



Hampstead Academy

Parent Handbook 2020-2021

Our Mission is to inspire students to achieve their highest academic potential by recognizing individual talents.
Our caring community fosters creative thinking, and builds character and confidence through teamwork and service to others.
Hampstead Academy celebrates each child's passion for learning while preparing them to become responsible global citizens.

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VISION STATEMENT

Hampstead Academy's vision is to prepare a diverse and talented population of young people to participate confidently and responsibly in an increasingly complex society by providing a rigorous educational experience where thinking is valued, positive attitude is appreciated, and upstanding character is promoted. We seek to develop students who demonstrate self-confidence, enthusiasm for learning, a sense of purpose, and a commitment of service to others in an environment that is sensitive to the uniqueness of the individual, as well as to the requirements of the world community to which they are becoming contributing citizens.

The Academy endeavors to nurture each student's unique strengths - intellectually, socially, physically, and creatively within the framework of a familial atmosphere of civility, competence and caring. It strives to develop students capable of uniting academic excellence with cooperation, social awareness with responsibility, physical prowess with respect, creativity with dignity.

I. ATTENDANCE

SCHOOL HOURS

All students in Pre-Kindergarten through Grade 8 begin school at 8:00 AM. All students should be dropped off at the Main Entrance between 7:45.

Drivers are to stay in their cars. Students need to be ready to disembark – seatbelts undone, lunchboxes and book bags in hand. For the safety of our students, our staff, and other drivers, cell phone use is strictly prohibited while driving through the school parking lot during pick-up and drop-off periods. During the COVID Plan implementation, children will have a temperature taken before being permitted to enter the school

ATTENDANCE POLICY

The education of children is a responsibility shared equally by parents and the school. Teachers and parents work together to develop characteristics important to the educational growth of children. Proper work habits, such as punctuality and regular attendance, are essential to a child's development. Regular classroom instruction is the most effective learning situation. For this reason, absences for non-medical or non-emergency situations are strongly discouraged. Unexcused absences will have a negative impact on grades.

The curriculum at Hampstead Academy is delivered with a hands-on, experiential approach, and excellent student attendance is a crucial component to the success of all students. Excused absences from school include medical and dental appointments, secondary school visitations, illness, and death in the family. There must be a written request signed by the student's parent/guardian and submitted to the student's homeroom teacher for an excused absence to be granted. The Assistant Director reserves the right to deny this request.

Students in grades 1-8 who exceed 10 absences (excused or unexcused) in any trimester must apply to the Assistant Director for a waiver. Failure to apply for a waiver may result in academic failure (AF) in all subjects for that marking period and other disciplinary action, as determined by the Assistant Director. The decision will be made in consultation with an academic committee including,

but not limited to, the student's homeroom teacher and the appropriate Coordinator. The number of excused versus unexcused absences will be taken into consideration, as well as the student's demonstrated ability to make-up assignments and maintain adequate comprehension of the "missed" coursework.

In circumstances where a student is absent without either school or parental permission, the student will be deemed truant and be subject to disciplinary action. Students absent from school are not allowed to participate in any school-related activity that day. Exemptions to this policy and/or leaves of absence can be made in cases of prolonged illness if requested in writing and granted by the Assistant Director, at his or her discretion. If leave is granted, the Assistant Director will define the criteria for reinstatement.

TARDINESS

Children who arrive at school after 8:15 AM are considered tardy. Parents and students arriving late MUST safely park and come to the door outside the Main Office and ring the doorbell to be greeted by a staff member and have the child's temperature taken. At the end of each marking period, tardiness and early dismissal records will be recorded.

Students are expected to be at school on time and to stay the full academic day. Excessive tardiness or early dismissals (greater than 10 events in a trimester) can result in disciplinary or corrective action and/or may be adversely reflected in the student's progress report for the trimester in question. If it is known that a child will experience excessive tardiness, or early dismissals due to specific and uncontrollable circumstances (medical/dental appointments, etc.) please contact the student's homeroom teacher such that proactive accommodations can be considered.

ABSENCES/DISMISSALS

If a student is going to be absent or dismissed early, a parent/guardian must notify the school BEFORE 8:30 AM on the day of the absence or early dismissal. Notification should include your name, your child's name, grade, date, and reason for dismissal or absence.

- You may call the school at 603-329-4406.
- You may e-mail the Front Desk Receptionist at weber@hampsteadacademy.org, who will notify your child's homeroom teacher.
- You may send a note into your child's homeroom teacher.
- You may notify the school only once if you know your child will be out for a definite time.
- Calls made outside of regular school hours will be recorded on the school's answering service.

Students in Grades 1 – 8 will be marked "absent" for the day if they arrive after 11:45 AM. Likewise, students who go home before 11:45 will also be considered "absent" as they have missed a majority of the school day. Eighth grade students are excused from absences for a reasonable number of visitations to secondary schools. Parents are encouraged to schedule visitations outside of regular school hours so that students do not miss too much school time

EARLY DISMISSAL

A parent/guardian **MUST** report to the front desk to sign out a student for an early dismissal. A receptionist is available to escort your child to or from the classroom. If returning to school the same day, the student **MUST** be signed in by a parent/guardian to indicate his/her return to the building.

CHANGES IN A STUDENT'S REGULAR DISMISSAL

Parents are required to send a note to school when there is a deviation from the child's normal routine. Please **DO NOT CALL THE SCHOOL** to change your dismissal plan except in cases of emergency; this only creates confusion for the child, the school, and the classroom teacher. Plans should be made in advance so written communication can be sent to school by the child's parent on the morning of the change. Always inform your child of any change in plans. If delayed for just a short period of time (less than 15 minutes) then your child may wait in the front reception area of the Main Building with a staff member until you arrive.

VACATIONS AND EXTENDED ABSENCES

If your child must be absent for more than one day due to illness, the teacher will ensure the student knows what make-up work is expected. Students will be responsible for making up missed work or making appropriate arrangements with their teachers. Teachers are available to assist students in making up work after an illness. We ask parents to check the school calendar each year and make every reasonable effort to avoid planning family vacations that will cause students to be absent from school. If a student is absent from school on any given day (please see the guidelines above about how absence is determined), he/she will not be admitted to any school sponsored function or social event being held later that same day/evening.

SCHOOL CLOSING

Email, Facebook, and our e-notification system will be used to notify parents for school emergencies only

– i.e. evacuation, loss of heat or electricity while at school. School will be canceled in extremely inclement weather. School closing or delay will be announced in the following ways:

- Hampstead Academy Website Homepage - www.hampsteadacademy.org
- Television: WMUR (check your cable provider)
- E-mail message

If school is dismissed early, you will be notified via text, email, and phone call. If you travel a long distance and are concerned about road conditions, use your own judgment regarding attendance and early pick-up. Please know your child will never be left unsupervised and if you require staff flexibility communicate your needs and we will accommodate.

II. LUNCH AND RECESS

HOT LUNCH PROGRAM

Hampstead Academy Hot Lunch Program begins in early September and ends in June. On Monday through Friday Hampstead Academy has arranged with The English Muffin to provide lunch selections both nutritious and delicious. Forms for ordering will be sent home and available on our school website.

LUNCH TIME (OUR LUNCHROOM IS A “PEANUT SENSITIVE” ZONE)

Due to the high number of students with serious peanut allergies, the lunchroom is a peanut sensitive zone. We ask that students do not bring lunches or snacks to school that contain peanut butter, peanuts or peanut oil. Examples of foods with obvious peanut products, in addition to the nuts themselves, include granola bars, trail mix, peanut butter cups, muffins/cookies containing nuts and any other candy or baked goods with nuts. Your cooperation is most appreciated.

