to one of the listed building representatives, to a member of the Title IX committee, or to one of our counselors. Administrative personnel are urged to take appropriate steps to distribute this policy statement and to inform students and employees of procedures for lodging complaints. The Hudson Memorial School building representative is Mr. Brian Miller, School Counselor.

HUDSON SCHOOL DISTRICT NOTICE OF RIGHTS PURSUANT TO RSA 186-V:16-B THE STATUTE OF LIMITATIONS FOR

SPECIAL EDUCATION CLASS

The state and federal special education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a “free and appropriate public education” to all educationally disabled children.

These Statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A “free and appropriate public education” consists of specially designed instruction and educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s parents.

If you suspect that your child is educationally disabled and qualified for such special services, you may make a written referral requesting that the school district determine your child’s eligibility. Such referrals should be addressed to Rachel Borge, Director of Special Services, Hudson School District, 20 Library Street, Hudson, NH 03051.

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to the following, which are listed in Title 20, United States Code, Section 1415(b):

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free, appropriate public education.
2. Parents may obtain an independent educational evaluation.
3. The school district must adopt procedures to protect the rights of the child whenever the parent of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the State Department of Education, to act as a surrogate for the child’s parents or guardian.
4. The school district must give the child’s parents or guardian prior written notice whenever the district proposes to initiate or change, or refuse to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free, appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian, in their native language, of all procedures available under Section 1415, unless it is clearly not feasible to do so.
5. The school district must adopt procedures which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free, appropriate public education to such child.
6. Whenever a school district receives such a complaint, the child’s parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the State Department of Education. The hearing officer shall not be an employee of any agency involved with the education or case of the child.

State law established short deadlines for requesting an administrative hearing and for appealing the hearing officer’s decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-C:16-b, which became effective on May 1, 1992:

1. Any action seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative hearing from the State Department of Education within two (2) years of the date on which the alleged violation was or reasonably should have been discovered. However, any action against a school district to recover the costs of a unilateral special placement shall be commenced by requesting an administrative hearing from the State Department of Education within ninety (90) days of the unilateral placement.
2. Where the parent, legal guardian, or surrogate parent has not been given proper notice of special education rights pursuant to Title 20, United States Code, Section 1415(b), including notice of the time limitations in New Hampshire Revised Statutes Annotated Section 186-C:16-b, such limitations shall run from the time notice of those rights is properly given. The State Department of Education shall make available a model notice of rights, which school districts may use as one means of complying with this notice requirement.
3. An appeal from the State Department of Education administrative hearing officer’s decision to a court of competent jurisdiction shall be commenced within one hundred twenty (120) days from receipt of the decision. All such decisions shall be sent certified mail, return receipt requested.
4. Any action under Title 20, United States Code Section 1415(e), seeking reimbursement from the school district for attorney’s fees related to a request for an administrative hearing, shall be commenced within one hundred twenty (120) days from receipt of the State Department of Education administrative hearing officer’s decision.
5. Where a unilateral placement has been made without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education plan, reimbursement may not be sought from the school district for any costs incurred until the school district is given an opportunity to evaluate the child and to develop an individualized education

plan.

For additional information regarding special education and special education laws, please contact Rachel Borge, Director of Special Services, Hudson School District, 20 Library Street, Hudson, NH 03051, (603) 886-1253.

504 NOTICE

Section 504 of the Rehabilitation Act of 1973 provides that: "No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving federal financial assistance..." (29 U.S.C 794 Sec. 504).

GENERAL POLICY: This section may apply aspects of employment, facilities, programs and public education.

The Rehabilitation Act of 1973, Section 504, obligates a school district to identify, evaluate and extend a FREE and APPROPRIATE PUBLIC EDUCATION to all qualified students, with a disability, residing in the district. A FREE and APPROPRIATE EDUCATION may include accommodations, modifications, specialized instruction or related aids, which may be deemed necessary to meet the students' educational needs and to meet those needs as the needs of non-disabled students are met.

