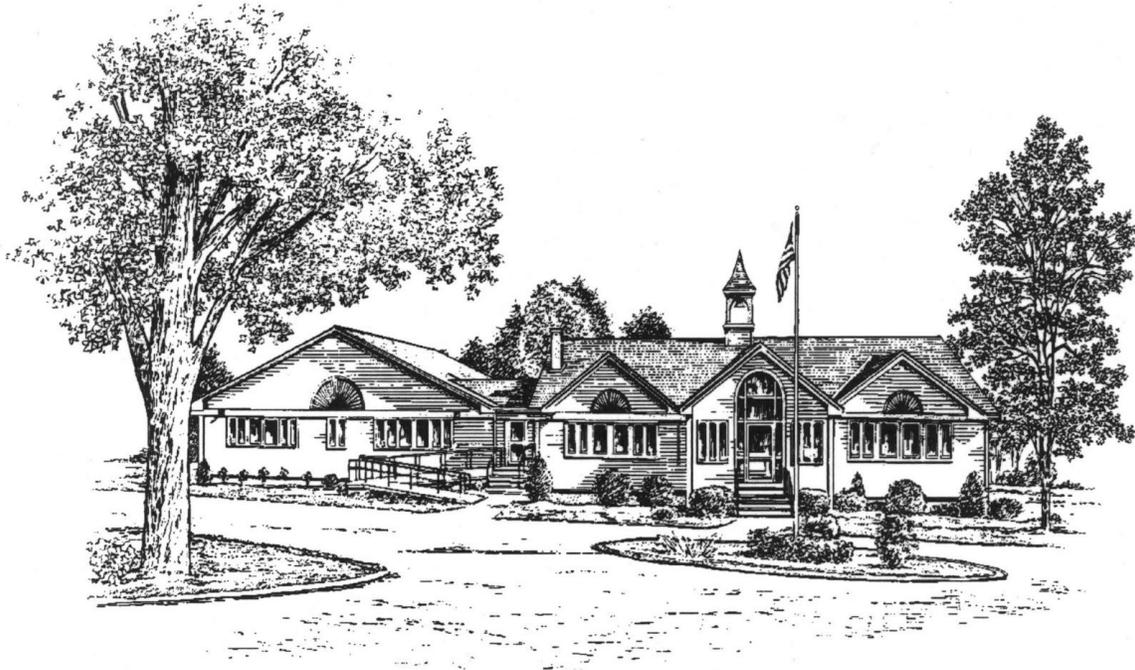


Hampstead Academy

Parent Handbook

2017-2018



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.*

TWO SCULPTORS

*I dreamed I stood in a studio
and watched two sculptors there,
The clay they used was a young child's mind,
and they fashioned it with care.
One was a teacher; the tools she used
were books, music and art.
One, a parent who worked with a guiding
hand and a loving heart.*

*Day after day the teacher toiled
with touch that was deft and sure,
While the parent labored by her side,
and polished and smoothed it o'er.
And when at last their task was done,
they were proud of what they'd wrought;
For the things they had molded into
the child could neither be sold nor bought.
And each agreed he would have failed
if he had worked alone,
For behind the teacher
Stood the School
And behind the Parent,
the Home.*

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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 Kindergarten through Grade 8 begin school at 8:15 AM. Preschool and Pre-Kindergarten students begin their day at 8:20.

- Students in Preschool and Pre-Kindergarten are to be dropped off at the Main Entrance to the Main Building at 8:20, where a teacher will escort them to their classroom.
- Students in Kindergarten through Grade 8 are to be dropped off behind the main building between 7:55 and 8:10. Cars will be allowed to proceed to the back of the Main Building at 7:55 AM when there is an attendant ready to receive children.
- **Drivers are to stay in their cars.** Students need to be ready to disembark – seatbelts undone, lunchboxes and bookbags 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.***

Pick-up for **AM PreSchool and Pre-Kindergarten** children is **11:35 AM** at the Main Entrance. Drivers are to follow the instructions given at Orientation Day.

Full day students in PreSchool and Pre-K end their school day at **2:50**. K - 8 students end their school day at **2:35 PM**.