Lunch periods are staggered at Hampstead Academy to avoid crowded and noisy conditions. Each adequately staffed to supervise and assist the children during the lunch period and at recess. Staff responsibilities include helping the children with any problems and maintaining a respectful atmosphere in the lunchroom. Students are expected to be respectful to each other and to all staff members.

Students in PreK – grade 4 will have recess first and then proceed to the Lunchroom for Lunch. They are checked before cleaning up their area to ensure they have eaten an appropriate amount of nutritious food before they return to their classrooms for the afternoon.

All students will be required to sit at their tables for a minimum of ten minutes before being allowed to proceed to class or recess. Students will be expected to leave the tables clean for the next group. They will be responsible for wiping their area after lunch and throwing all trash away in the proper containers. Students wait at their tables to be dismissed for recess.

Students in Grades 6-8 will be responsible for the final clean-up of the lunchroom at the end of the final lunch period. Each day four students will be assigned clean up duty. Responsibilities include disinfecting and folding all tables, sweeping the floor, and putting all lunch supplies neatly away. Microwaves are available for Grades 3 and up to use with adult supervision.

SNACKS

All students will have the opportunity to eat a morning snack in classrooms. Parents are strongly encouraged to send nutritious snacks, preferably fruits and veggies. A drink should also be included in the snack. Soda is strictly prohibited during school hours. Just as the lunchroom is a “peanut sensitive” zone, so are classrooms where children are having snack. Please do not bring snacks containing peanut products.

RECESS

Recess is an important part of the school day and all students are expected to participate. Students well enough to attend are well enough to participate in recess. Only with a note from a doctor, may a child be excused from recess or other activity. Appropriate weather gear is required and extra boots,

ski pants, etc., may be kept at school. If there is snow on the ground and it is warm enough, the children will be outside and will only be allowed to play in the snow if they have boots and snow pants. Otherwise, they must remain on the paved areas. As a general guideline, the recess supervisor will make the determination for indoor recess based on a temperature of less than 15 degrees (accuweather.com, Hampstead, measured at 11:00 AM). Upper school students may use recess time in study hall if they have a pass from a classroom teacher. It is suggested that parents provide Primary students with a change of clothes. Remember to label clothing, book bags and lunchboxes.

Students in grades 3 and 4 are permitted to use the wooded area behind the gymnasium during recess to build forts and play. It is recommended that during the times in which insects are the most active (late summer/early fall/spring) children bring insect repellent to school for use during recess time. The classroom teacher can assist with the application as needed.

BIRTHDAYS

Students wishing to celebrate birthdays in school with a special snack may do so with the permission of the homeroom teacher. Consistent with the COVID Plan, all snacks should be individualized, commercially sealed products. There must be enough of the snack to accommodate all students. Under no circumstances should gifts be included in this celebration at school. Please refer to the policy on "Invitations" under Section IV for additional information.

II HEALTH AND SAFETY

BACKPACKS/LOCKERS

When not under the COVID Plan, students in the Upper School have an assigned locker and will be expected to leave their coats and backpacks *in the locker* during the day. A locker break has been built into the schedule to allow students the opportunity to retrieve necessary items in the mid-morning and again at lunchtime. All personal belongings that are not being taken home must be placed neatly in student lockers at the end of each day. Items left anywhere else will be placed in lost and found daily or discarded. Students are expected to keep their lockers clean and orderly. Upper School students using the blue lockers need to purchase a small crate that fits in the locker. Upper School classes change for Physical Education. Gym bags should include a clean change of clothes, deodorant, washcloth, comb / brush and fresh socks. Bags are to be brought home after each class. During the COVID Plan, students' personal possessions are stored on dedicated hooks set 6' apart.

TRAFFIC SAFETY

At drop-off and pick-up times, the preferred entry into the school parking lot is to line up on the school side of East Road and enter the driveway by turning right. If you are coming from the north end of East Road and there is *no* automobile line-up to make a turn into the school driveway, then a left-hand turn is permissible. If there are any cars waiting to make a turn into the school driveway, then please use the following route to enable a right-hand turn. Coming from the north end of East Road, turn left on Quail Run, right on Rolling Hill, right on Spring Brook and right onto East Road. Another method is to continue down East Road past the school and past Spring Brook to Jorgensen Lane. Use Jorgensen to turn around back onto East Road. You may also drive past the school and turn left onto Spring Brook – proceed to the cul- de-sac and turn around back to East Road.

Enter the Hampstead Academy driveway by turning right bearing right around the flagpole island. Families of students in PreK through Grade Two stay to the left of the driveway and approach the door marked "Main Office. Families of children in grades three through eight follow the paws around to the back of the school. Proceed SLOWLY, with extreme caution, and always STOP at the signs. If cones are in view, stop and honor our concern for student safety. Staff members are on duty to escort children to/from cars. Be considerate of others waiting and do not engage staff in lengthy conversation. If you need to speak with someone, park in the visitor parking area (see map) and come into the building. Children need to exit/enter their cars from the passenger side only during drop-off and pick-up.

We do our best to keep traffic moving, but when back-ups occur, we will always "err" on the side of the safety of our children rather than ensure that traffic move quickly. Even though you may be in a personal "rush", when you are in the Hampstead Academy driveway, please NEVER:

- Speak on your cell phone.
- Let your child out at the corner of the building.
- Park or leave your car unattended on East Road, in the traffic path or in front of any entrance.
- Back up in line.
- Use neighbor driveways to turn around.
- Drive to the left of the flagpole island when driving to the back of the main building.
- U-turn on East Road.
- Double park to unload your child and/or belongings.
- Get out of your car and walk around/through traffic.
- Arrive too early, or too late.
- Leave your car turned on while unattended.

Parents dropping off/picking up PreK/K students are to follow the directions given during Orientation. The seat belt law requires that all children be seat belted. Teachers will ASSIST PreK/K children with seat belting, but YOU are responsible for checking that your child's seat belt is properly secured before leaving the school property. It is your responsibility to have your car seat installed correctly, working properly and free from clutter. Do not allow children or pets to hang out your windows or sunroof and please refrain from allowing your pet to ride on your lap while driving. Put your car in Park while loading or unloading. Teach your children how to use the seat belt.

School property is not to be used as a meeting place or drop-off/pick-up point during non-school hours, excepting pre-planned school-related activities.

EVENING FUNCTIONS

During the COVID Plan there are no ancillary activities at the school outside of the operating hours of 7:30 AM through 3:30 PM to allow for comprehensive cleaning and sanitizing. For the safety of everyone, students and their siblings are to remain inside the school before, during or after concerts, plays, fairs, or any other evening event. Students and their siblings are not to play on the driveway or playground equipment. While inside, it is expected that all students and siblings behave responsibly and respectfully by walking, staying away from gym equipment, eating politely and cleaning up after themselves.

DRESS CODE

Hampstead Academy students are expected to be neat, clean, and dress in uniform at all times unless given permission by the administration to be out of uniform. All clothing worn in the classroom must be part of the uniform. The uniform consists of the following items:

Standard Uniform from the Lands' End Uniform

Shop: Khaki pants, shorts, or skort, or plaid

dress or skort

Navy or gray polo shirt or white oxford shirt with HA embroidery

Navy or gray sweater with HA embroidery

Also permitted from the Lands' End Uniform Shop:

Navy or gray blazer, vest or jacket with HA embroidery

Any outerwear that is not from the Lands' End uniform shop that is worn to school must be removed and stored in the student's locker or cubby during the school day, and can be retrieved for recess.