Under Section 504, a protected individual is one who 1) "has a physical or mental impairment which substantially limits one or more major life activities; 2) has a record of such impairments; or 3) is regarded as having such impairment."

WHO IS ELIGIBLE? Any child of school age, 6-21 years old, or a student 3-6 years old who is educationally disabled under IDEA.

NOTE: "In summary, although every child who is a student with a disability under IDEA is also protected under Section 504, all children covered under Section 504 are not necessarily students with a disability under IDEA." (Ahearn, Kathy and Others, Nov. 1993, p.1)

If you believe that your child may have a disability that required modifications or accommodations to his/her educational program, please contact your child's School Counselor for further information at 886-1240.

STUDENTS AND PARENTS HAVE THE RIGHT TO SEE EDUCATIONAL RECORDS

Recent State and Federal Legislation has guaranteed parents and students access to student educational records, information and control over the release of this information to others. Since Federal Statutes require that the educational institutions shall annually inform the parents and eligible students of the rights accorded them, this announcement serves as this year's notice to parents and students.

The revised FAMILY RIGHTS AND PRIVACY ACT became a Federal law in November of 1974. The intent of the law is to protect the accuracy and privacy of educational records. Without your prior consent, only you and authorized individual who have a legitimate education interest will have access to your child's educational records.

If there is agreement, the necessary steps to amend or correct the information contained in the record will be taken. If the agreement is not reached, a hearing will be scheduled by the building principal. The hearing will provide you the opportunity to present your views and reasons for the challenge. You may bring with you, at your expense, any individual who may be of assistance. Following the hearing, should we fail to reach an agreement, you have the right to appeal the decision to the Superintendent, and subsequently to the School Board. In the event that your appeal fails at any level of the hearing procedure, you have the right to have entered into the record the statement of the issue as you see it.

The rights pertaining to access and challenge described herein are transferred to your child on the attainment of his or her 18th birthday or admission to an institution of post-secondary education.

Directory Information which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation of officially recognized activities and sports, weight, height and sex, membership on an athletic team, degrees, and awards received, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. All such requests shall lapse on the first day of October, immediately following the request, except that requests received in September shall remain effective until the first day of October on the following calendar year. This information will be released only in accordance with the guidelines established by the Hudson Public Schools.

You have the right to file a complaint with the Family Rights and Privacy Act Office, Department of HEW, Washington, D.C. 20201, if you think the school district is not in compliance with the law. You have to obtain a copy of the official Hudson School District Policy relative to this act at the Office of the Superintendent.

If you have any further questions, please contact the Office of the Superintendent of Schools at 883-7765.

HUDSON SCHOOL DISTRICT STUDENT DISCIPLINE

Student 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 or is otherwise inappropriate is prohibited. Students are expected to maintain appropriate classroom behavior that allows teachers and staff to perform their professional duties effectively and without disruption.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; and/or while attending or engaged in school activities. A Parent and Student Handbook at each school level will be developed and regularly updated to describe the expected conduct and to outline the process of disciplinary measures.

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.

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.

Detention means the student's presence is required during non-school hours for disciplinary purposes. 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.

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.

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 or for neglect or refusal to conform to school rules or policies. Access to class assignments will be provided.

A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.

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.

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.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspension, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

PARENT PROGRAMS

PARENT VOLUNTEER PROGRAM

Parents who wish to volunteer their services to Hudson Memorial School should contact the school and leave their names. The coordinator of this program will contact you. Volunteer parents have offered the following services in the past: copying materials for teachers, school publicity, arranging decorations and displays, assisting the school nurse, art program, working with classroom teachers, in the media center and as guest speakers.

PTO

The PTO is our parent/teacher group which meets for one hour on the third Wednesday, nine times a year, from 7:00 p.m. to 8:00 p.m. in the library. The purpose of this group is to enhance the educational experience at Hudson Memorial School.