- Pick-up for **bus students** in Kindergarten and Grades 1 – 8 begins at **2:40 PM**.
- Pick-up for students in **PreSchool and Pre-Kindergarten will be at 2:55 PM at the Main Entrance to the school.**
- **Pick-up for carpools (3 or more students) will be by the emergency ramp at 2:40 PM, as soon as buses have left.**
- Pick-up for **all other students in Kindergarten - Grade 8** will be at the **back of the Main Building, at 2:45.**

We strongly urge that those picking up do not arrive before the time scheduled as this causes severe traffic congestion on East Road and will interfere with bus departure. Those doing so will be asked to leave the driveway and return at the appropriate time.

INDEX CARDS

At Orientation Day, you will be provided with a **large index card** on which you should write the last name of the students you will be picking up in large black letters. Secure this card to your visor on the passenger side of your vehicle so that your name can be easily read during pick up time. Anyone picking up your child needs to have an index card on his or her visor.

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 into school to sign in. At the end of each marking period, tardiness and early dismissal records will be recorded.

Students are also 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 8:00 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 frontdesk@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 period of 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.

CHILDREN WHO ARE DISMISSED EARLY

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

In order to alleviate confusion, 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 that 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. Your child will be sent to daycare if you arrive after 3:05 PM for pick up. Daycare is located in the Library area. If it is known that you will be 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

In the event that your child must be absent for more than one day due to illness, the teacher will ensure that 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 that parents 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. This policy includes the 8th grade Formal Dance.

SCHOOL CLOSING

Emergency phone chains will be distributed late in September and 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 the emergency chain and email. If you travel a long distance and are concerned about road conditions, use your own judgment regarding attendance and early pick-up.

II. LUNCH AND RECESS

HOT LUNCH PROGRAM

Hampstead Academy Hot Lunch Program begins in early September and ends in June. On Monday through Thursday Hampstead Academy has arranged with Panera Bread to provide lunch selections that are both nutritious and delicious. Friday is pizza (Papa Gino's). Forms for ordering from these providers are available on our website under the "Paper Clip", then "Downloads & Documents".

MILK PROGRAM

Hampstead Academy's Milk Program begins the second week of school and runs through the very last day of school in June. The choice of receiving milk during lunchtime is offered bi-annually or you may pay for the year in full. During the first month of school, a milk list is posted in the lunchroom of the students who receive milk and lunchroom staff will remind younger students to collect their milk. It is up to the individual student to get his/her milk daily throughout the school year. Milk Program forms can be found on the Hampstead Academy website under the "Paper Clip", then "Downloads & Documents".

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 period is 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 Kindergarten – 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.

Full-day Preschool and Pre-Kindergarten students may also order hot lunch and milk and will eat in the library area or the lunchroom later in the year.

SNACKS

All students will have the opportunity to eat a morning snack in their 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. It is school policy that 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 Coordinator will make the determination for indoor recess based on a “Realfeel” 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 their birthdays in school with a special snack may do so with the permission of their homeroom teacher. Small (lightly frosted) cupcakes are preferred to cake that has to be cut and served. There must be enough of the snack to accommodate all students in the class and paper goods must accompany the birthday snack as well. The time to consume the special snack will be limited to ten minutes. Under no circumstances should gifts be included in this celebration at school. Please refer to the policy on “Invitations” under Section IV (Communications, pg. 14) for additional information.

The birthday policy for the Primary (Preschool – Grade 2) programs will be explained at Orientation.

III. HEALTH AND SAFETY

BACKPACKS/LOCKERS

For various safety reasons, Hampstead Academy has adopted a policy of no backpacks in the classrooms for Upper School students.

Students in the Upper School have an assigned locker and will be expected to leave their packs *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.

Students in Grade 5 are assigned a locker. The locker procedure for this grade varies slightly from that of the Upper School and will be explained during Student Orientation.

This year Hampstead Academy Bookbags will be available for students in Kindergarten/First Grade to use if they wish.

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 and 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 do 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 Preschool/Pre-Kindergarten students are to follow the directions given during Orientation. The seat belt law requires that all children be seat belted. Teachers will ASSIST Preschool/Pre-Kindergarten 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.

To arrange carpools, a directory (for school purposes only) of all students and their addresses/phone numbers will be posted in the front foyer late in August. Carpools alleviate traffic congestion and save time and money. Once carpools are organized, notify the school in writing as to your arrangements.

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

Please refer to the Hampstead Academy "Driveway Safety" document located on the website (click "the Paper Clip", then "Downloads & Documents") for a complete list of traffic and driveway safety rules.

EVENING FUNCTIONS

For the safety of everyone, students and their siblings are to remain inside the school before, during or after concerts, plays, fairs, dances 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.