Sneakers are required for gym classes. During the winter months, snow pants, jackets, boots, gloves or mittens and hats are required if the children play in the snow. Clothing must be comfortable yet not distracting or offensive to the others. We respectfully ask the students' and parents' assistance in adhering to the following guidelines:

- Safe and suitable footwear must be worn. Flip-flops, high platform shoes (greater than 2" high), "croc", or untied footwear may not be worn in school. Black soled sneakers are not allowed in gym.
- Hair must be clean, neat, and must not interfere with vision or be overly distracting to others.
- Hats are to be worn for outside activities only (with the exception of special event days announced by the school).
- Reasonable and appropriate outer wear must be worn commensurate with the prevailing weather conditions. Students without the appropriate outer wear will be asked to stay indoors for recess and parents will be notified.
- In determining the appropriate length of skirts and shorts, they should be no higher than the point where the student's extended fingertips touch their thigh. Pants must not be too long. Ripped or torn clothing is not allowed.
- Clothing needs to fit comfortably and not be too tight or too loose, too long or too short.

The homeroom teacher or administration shall deem questionable clothing not included above, acceptable or unacceptable.

LABELS

We encourage labeling all of a child's belongings - lunchbox, backpack, books and articles of clothing.

LOST AND FOUND

Lost lunchboxes, coats, boots, folders, books, etc. are placed inside the entrance area downstairs daily. Unclaimed items are donated to local charities at the start of each vacation period. Please label all personal belongings. Lack of concern for personal property will be noted on the progress report.

HEALTH INFORMATION

Updated emergency contact information and health forms must be submitted every year prior to the first day of school. Updated physicals are due every two years for students in Grades 1-8. Students entering 6th, 7th or 8th grade must have received a second MMR dose. Also, all students 11 years of age and older are required to receive a one-time dose of the Tdap vaccine. Students enrolled in the Early Childhood Program must have their health, physical, and immunization records updated annually. It is now required by the NH State Department of Health that all students be vaccinated for varicella (chicken pox) prior to school age or have documentation of actual disease. It is also now being recommended that everyone age one and older be vaccinated against the influenza virus. If your child needs to be excused from physical education class, a note from the doctor must be sent in with specific instructions as to when the restriction ends. Notify the Assistant Director if your child complains of an injury sustained in PE class. Students may not recognize or feel the injury until later.

MEDICATION POLICY

If your child needs to receive medication of any kind during school hours, written permission and instructions must be on file in the Nurse's Office. "Permission to Medicate" forms are available, and copies are made for the school nurse and the student's file. Medicines will be kept in a secured location. Medications must be received in the original prescription container obtained at a pharmacy with clear instructions for dispensing. Medications are to be sent to school in a plastic zip lock baggie with your child's name written on the outside and handed directly to the school nurse.

CHILDREN WHO BECOME ILL AT SCHOOL

If your child becomes ill in school, we will evaluate the situation and decide whether your child needs to go home. You will be called to pick up your sick child. If this is not possible, you must arrange for transportation and supervision of your child. Emergency contact information is accurate and updated regularly.

If your child has been diagnosed with an infectious disease, please inform the Front Desk Receptionist at extension 100. For the good health of all the children and staff at Hampstead Academy, please keep your child home from school if he/she exhibits any of the following symptoms:

- fever greater than 100.1, as described in the COVID Plan indicates a child must leave the school and clearance from a physician is necessary reenter
- any type of rash that primarily shows up on the back or abdomen
- persistent cough
- conjunctivitis (pink eye)
- head lice
- abdominal pains and vomiting and/or diarrhea.

If any of these illnesses require antibiotics, please do not send the child to school until they have been on the medicine for at least 24 hours. Also, when trying to decide when to send your child back to school, please make sure that they have been fever/symptom free for at least 24 hours. A fever is generally a temperature greater than 100.1.

ACCIDENT FORMS

If your child has an accident at school and is hurt, the individual responding to the accident will fill out an accident form. This individual will describe time, place, cause, and result of the accident. A copy will be sent home and another copy will remain in the child's medical file.

EMERGENCY RESPONSE PLAN

All staff members are trained on the school's Emergency Response Plan to effectively prepare for maximum safety, efficiency and communication in the event of an emergency. The Hampstead Academy Emergency Response Plan provides step-by-step guidelines to help deal with emergencies that may occur. This plan cannot foresee all possible circumstances of an emergency. The Hampstead Academy staff members receive annual safety training and are prepared to evaluate the circumstances and make sound judgments based on the situation. Students will practice several emergency drills during the school year.

This year, to ensure that we are utilizing current standards for students and staff safety, the Safety Coordinator and the Safety Committee collaborated with the Hampstead Police Department to provide staff and student training in emergency preparedness procedures. Upon the HPD's recommendation, Hampstead Academy has begun the process of incorporating the ALICE Program to supplement our current safety procedures. ALICE, which stands for "Alert-Lockdown-Inform-Counter-Evacuate, is a research based, practiced response approach to "dangerous intruder" emergency events. We are in the process of training faculty and staff to react in a proactive manner in any emergency.

For some circumstances a remote evacuation may be deployed that requires all students and staff to leave the campus and travel either by foot, or bus, to a remote site such as the Atkinson Fire Station, the Hampstead Fire Station, or the Hampstead Police Department. Hampstead Police and Fire personnel would assist this evacuation procedure. If a remote evacuation needs to be executed, parents will be notified using several communication venues on the specifics of the event:

- Hampstead Academy Website Homepage - www.hampsteadacademy.org
- Television: WMUR (check your cable provider)
- Broadcast e-mail

III. COMMUNICATION

HAMPSTEAD ACADEMY WEBSITE (www.hampsteadacademy.org)

The Hampstead Academy website allows easy access to ongoing communications between home and school. It is a great resource for parents to learn about student life, events, and how to be actively involved in their child's education. In addition, it offers the ability to streamline and automate many of the forms and information that you will need throughout the course of the school year. Most forms and documents can be found on the website under "the Paper Clip" then "Downloads and Documents". As we go forward, any suggestions you may have with improving the usefulness of our website would be greatly appreciated.

LINES OF COMMUNICATION

It is the school's sincere desire there be honest and open communication among all of its members – staff, parents, students, and administration. When concerns arise regarding your child, i.e., grades, homework, teacher/student or student/student relationships, the following procedure is to be followed for most situations:

- Parent should contact the teacher directly to make an appointment outside of classroom time.
- The parent and teacher should meet and work together to address concerns and or questions.
- If an issue needs to be addressed further, the parent should contact the appropriate Coordinator (depending on the child's grade in the school).

- If the parent feels the issue needs to be addressed further, the parent should contact the Assistant Director.

At each step, allow time for issues or concerns to be addressed and change to take place. Our goal is for parents and the school to work together for the benefit of the child. It is always recommended that parents address rumors directly with those involved. The Director and Assistant Director are available if you wish to share ideas and concerns that may benefit the entire school community.

ORIENTATION DAY

Orientation Day typically occurs prior to the first full day of school session and all students are expected to attend. Parents and students will receive valuable information regarding schedules, carpools, class lists, course expectations, hot lunch information, intramural forms, volunteer sign-ups and newsletters. It is a day to meet teachers and receive answers to your questions. Check the calendar for times. During the COVID Plan, student orientation is facilitated by homeroom teachers via zoom.

OPEN HOUSE

Open House is typically held early in the fall. It is an evening for parents and teachers to meet as a group to discuss curriculum, experience class activities, and address pertinent issues. Other evening events may be held during the year to educate parents in school curriculum such as, Literacy Night, Science Fair, and Math Night. Check the school calendar for dates and times. For the 2020-2021 academic year there will be no in-person, scheduled open house.

PARENT/TEACHER CONFERENCES

Parents are encouraged to be active participants in their child's school life. Effective dialogue is at the heart of any reporting system. Each teacher plans carefully for the Parent/Teacher Conferences scheduled for November, March and June. During the implementation of the COVID Plan, parent-teacher conferences will be via zoom, The conferences are a time to discuss your child's academic progress and social/emotional development. In addition to these formal times, conferences can be scheduled throughout the year as needed. Either the teacher or the parent may schedule a conference by mutual agreement. Parents should feel free to contact the teacher and other school personnel about any aspect of their child's education. The best way to communicate is through email. Staff email is easy - use the teacher's last name and add @hampsteadacademy.org.

Parent conferences are intended to be opportunities for parents and teachers to offer support, voice concerns and work toward productive solutions. If the parent or teacher feels that the tone of the meeting is becoming non-productive, it may be best to stop the meeting and reschedule it at a better time as to preserve the dignity and respect of all those attending. It may be prudent that the meeting resume after more information is obtained and/or a mediator is present so that the focus remains on addressing the needs of the child. Upper School students provide childcare services for parents on PTC days.

SCHOOL TELEPHONE/EMAIL

School telephones are for school use only. We encourage students to take responsibility for ensuring that they have their homework, musical instruments, and lunches and that their after-school plans are arranged before they come to school. When there is an emergency, we will allow students to use the front desk telephone. If for any reason the school's phone system is not working, students are permitted to use their personal cell phones to call their parents in case of an emergency.

Staff members cannot leave class to answer the phone to discuss parental issues and concerns other than those considered to be emergencies. Parents, or guardians, are encouraged to leave a message on the school's answering service if there is no one available to answer the phone. Please leave a message and we will return your call as soon as possible. The phone number is 603-329-4406. It is often best to correspond by email rather than by phone. Teachers check their email regularly.

If you need to give your child something after school starts, please bring it to the front desk and it will be delivered for you. If your child is being dropped off late, or picked up early, you will need to report to the front desk. A receptionist or other staff member will bring your child to his/her classroom or will go to the classroom and bring your child to the front desk. For your child's safety and to avoid the disruption of learning in the classroom, we ask that parents do not go to any classroom during school time unless specifically invited.

NEWSLETTERS

A school newsletter is published a minimum of every two weeks and sent via cluster email. It reflects school activities, upcoming events, and issues of importance to parents.

Primary School students have a special folder in their book bag for homework, notices, newsletters and bulletins that are sent home. Ask for this folder each day and go over the papers with your child. Hopefully, this will alleviate the problem of "lost" notices and keep you apprised of all the "happenings" in the school and in your child's specific classroom.

Homework assignments for the Upper School are available on Google Classroom. Grades 3-5 homework assignments will be posted on their Classroom Webpages on the Hampstead Academy website. Directions for accessing the webpages will be given by teachers at the start of the school year.

PERMISSION TO PUBLISH

All parents are required to complete a "Permission to Publish" form. This will give the school permission to publish your child's image (photo, or video), accomplishments or class work in the newsletter, HA website, or in the local newspaper. This form can also be found on the website. Each school year parents will be asked to complete this form for their child.

INVITATIONS

Invitations to private social events (birthday parties, etc.) are to be sent through the mail and not distributed to students in school (even if the whole class is invited). Please do not involve the school in any way when planning and making arrangements for out-of-school events. If a parent wishes to transport students to a private social event please make travel arrangements to utilize a neutral area away from the school campus, i.e. Hampstead Park and Ride.

VISITORS

During the COVID Plan visitors are excluded from the [property between the hours of 7:30 AM and 3:30 PM. Normally, all visitors are asked to go to the front desk upon arrival and to sign in before going to any area of the buildings. Upon arrival, each visitor will be given a nametag, which are always worn. The tag shows that you have checked into the office and you have permission to be in the building. This is a safety policy for everyone.

VOLUNTEERS

During the COVID Plan, Hampstead Academy does not allow vor volunteers. Normally, volunteers are a valuable addition to the resources of the teacher and the school-as-a-whole. Opportunities for participation are plentiful. We strongly encourage all parents to show their support and get involved with school activities and functions. Some of the opportunities are listed below and a complete list will be available for sign up at the beginning of the school year. We encourage parents to get involved with at least one support activity. A volunteer guide and form must be read, signed, and returned to ensure that the program be effective, efficient and supportive of the school's mission and policies. The guide and form can be found on our website. Volunteers scheduled to help in the school must sign in at the front desk and wear a "volunteer tag" to verify that they are an authorized part of the program. In the best interest of our students, staff, and program:

- Siblings are not allowed to attend when parents volunteer in school or for field trips.
- Turn off all cell phones or other communication devices, as they can be disruptive to the program.
- Be aware that volunteers are often asked to work in areas other than in their own child's classroom.
- Refrain from sharing concerns or asking questions particular to the program or your child while volunteering. We ask you make an appointment to do so. Refrain from discussing an individual student's academic performance or behavior observed during your time volunteering.
- It is imperative to remember that we depend on our volunteers to monitor the behavior, safety and well-being of those in their charge when chaperoning for a field trip.
- Drivers/chaperones must be licensed; cars registered and inspected with working seat belts, and proof of current \$100,000/300,000 insurance liability coverage must be on file.
- Volunteers are asked not to talk on their cell phones while in the school or driving.

Please keep in mind that all volunteers are required to read and understand the Guidelines for the Volunteer Program and have a completed Criminal Records Check on file. The Criminal Record form can be found in the information packet that you received at Orientation or at the Front Desk. It is highly recommended that all potential volunteers complete this process at the beginning of the year to avoid being disallowed to chaperone, or volunteer.

PARENT TEACHER ORGANIZATION

Parents are invited and encouraged to actively participate in the Parent/Teacher Organization. The PTO sponsors a variety of events, special speakers, social events and workshops for parents. Parents have the opportunity to contribute to their child's education and meet other parents in the school.

IV. ADMISSIONS/PLACEMENT/PROGRAMPROGRESS

Early Childhood Program: The school has set a standard that a child must be three years and six months of age by September 30th of the year they enter the pre-kindergarten class and **must be toilet trained.**

First Grade Entrance: The school has set a standard that a child must be six years of age by September 30th of the year they enter first grade.

ADMISSIONS

Prekindergarten & Kindergarten students: Most children at Hampstead Academy begin in our Early Childhood Program (Prekindergarten, and/or Kindergarten) and then progress through grades one through eight. Children entering the Prekindergarten, or Kindergarten programs ***must be toilet trained***. Mid-year, Kindergarten students are interviewed by a team of teachers to determine ability level, learning styles and appropriateness for the Primary School program of Hampstead Academy. A standardized screening tool will be used in determining placement. Input is also gathered from the child's Preschool, Pre-Kindergarten, and Kindergarten teachers, as well as from parents. A final recommendation is then made about the appropriate placement of each child – either as a continuing student at Hampstead Academy or at an alternate elementary school. Acceptance letters for our Kindergarten students are sent out mid-February.