HAMPSTEAD PUBLIC SCHOOL BUSES

Hampstead resident students may use public school buses for transportation to and from Hampstead Academy. Parents should contact the bus company to determine specific places and times for pick-up and drop-off.

HAMPSTEAD ACADEMY BUS OPTIONS

Students using the Hampstead Academy Bus for transporting to or from school will need to sign and return the School Bus Contract. This contract must be signed and dated before using the school bus. Fees will be charged and are payable as indicated on the contract. To access the bus contract on the website, click on "the Paper Clip", then "Downloads and Documents".

DRESS CODE

Children are expected to come to school dressed in appropriate attire that is neat and clean. 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, of a natural color, and must not interfere with vision or be overly distracting to others. Hair may not "hang" over the eyebrow line.
- Hats are to be worn for outside activities only (with the exception of special event days announced by the school).
- Clothes must not have inappropriate, insensitive, or suggestive language, illustrations, or sayings that are deemed offensive by the staff, or students. Items on this list include, but are not limited to: concert T-shirts, sweatpants / pants with wording across the "backside", double entendre wording. Shirts, sweatshirts, and jackets with sports team / school / clothing manufacturer's logos are acceptable.
- Students wearing clothing deemed inappropriate will be asked to turn clothing inside out. If this is not possible, they will need to call home to get appropriate clothing. Parents will be notified.
- Clothes must be non-revealing: Low cut tops, off the shoulder tops, see through tops, mesh shirts, muscle shirts, halter tops, or dresses with spaghetti straps (minimum 2" wide) are prohibited. Midriff, lower back and cleavage must be completely covered.
- 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 your 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 (Preschool, PreK, and K) 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. It is very important that your 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;
- 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**.

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 in order 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

IV. 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 that 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. Morning coffee meetings or Parent Roundtables may also be scheduled periodically throughout the school year to facilitate communication. A Hampstead Academy staff organizational chart can be found on the website (click "Paper Clip", then "Downloads & Documents", then Hampstead Academy Staff Organizational Chart) if you want to direct your question, or concerns, to a specific person.

ORIENTATION DAY

Orientation Day is the first day of school 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. The calendar is online under "the Paper Clip", then "Downloads & Documents".

OPEN HOUSE

Open House is held early in the fall. It is an evening for parents and teachers and, at certain levels, students, 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 your school calendars for dates and times.

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. This is 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. Donations to the students are gladly accepted to offset the cost of overnight class trips.

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 East Road 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 three times a year in November, March and June, and it is posted on the website. It reflects school activities, upcoming events, and issues of importance to parents. Refer to the reception area bulletin board or the signboard outside for relevant information. Parents can access the newsletter and calendar on our website, www.hampsteadacademy.org. All newsletters are archived. Please refer to the "Paper Clip" section, then "Downloads & Documents." Some Primary and Lower School teachers publish classroom newsletters on a regular basis that contain additional classroom news and information for 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 – click on “the Paper Clip”, then “Downloads & Documents.” 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

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 must be worn at all times. 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.

Alumni and former students who wish to visit the school may do so during our established lunch times. Please contact Stacy Kutzelman, Upper School Coordinator, to arrange a visit.

***ALL** school dances are for **currently enrolled** Hampstead Academy students only.

VOLUNTEERS

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. You can also visit the Hampstead Academy website and click on the “Paper Clip” then “Documents & Downloads.” Forms are located in the “Get Involved!” section. 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, by clicking on “the Paper Clip”, and then “Downloads & Documents”. 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.

Volunteer Opportunities include:

Book Fair / Ice Cream Social
Coaching a "Destination Imagination" team
Coaching Lego-League
Assisting/Coaching Upper School sports teams (Criminal Record Check & First Aid Certification required)
Copying/collating
Making costumes for plays
Field Trips chaperone
Help with Holiday Parade
Intramural Help
Library
PTO – meetings and events
Set-up/Clean up refreshments for concerts/performances
Sharing Expertise
Teach an activity during Activity period in the Upper School

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. Visit the Hampstead Academy website and click on "the Paper Clip" then "Downloads & Documents." Information and forms are located in the "Make a Gift" section.