For students wishing to gain entrance into the Primary, Lower, or Upper School programs from other schools: Each year, many students apply for entrance to our Primary, Lower, or Upper School programs and are put in our wait pool. The Hampstead Academy Admissions Committee has researched the admissions procedures at many other independent schools and designed a procedure to ensure equity in our process. The following data is used by the Admissions Committee to make a determination about a child's acceptance into Hampstead Academy:

- Chronological Age
- Evaluations from outside specialists
- Assessments in reading, math, writing
- Brigance Developmental Screening Peer interactions
- Learning style
- Parental input
- Recommendation(s) from current & former teachers
- Student Interview
- Transcript from former school
- Nationally recognized standardized tests

Hampstead Academy reserves the right to decline acceptance to any applicant if, in our considered opinion, we are incapable of meeting his or her educational, or social/emotional needs.

ORGANIZATION OF HAMPSTEAD ACADEMY

Hampstead Academy is separated into three divisions –

- The Primary School (Prekindergarten through Grade 2)
- The Lower School (grades 3-5),
- The Upper School (grades 6-8).

DETERMINING CLASS PLACEMENT

When forming the classes each spring, many different factors are used to create the most balanced and heterogeneous groups of students as possible - gender, age, group dynamic, personality, leadership tendencies, independence in work habits, special skills or interests and relationships with peers are all considered. Teacher input is extremely valuable in creating the classes and many observations take place prior to a final class list. Parents should provide any additional information that they feel is appropriate to the classroom teacher. Parents are notified in late June about their child's placement for the following year. Parents are notified about their child's teacher in early to mid-August.

PROGRESSION THROUGH THE GRADES

For purposes of grouping in the Primary and Lower Schools we offer straight offer combination classes as determined by enrollment and the needs of the children (see note below*). Our primary objective is to create a learning environment that facilitates flexibility in programming within a small-school setting. It also enables us to “mix and match” our students through the lower grades and provide for the stimulation of a wider variety of learning styles and personalities, as well as optimize peer learning opportunities.

The Upper School Homeroom classes: Grades 6 - 8 divide into groups for a variety of subjects and are taught by one teacher. Other classes such as Performing Arts, Spanish, and Physical Education may work as a full group.

STUDENT RECORDS

Cumulative records and classroom folders are maintained to include the following:

- * Trimester report cards
- * Standardized test results
- * Parent Teacher conference notes
- * Student portfolios
- * Accident reports
- * Evaluation reports from external agencies
- * Mid-trimester updates
- * Informal assessment data
- * Skills checklists
- * Health and emergency forms
- * Behavioral reports
- * Anecdotal records

ASSESSMENT

Hampstead Academy strives to use the most authentic assessment tools possible. Teachers use quizzes, tests, reports, projects, teacher-generated evaluations, and standardized measurement tools to ascertain how well the students are performing. In the Upper School, particularly, student rubrics are used in most classes so students know the criteria that they will be evaluated on prior to the activity (effort, participation, testing, homework and achievement are all factors that can be assessed using a rubric scale).

For students in prekindergarten through Grade 8, Parent/Teacher Conferences (PTC) are held and progress reports issued at the end of each trimester. Mid-term updates are sent home halfway between each of the formal progress reports. These mid-term updates serve to communicate what the class has been doing and to inform the parents of their child’s progress in both academic and interpersonal areas. Reporting information for the Preschool/Pre-Kindergarten will be explained at Orientation Day.

Although the school has provided for parent conferences at the end of each trimester, interim conferences may be arranged at the discretion of the parent, teacher, and/or students. Be aware that each of these progress reports are an indication of how the child is performing at that point and that changes may occur due to absences, significant tests or projects. Teachers will do their best to notify parents if a significant drop in grade is indicated. Notification will not necessarily change the outcome.

A TYPICAL STUDENT DAY

Students in Grades prekindergarten-8 may arrive after 7:45 AM. Students in grades 6-8, when the COVID Plan is not in place, may use their lockers, get materials, and prepare for classes. However, they are to be in their homeroom classrooms by 8:00 AM to start their day. All other students must report directly to their classrooms. The school day ends at 2:45, immediately followed by dismissal until 3:00PM.

Grades Prekindergarten through Grade 5: Students have a primary teacher and may have an Associate teacher, for Language Arts, Mathematics, and Social Studies. Science, Performing Arts, Art, Physical Education, Technology and Spanish are also an integral part of the school day and are taught by specialists. Lunch/recess is 45 minutes daily.

The Upper School: Homerooms for students in grades 6-8 are determined by the number of students enrolled

per grade-level. One homeroom is typically planned unless the grade size warrants the creation of two. Classes such as Art, Technology, Newsreel, Enrichment, Personal Development and Science will be split within the homeroom if necessary. Mathematics classes are split at academically appropriate levels. Physical Education, Performing Arts, Social Studies, and Spanish can accommodate larger groupings and work well when homerooms or grade levels are not divided. Language Arts classes have one lead teacher in grades 6 through 8.

V. SCHOOL ACTIVITIES AFTER

SCHOOL ENRICHMENT

Throughout the year, after-school enrichment activities and sports are offered for our students' interest and enjoyment. Some of the activities take place on school grounds, while other programs are conducted at off-campus locations.

EXTENDED CARE

When the COVID Plan is not implemented there may be extended care is available between the hours of 2:45 – 6:00 PM on a contracted basis. Those in need of regular extended care need to fill out the extended care contract. Contracts are available at the front desk and on the website. Students who are picked up too late will be escorted to extended day and charged at the rate of \$7.50/15 minutes for care.

FIELD TRIPS

During the implementation of the COVID Plan, there will be no scheduled field trips. Normally, trips are an integral part of the curriculum and are scheduled in conjunction with class studies. While most costs are covered by tuition, parents will be asked to contribute for student lunches, ski trips, equipment rentals, overnight stays and bus rentals. If it is determined that coach bus is warranted for any field trip, parents will be asked to contribute to the cost. Chaperones may also be asked to pay for their admission and other fees. Often field trips are limited by the number of participants who can attend. Therefore, chaperones will need to be selected by the teacher. Teachers do their best to ensure all parents have an opportunity to participate on field trips at least once during the year. Siblings are not to participate on field trips unless specifically invited.

Proper behavior is mandatory on all field trips. Our school is often judged by the manner in which students conduct themselves during off-campus activities. Inappropriate behavior will result in denying participation for those individuals on the next trip. Field trips are planned for whole classes. If your child does not participate, he/she will not attend school on that day and it will be considered an absence.

Students should wear their HA uniform to all day field trips.

STUDENT COUNCIL

Student Council helps acquaint students with the democratic process and offers further opportunity for a voice in the school's operation, events, and philanthropies. Executive officers are elected from the Upper School classes and enjoy the sense of service and responsibility that comes with the office. The student council experience allows students to explore and develop leadership qualities while working collaboratively with peers and faculty. The Student Council's goal is to meet every other Monday from 2:45 – 3:45 PM. Meetings are open to all students in grades 5-8. Depending on the project, meetings may be more frequent.

STUDENT AMBASSADOR PROGRAM

Student Ambassadors are a group of students in our Upper School (grades 6, 7, & 8) who possess a strong sense of school pride and share a common interest in their dedication to the positive promotion of Hampstead Academy. They work closely with the Office of Admissions and the Assistant Director on a volunteer basis to serve as liaisons between the Hampstead Academy community and prospective families. Volunteer opportunities may include: To meet and greet visitors; to conduct tours of the school; to participate in student panel discussions; and to mentor students. Students interested in participating in this program must submit a completed Ambassador Application; maintain a good academic standing in all subjects; have a responsible work ethic; be enthusiastic and have a positive attitude; be a team player; and have a sincere desire to help foster our school's positive reputation. Please contact the Assistant Director, Bonnie Roberts at

roberts@hampsteadacademy.org for further information about the Ambassador Program.

YEARBOOK

Each year the school creates and publishes its own yearbook. Eighth grade students become involved in photography, design, selling advertising, writing, editing and publishing.

VI. POLICIES

TUITION

Signed tuition contracts are due February 15th and the first tuition payment is due by June 1st. There are 3 payment options offered to parents this year: paying in full; paying in two equal payments; or in 8 payments. You will receive a discount if you pay in full. If you have questions or concerns regarding tuition or billing, please email Amy Simberg at Simberg@hampsteadacademy.org. Late fees of 10% will be added to the payment due after the 10th of the month, and returned checks are subject to a \$50.00 handling fee. The school reserves the right to terminate enrollment if payments are overdue or after the second returned check.

HOMEWORK

The faculty of Hampstead Academy is committed to the belief that homework serves as a vital tool in extending and reinforcing the learning process. Homework is essential for practice and maintenance of skills, completion and make-up of class work missed, and enrichment and extension of classroom studies or projects. Additionally, homework aids in the development of independent study habits, organization of time, and proper planning to fulfill one's responsibilities. Homework time increases as students proceed along the learning continuum. Guidelines for homework are as follows and may vary throughout the year:

Grades 1-2	20-30 minutes/day
Grades 3-4	30-60 minutes /day
Grades 5-6	60-90 minutes/day
Grades 7-8	1-2 hours/day

Homework should be printed at home and brought to class ready to be handed in. Teachers will arrange make-up work for students who have an excused absence. Teachers cannot be expected to prepare work for students to do during vacations planned when school is in session. It is the responsibility of the student to see the teacher for missed work and to make up the work within a reasonable amount of time once they return to school. Please note that in-class studies and activities are almost impossible to make up. Homework assignments for the Upper School are available through Google Classroom. This is a valuable tool for students to ensure that they have all their assignments. Students in Grade 1 and 2 will receive weekly homework packets. More information will be given at orientation. Grades 3 - 5 homework assignments will be posted to their classroom webpage on the Hampstead Academy website. Directions for accessing the webpage will be given by classroom teachers at Orientation.

BEHAVIORAL EXPECTATIONS

It is expected that each student attending Hampstead Academy will adhere to its fundamental principles and rules and conduct him or herself in a manner that displays respect for the school, the faculty and staff, their parents, their peers, and themselves. The school stresses the importance of honesty, both academic and personal, and respect for the rights of others, including private and public property. Hampstead Academy has adopted the following motto as our overriding guideline for behavior: *RESPECT OTHERS, INCLUDING YOURSELF RESPECT PROPERTY, INCLUDING YOUR OWN AT ALL TIMES.*

BEHAVIORAL GOALS

The goal of the Hampstead Academy faculty and staff is to promote high academic achievement and social responsibility in an atmosphere that ensures the safety and well-being of others. We define “safety” as creating an environment not just where our students and staff feel physically “safe” but also where our students feel free to express their talents and skills in an accepting atmosphere without fear of negative criticism and comments.

We recognize the need for consistent expectations for behavior throughout the school and for logical consequences when inappropriate behavior and poor decisions occur. We strive to have all faculty members consistently apply the expectations for behavior and use appropriate, logical consequences. We realize, however, that this goal cannot be met without the full support of parents acting in partnership with our faculty. Parents should be aware of school-wide and classroom expectations and reinforce them with their children.

BEHAVIORAL APPROACH

The faculty of Hampstead Academy will use an approach that is based upon setting explicit expectations for behavior that apply to and are implemented by all within the school community. These expectations are intended to enhance the student’s ability to work and play successfully as they learn appropriate social behaviors. Children are to respect the rights and property of others. Within the classroom, we expect students to pay attention, to listen to the teachers and to the other students, and to complete the assigned tasks. We expect students to treat each other with respect and to resolve conflicts peacefully. We expect students to care for personal and school property.

HOW STUDENTS KNOW WHAT IS EXPECTED

- Teachers will review the school-wide expectations with their homeroom classes.
- Teachers and students will design and consistently review the expectations for behavior within their classroom and may post them on their classroom walls.
- Parents will review the Hampstead Academy Behavior Policy as stated in the handbook and will assist the school in helping the students meet the expectations.
- Each student in grades three through eight will sign a contract of agreement with the expectations.

Serious misbehaviors in any setting of the school...

There are certain behaviors that cannot be tolerated at Hampstead Academy and these “poor choices” will result in an immediate meeting with the parents, teacher(s), Coordinator(s) and the Assistant Director. In most cases, the child will be immediately suspended from school and may re-enter only after a meeting of all involved where a strategy for assisting the student will be developed. In addition, there are certain behaviors that may result in the immediate expulsion from Hampstead Academy and police investigation if necessary:

- Any threat, written or verbal, which states or implies intent to bring harm to others or property
- Any intentional action that causes bodily harm or damage to property
- Possession of any weapon or explosive device on school property
- Possession, distribution, or being under the influence of drugs or alcohol
- Bullying, harassment, teasing, causing physical or emotional harm to another individual
- Open defiance to an adult
- Improper or unauthorized use of internet
- Total disregard for assignments/school rules
- Disrespectful, disruptive behavior
- Cheating/Plagiarism

DANGEROUS ARTICLES AND WEAPONS

To provide for the safety of all students and faculty, dangerous articles and weapons are not allowed in school or on school property at any time or for any reason, even as an exhibit for a class presentation. This prohibition also includes using other articles, such as sticks, pipes, glass, or sharp metal, in any way that is dangerous to

others. Such items will be confiscated, and the parents will be notified. In the event the school discerns an object a weapon, local authorities may be called. These include, but are not limited to, the following:

- Matches and lighters
- Sling shots
- Water pistols
- Firecrackers or caps
- Knives, razor blades or box cutters
- Firearms, weapons and related articles
- Martial arts paraphernalia

BULLYING POLICY

New Hampshire amended its anti-bullying laws, RSA 193-F. Although this law does not apply to nonpublic schools such as Hampstead Academy, the Academy believes that prevention of bullying at our school benefits all students and the entire school community. The Academy expects all students, employees, and members of the school community to act with respect toward fellow students, employees, and visitors. Hampstead Academy will not tolerate bullying, whether verbal or physical in nature, and cyberbullying between or among students. To help you to recognize behavior that may amount to bullying and cyberbullying, we provide the following:

The New Hampshire anti-bullying law defines bullying as a single significant incident or a pattern of, incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

Hampstead Academy shall refer to this definition in dealing with bullying at the Academy. Bullying can include but is not limited to behaviors such as:

Physical bullying: punching, poking, strangling, hair pulling, beating, biting and excessive or unwanted tickling.

Verbal bullying: hurtful name-calling, teasing and gossip.

Emotional bullying: ostracizing, isolating, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as sexuality, race, disability, ethnicity, or perceived sexual orientation and manipulating friendships.

Sexual bullying: Many of the actions listed above that also involve a sexual element, as well as sexual propositioning, sexting, sexual harassment, abuse, and sexual assault.

Bullying typically involves a real or perceived imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs. Hampstead Academy also prohibits cyberbullying which is a form of bullying that is conducted through telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, websites and other electronic media.

Students should keep in mind that the school may take responsive action even when bullying occurs off school property and at times when an enrolled student is not in school. For instance, the Academy reserves the right to take responsive action when bullying or cyberbullying (a) occur on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Hampstead Academy also prohibits retaliation or false accusations against any victim, or anyone else who in good faith provides information about an act of bullying or cyberbullying. Any student found to have committed

any act of bullying or cyberbullying, or to have falsely accused another, or retaliated against anyone who provides information about bullying or cyberbullying shall be subject to disciplinary action up to and including expulsion. The Assistant Director shall have total discretion to determine the appropriate responsive action and disciplinary consequence, if any, regarding any act of bullying and/or cyberbullying.