V. ADMISSIONS/PLACEMENT/PROGRAM PROGRESSION

FIRST GRADE ENTRANCE AGE

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

Preschool, PreKindergarten & Kindergarten students:

Most children at Hampstead Academy begin in our Early Childhood Program (Preschool, Pre-Kindergarten, and/or Kindergarten) and then progress through grades one through eight. **Children entering our PreSchool, Pre-Kindergarten, 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 in making 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 (Preschool through Grade 2)
- The Lower School (grades 3-5),
- The Upper School (grades 6-8).

A Hampstead Academy staff organizational chart can be found on the website (click "the Paper Clip, then "Documents & Downloads", then Hampstead Academy Staff Organizational Chart).

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 grade" classes (1,2,3,4 and 5) and may offer combination classes 2/1 and/or 4/3 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.

**A second grader in a straight class is exposed to the same curriculum as a second grader in the 2/1 combination class. Teachers of combination classes are aware of the curriculum of each grade level and incorporate activities that meet the needs of each student. It is important to note that every classroom has children who are chronologically older or younger than the considered age for the group. We place children where they are most likely to succeed socially, emotionally and academically.*

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 with 2 teachers.

STUDENT RECORDS

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

- * Trimester report cards
- * Standardized test results
- * Parent Teacher conference notes
- * Mid-trimester updates
- * Informal assessment data
- * Skills checklists

- * Student portfolios
- * Accident reports
- * Evaluation reports from external agencies

- * 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 Kindergarten 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 K-8 may arrive after 7:55 AM. Students in grades 6-8 may use their lockers, get materials, and prepare for classes. However, they are to be in their homeroom classrooms by 8:15 AM to start their day. All other students must report directly to their classrooms. The school day ends at 2:35, with a 15 minute homeroom period that focuses on a review of homework assignments, long-term project scheduling, and important announcements, immediately followed by dismissal until 3:00PM. Students arriving before 7:55 AM, or who have not been picked up by 3:05 PM, will be sent to daycare.

Pre-Kindergarten/Preschool - See Page 1 for start and dismissal times. Programs are staffed so that low ratio is maintained throughout the day. The daily schedule will be distributed at Open House.

Grades Kindergarten/One through Grade 4– Students have a primary teacher and may have an Associate teacher, for Language Arts, Mathematics, Technology, Social Studies, and Character Education. Science, Performing Arts, Art, Physical Education, Technology/MakerSpace, and Spanish are also an integral part of the school day and are taught by specialists. Lunch/recess is 45 minutes daily.

Grade Five - Students have a primary teacher and may have an Associate Teacher for Language Arts/Writing, Social Studies, and Character Education. Mathematics is leveled and taught by a number of teachers. Grade five students also have classes in the special subject areas noted above. Lunch/recess is 30 minutes daily, with Upper School classes.

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.** Students can choose which Activity Period they would like to join. Activity Period programming is led by staff, parents and students.

Students in grades 5-8 participate in an instrumental program as part of their music curriculum. Please see the **Band Director** for a list of instruments and sources for renting or purchasing them.

VI. 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. Depending on the interest of the students, the after-school sports program offers intramural and competitive sports which may include soccer, baseball, cross-country running, swimming, basketball, volleyball, skiing, tennis, and golf. Other enrichment programs are offered to include, Drama Club, Destination Imagination, Lego League, and Math Club. Instrument lessons are provided after school (please see Band Director for details).

DESTINATION IMAGINATION

Destination Imagination is a program designed for creatively gifted students that uses an athletic model to provide challenging, problem solving experiences for students who work in cooperative teams to solve long-range problems. DI generates enthusiasm and provides an opportunity to develop social skills and fulfill creative potential.

Each team of students requires an adult coach who must be willing to assume complete responsibility for the team including coaching, maintaining discipline and supervising clean up. Students involved in DI must demonstrate respect for coaches, peers, and school property.

The school will be available on ***Friday afternoons until 5:00PM*** for teams to create skits and brainstorm ideas. Coaches are asked to work with the DI Coordinator to set-up practice and meeting locations. Teams may store props in the school two weeks prior to competition.

DI teams meeting at the school on Fridays must adhere to the same rules as on regular school days. They are required to stay in their designated practice area with their coaches. Direct permission from the administration must be given for the use of any other school areas or materials. DI teams are to provide for their own materials and supplies and will be reimbursed by the DI Coordinator.

***Coaches and parents must assume full responsibility for the safety and supervision of DI team members at all times at or away from school. Coaches also assume full liability for transporting team members. The school will not be held liable for any accident or injury while being transported or at the home of any coach or team member. Coaches will be responsible for the safe dismissal of each team member from school. Coaches and team members will assume responsibility for damages to school property made by team members. Coaches and parents must sign a waiver releasing the school of any liability while participating in DI off campus.**

The school reserves the right to deny the use of practice space, or to terminate any team if necessary.