Please note that conduct need not meet the legal definition of bullying to violate the school's expectations for appropriate behavior. Conduct that violates other policies or is inconsistent with the school's mission or educational purpose will also result in disciplinary action.

Overall, Hampstead Academy is committed to providing an educational and working environment that is free from all forms of harassment, exploitation, intimidation, bullying, discrimination and retaliation. Any student, who feels that he or she has been the victim of bullying behavior, should speak to a teacher, Coordinator, or Assistant Director. Any employee, parent or other adult who feels that any student or students have been the target of bullying behavior should report it immediately to the students' teacher, Coordinator, or the Assistant Director.

The school reserves the right to terminate its association with a student if, in its considered judgment, the student's association with the school is no longer desirable for him/her or for the school.

CELL PHONE POLICY FOR GRADES 6 – 8

If it is essential that a student bring a cell phone to school, it must be turned off and left in his/her locker or backpack until the student has been picked up from school. Cell phones used in class, in the hallways, or on the playground without the teacher's permission, will have to be picked up by the student's parents.

Primary and Lower School students should not bring cell phones to school.

ELECTRONIC DEVICES

Other electronic devices such as iWatches, digital game systems, iTouches, and the like, are not necessary in school and create distractions for students. In addition, because of their value, they may be subject to loss or damage, and the school does not want to be responsible for these items. If a student brings one of these items to school, it will be kept in the Coordinator's office until the parent can retrieve it.

TECHNOLOGY AGREEMENT/ACCEPTABLE USE POLICY

During the first week of school, students in Grades K - 4 will receive a Technology Agreement stating the rules regarding the safe use of electronics at school. This contract will need to be signed and returned by the child and parent prior to using the electronics. Parents and students in Grades 5 - 8 are required to read and sign an "Acceptable Use Policy". This policy will be reviewed in the first few weeks of school.

UPPER SCHOOL BRING THEIR OWN DEVICES (BYOD) POLICY

Hampstead Academy has endorsed the introduction of a formalized Upper School BYOD Policy. This policy creates a framework for students to Bring Their Own Devices (BYOD) to school for the purpose of learning. A personally owned device is "any" technology brought into the school and owned by a student (or student's family).

It is essential to note that participation in the BYOD program is OPTIONAL but RECOMMENDED. Students and parents will need to read and sign the Upper School Student BYOD Personal Technology Device Agreement and Acceptable Use Policy (AUP) before bringing devices to school.

Expectations of Hampstead Academy:

- Although students will be able to access the school's network they will not be able to print to any school printer from a personal device.
- Internet access will be filtered in the same way as when a student logs onto a school owned device.
- HA staff/teachers are not responsible for troubleshooting a student's personally owned device. It is not the teacher's responsibility to ensure that the student owned devices are functioning properly.
- classroom or other learning spaces is at the discretion of the teacher or other school administrator (use of the device may be permitted for some instructional activities but not for all).

Expectations of Student:

- The student is solely responsible for any equipment that he/she brings to school. Hampstead Academy is not liable for damaged, lost, or stolen equipment.
- All students must adhere to the Acceptable Use Policy.
- Devices should be brought to school fully charged as there will not always be the option to charge a device during the day.
- Devices must be in silent mode while on campus, unless otherwise allowed by a teacher. Headphones may be used with a teacher's permission.
- Students are expected to know how to connect their own devices to the available network.
- The security of a student owned device is the responsibility of the student. Be thoughtful about where and how you are locating a device.
- Bring your own power cords.
- Label devices, power cords, storage cases, etc.
- Students that need to print should save to their cloud storage or USB drive and print from a networked computer.
- The student may not use the device to record, transmit, or post photos or video of a person or persons on campus, nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
- The use of a personal device is not to be a distraction in any way to teachers or students. Devices must not disrupt class in any way.

CHILD PROTECTION ACT

To comply with the Child Protection Act – RSA 169C, staff members who suspect that a child's physical or mental welfare may be adversely affected by abuse or neglect shall report to the Director or Assistant Director who will notify the Division of Children and Youth Services.

REPORTING REQUIREMENTS – SAFE SCHOOL ZONE

To comply with Safe School Zone requirements (RSA 193-D), "any private school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor." The supervisor could include the Coordinator, or the Assistant Director. Hampstead Academy is required to submit a written report to the local law enforcement agency within 48 hours. If the alleged victim is a student, the administration shall also notify the person responsible for the victim's welfare that a report was made to the local law enforcement authority. The report shall include the name and home address of any person suspected of committing an act of theft, destruction, or violence. The report shall also include the name and home address of any witness to the act of theft, destruction, or violence.

THE ADVISORY COUNCIL

The Advisory Council is a group of trusted "advisors" to the Director and the Assistant Director. Members are selected based on objectivity, openness, background experience, and support for the school and its leaders. One of their roles is to serve as a direct line of communication from our parent population to the school's leadership, to supplement awareness of issues and concerns in the school community.

Hampstead Academy moves forward into another year proud of its history, excited about its developing traditions, yet ever more aware of the awesomeness of its mission and dedicated to its fulfillment. If you have any questions or concerns, please be sure to contact us.

VII. CONTACT INFORMATION

MAILING ADDRESS

All correspondence must be sent to:
Hampstead Academy 320 East Road
Hampstead, NH 03841

Federal Tax I.D. 02-0441924
School Phone – 603-329-4406

Business Office – Alexander Weber
Head of School – Dr. John W. Billings - dr.billings@hampsteadacademy.org
Assistant Head of School - Bonnie Roberts - roberts@hampsteadacademy.org

APPENDICES

2020-2021 COVID Management Plan

Prepared by Dr. Jack Billings

Overview: The Hampstead Academy plans to open in September 2020 for full day, in-person instruction Monday through Friday, 7:45 AM until 2:45 PM. The Academy will be using the *cohort* model [CDC Guidelines, 2020] which directs: "Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects..." Hampstead Academy with the school's abundant physical resources and small classroom communities will assign dedicated suites to cohorts with each operating physically independent of one another for daily instruction, bathroom facilities, eating accommodations and access and egress. When a classroom community moves for daily special subject instruction [IE: art], the pathway to each special subject area will preserve physical independence. The cohort model requires all school members to wear a single layer cloth mask.

The management plan is only successful through mutual trust and candor. The Academy staff will adhere to strict guidelines, adhere to strict social distancing guidelines, and face mask recommendations in their personal and professional lives and will report either exposure risks and/or a positive COVID test results within their social circles. The academy expects the same of its families. In the event new data is obtained, a decision will be made and communicated about whether a cohort will need to remain home and shift to online instruction for fourteen days. But if an individual cohort must be asked quarantine, other cohorts may not necessarily be asked to do so. Finally, in the event it is prudent to suspend all in-person instruction as a school, we would do so for the fourteen-day quarantine interval and provide online instruction to all students.

COVID 19: The school community operates on the following presumptions of fact. COVID-19 Symptoms COVID-19 affect individuals differently. Infected people have had a wide range of symptoms reported: mild symptoms to severe. The symptoms are identified by the CDC and referenced in the NHDOE plan (NHDOE, 2020). Symptoms may appear 2-14 days after exposure to the virus.

TIERED MODEL:

As the academic year unfolds, Hampstead Academy will operate under a Tiered Model. Parents should become aware of the Tiers in the event school administration needs to transition between tiers. School administration will try to give affected families as much warning of a Tier shift as is possible.

TIER ONE: The academy will be open, full day, for in-person instruction, Monday through Friday using a cohort model. Daily hours of operation will be 7:45 AM until 2:45 PM.

TIER TWO: The academy will be open, but an individual(s) student cohort may be ordered into quarantine for online instruction in response to potential risk. When the cohort is reopened, the school will return to Tier One status.

TIER THREE: Two or more cohorts have been compromised resulting in the academy closing for two weeks of quarantined, online instruction.

Extended-Day: given this proposed plan, CDC guidelines and NHDOE recommendations cannot be met during an extended day program under the proposed comprehensive plan as the program would require cross-contamination of cohorts. If there are options in the future, extended day will be re-visited and an update will be sent to all families.

*Cohort teachers, in September, will present to all students' families, the login, password, and schedule for online instruction to ensure daily instruction is not interrupted by quarantine.

SELF-MONITORING

General Assessment: People with a combination of the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea. Appearance of symptoms within guardians or children should be reported to the school.

Emergency Signs: Look for emergency warning signs for COVID-19. If someone is showing emergency signs seek emergency medical care immediately: → Trouble breathing → Persistent pain or pressure in the chest → New confusion → Inability to wake or stay awake → Bluish lips or face.

THE ACADEMY DAILY OPERATING PROCEDURES:

DAILY ENTRANCE TO THE CAMPUS: everyday, staff will take and record their daily temperature before entering their assigned suite. Each child will have their temperature taken upon arrival and before entering their assigned suite. If a temperature is 100.4 or higher, the staff member or child will not be allowed to enter the school. Each cohort has their own, assigned entrance:

- **early childhood cohort** will be greeted at their car at the door marked “main office.”
- the **primary cohort** will enter through the single door at the top of the handicap access ramp to the left of the “main office.”
- the **middle-aged cohort** will enter through the science room door.

DAILY DEPARTURE FROM THE CAMPUS: everyday, staff will take and record a second daily temperature before departing the school. Each child will have a second temperature taken in preparation for dismissal. If a temperature is 100.4 or higher, the staff member or child will not be allowed to reenter the school until cleared by a health expert: evidence of the clearance must be offered to the school.

1. Parents/guardians should be screening children for symptoms of COVID-19 or risk factors for exposure before sending them to school. Students with any identified symptoms or risk factors shall not be sent to school. Any student with even mild symptoms of COVID-19 must stay home and get tested for COVID-19. Test results must be shared with the school nurse or designee [Dr. Billings]. Student temperature will be taken upon arrival to the first class of the day.
2. Students may bring a lunch or order a lunch. Lunches will be eaten within a cohort’s designated suite of classrooms only, in students designated personal areas, and no foods will be shared between students and staff.
3. No parents or visitors will be permitted to enter the school without an appointment, and rarely. They will be required to wear masks and will likely not have access to cohorts.
4. Volunteerism, though much appreciated, will not be allowed during the COVID Management Plan.
5. Social distancing: defining a minimum of three feet of space between individuals will be enforced when inside buildings on campus [students designated personal space will afford six feet]. Because of the large amounts of area afforded each cohort, students will each have a clearly delineated, dedicated, personal workspace with a six-foot buffer. Under teacher direction, students in delineated personal areas will be allowed to drop their masks below their chins for a respite throughout the day: including snack time and lunch. But students will not be allowed to leave a delineated personal space without repositioning their masks.
6. Markings will be applied on floors to indicate assigned seating areas, traffic patterns in the hallways, and appropriate spacing.
7. Recess times will be lengthened and students, while preserving safe distancing under teacher supervision, will not be required to wear masks for outdoor activities.
8. Physical Education will be outdoors as much as possible.
9. Pathways to and from special subject areas will be planned to prevent no interactions with other cohorts.
10. Each student or staff member, when requested, will quarantine fourteen days.
11. The school will engage an enhanced sanitizing and cleaning process [see below] and regular handwashing and cleaning of instructional surfaces will be encouraged.
12. Students who refuse to follow teacher directed safety precautions will be warned and repeat offenses will result in dismissal.

GENERAL HEALTH AND HYGIENE PROTOCOLS

Masks/Face Coverings All teachers and staff working with students will be required to wear appropriate face

coverings (masks or shields). Staff will need to bring their own mask/shield to school. Students in all grades are required to wear face coverings [*single sheet mask*], when waiting to enter the school building, when in the classroom, when leaving the school building, and when traveling in hallways. The school will maintain an inventory of masks in the event one breaks or is misplaced. Masks/shields may be removed when outside of the building with appropriate distancing or during scheduled break times as determined by a staff. Families are asked to provide masks/shields for their child(ren) to wear to school. The mask fabric or face shield design may not be distracting. Families who cannot afford a mask/shield should contact their school counselor. Students who refuse to comply with the mask/shield requirement will be sent home.

Hand Sanitizing: Staff and students will practice proper hygiene by washing hands often with soap and water for at least 20 seconds. When soap and water are not readily available, hand sanitizer with at least 60% alcohol content will be provided for use in all classrooms and instructional areas.

Isolation: Isolation measures per the State of New Hampshire plan issued from the Department of Education direct the academy will have a designated space for students or staff suddenly symptomatic or COVID or requiring health services. The space will be the nurse's suite.

Emergency Contact Information Before the first day of school, all parents will be required to update a child's emergency and health information by way of a form. Parents will be expected to pick up children when deemed necessary. No child will be allowed to enter the academy without an updated and complete contact information form.

Responding to Positive COVID Tests If the academy learns of a student or staff member having tested positive for COVID-19, the District, per the New Hampshire Department of Education "Grades K-12 Back-to-School Guidance" plan issued in July, 2020, will report the test results to NH DHHS. The District will work with local health officials who will take the lead on notifications and contact tracing. In accordance with state and local laws and regulations, the District will notify other appropriate staff while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and Health Insurance Portability and Accountability Act of 1996 (HIPPA). The student/staff member with COVID-19 will not be allowed to return to school until they have a note from a medical professional stating they are cleared to return. Decisions regarding potential school closure will be based on the level of risk determined by the Academy. If the school is closed due to COVID-19, remote learning will be initiated for a minimum of two weeks. If a closure is needed for intensive cleaning, communication will be provided.

OVERALL CAMPUS MAINTENANCE

Throughout the day, teachers will be supervising students and initiating the cleaning of shared surfaces and materials on an as needed basis. Each day after lunch, students will be directed how to clean their designated, personal space and discard trash. Because we can, the academy will be 'moth balling' certain spaces throughout the campus not necessary for our daily operations or reopening. The areas will be taped off and designated as 'closed'. The strategy dramatically reduces the amount of square-footage to be routinely cleaned and maintained. Professional cleaning services will be contracted and scheduled. Using the CDC guidelines the spaces used by our students and staff will be cleaned and disinfected on any day they are used.

Know the difference between cleaning, disinfecting, and sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. The process does not necessarily kill germs, but by removing them, lowers the numbers and the risk of spreading infection. Everyday a space is used by students and staff it will be cleaned.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. The process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, can further lower the risk of spreading infection. The cleaning company we have contracted will be using Kaibosh© [Mason Chemical Company] for the process. The chemical is the highest rated on the CDC website with absolutely no costic elements. Everyday a space is used by students and staff it will be disinfected.

In addition, children will be children. Each cohort will have aerosol bottles of Kaibosh©, and after children are removed from a potentially contaminated space the teacher will disinfect immediately.