LEGO LEAGUE

Lego League is considered the "little league of FIRST ROBOTICS" competition. Students in Grades 5 – 8 use Legos to build a robot and complete designated tasks. Students work on FIRST during the first trimester after school. The regional and state competitions take place in November and December. Bonnie Roberts provides administrative oversight for the program. Again, coaches assume full responsibility for the supervision of students.

MATH CLUB

In the second half of the school year, students in grades 5 – 8 are invited to join the Hampstead Academy Math Club. The intent of the Hampstead Academy Math Club is to inspire a passion for math in our

students by working in small groups on hands-on math projects, math games and multi-step problems. Activities will stress creative problem solving and strategy, with the primary purpose of promoting curiosity and increasing out of the box thinking and risk taking. The activities will be instrumental in helping the students prepare for MathCounts, Math League and other contests.

DRAMA CLUB

This year, students in Grades 3 - 8 are invited to join the Hampstead Academy Drama Club. The Drama Club is under the direction of Miss Waters who is looking forward to working with some inspiring actors this year! **Sign-ups and casting decisions will take place in September. The club will meet up to three afternoons per week beginning at the end of September and will continue throughout the school year. The Drama Club members will perform in one main stage musical in February as well as various other smaller performance opportunities throughout the school year. Students in the Drama Club will exercise their creativity during the rehearsal process by working on voice/diction, movement, improvisational skills, costume design and the creation of scenery and props.**

EXTENDED CARE

Extended care, or Daycare, is available between the hours of **7:30 – 7:55 AM** and **2:45 - 5:45 PM** on a contracted basis. Those in need of regular extended care need to fill out a daycare contract. Contracts are available at the front desk and on the website under “the Paper Clip”, then “Downloads & Documents”. Students arriving too early or who are picked up too late will be escorted to daycare and charged at the rate of \$7.25/15 minutes for care.

FIELD TRIPS

Field 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.** Please see the “Volunteer Field Trip Guidelines”, found on the website under “Downloads & Documents” for further information.

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.

UPPER SCHOOL TRIPS

Upper School students spend several days in a variety of field trips selected each year by the Upper School Coordinator and Assistant Director. Fees for this trip are included in the tuition contract. The purpose of these trips is to acquaint and unite students at the beginning of the school year. The annual Grade 8 class trip to Quebec, Canada is in June. Grade 8 students work during the year doing odd jobs to raise funds for this trip. This year, Grade 5 will be traveling to Mystic, Connecticut for a 2 nights stay aboard a restored sailing vessel and spend their days touring the historic Mystic Seaport.

GROUP

Group is scheduled several times a year. The purpose of Group is to foster a cohesive school community, disseminate school information, recognize student achievement, and allow the student body to share creative presentations. Group is an opportunity for the students to share what is happening in individual classrooms with the rest of the student body. It enables the students to practice being an audience as well as being performers.

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. Stacy Kutzelman is the Yearbook Coordinator.

VII. 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 Holly Cimmino at Cimmino@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 in order 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 very 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. We expect children to respect the rights and property of others at all times. 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

In order 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. 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 – for example: punching, poking, strangling, hair pulling, beating, biting and excessive or unwanted tickling.

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

Emotional bullying – for example: 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 bookbag 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 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.
- The use of student devices in the 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.

PARENT ADVISORY COUNCIL

The Advisory Council is a group of trusted “advisors” to the Director and the Assistant Director. Members are selected based on their 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 – Holly Cimmino - cimmino@hampsteadacademy.org

Fax – 1-603-329-7124

DIRECTOR & ASSISTANT DIRECTOR

Lyn Kutzelman - 603-362-5814

Director and owner; l.kutzelman@hampsteadacademy.org

Bonnie Roberts - extension 106

Assistant Director; roberts@hampsteadacademy.org

COORDINATOR TEAM

Stacy Kutzelman – extension 122

Upper School Coordinator (Grades 6 – 8); kutzelman@hampsteadacademy.org

Jean Corbin – extension 114

Lower School Coordinator (Grades 3 – 5); corbin@hampsteadacademy.org

Fran Stewart – extension 103

Primary School Coordinator (PreS – Grade 2); stewart@hampsteadacademy.org

