



Student & Parent Handbook 2024-2025

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Hillsboro, New Hampshire 03244

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Special Education Office (603) 464-1257
Attendance Office (603) 464-1121
Food Services (603) 464-1160

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Welcome to HDMS

This Student/Parent/Guardian Handbook contains information about our school community and is meant to reflect our school philosophy.

We consider it the responsibility of all students, staff, and parents/guardians to review the contents of the Handbook and keep it as a reference during the school year.

Statement of Nondiscrimination

The Hillsboro-Deering School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in, participation in, admission or access to, or operation and administration of any educational program or activity in the School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or their designee, SAU #34, P.O. Box 2190, 78 School St., Hillsboro, NH 03244, (603) 464-4466.

Title IX Sexual Harassment Policy and Grievance Process

Per Board policy AC, Title IX of the Education Amendments Act of 1972 ("Title IX"), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

For the full policy, please see the following link: [Hillsboro-Deering School District Policy: ACAC](#)

HDMS Faculty and Staff

Administrative Team

Marc Peterson *Principal*
Justin Parsils *Assistant Principal*
Dorothy O'Rourke *Coordinator of Special Education*
Susan Belida *Secretary to the Principal*
Jodi Wightman *Attendance Secretary*
David Rushford *Athletic Director*

Student Support Services

Officer Danielle Normand *School Resource Officer*
Officer Mike DeTurris *School Resource Officer*
Sirena Lemieux *School Social Worker*
Sharon Gamache *School Nurse*
Michael Bagtaz *School Counselor*
Danielle Bond - Ishak *Speech Pathologist*
Jill Severino *Occupational Therapist*
Heather Garcia *School Psychologist*
Christa Liquori *Student Support Assistant*
Eliza Tasker *Bridges Teacher*
Jessica Granger *Alternative Education Teacher*
Mike Bagtaz *After School Coordinator*

6th Grade Team:

Joanne Johnson *Social Studies*
Alexander Conway *Math*
Rich Chapin *Science*
Sam Brown *Science*
Melissa Moultroup *ELA*
Amanda Conley *Special Ed*

7th Grade Team:

Jonathan Young *Social Studies*
Amy Montanez *Math*
Rich Chapin *Science*
Gregory Lefko *ELA*
Caroline Beaudreau *Special Ed*

8th Grade Team:

Melissa Robbins *Social Studies*
Jennifer Weston *Math*
Sam Brown *Science*
Stephanie Lamothe *ELA*
Tara Bell *Special Ed*

Unified Arts Team:

Sara Petersen *Library/Media*
Crystal Metric *Music*
Marley Merry *Physical Education
and Health*
Mitch Silverman *Tech Ed*
Jocelynn Drew *Art*

Para-Educators:

MaryRose Carter
Kristen Poirier

Para-Educators:

Sally Freeman
Amanda McFadden
Rebecca Persechino

Staff Emails: Staff can be emailed by using the first initial of their first name and full last name@hdsd.org. For example: Marc Peterson is mpeterson@hdsd.org.

2024-2025 Bell Schedule

Starting Time	Ending Time	Length	Period	6th	7th	8th
7:20 AM	8:10 AM	50	A	Core	Core	UA
8:13 AM	9:03 AM	50	B	Core	UA	Core
9:06 AM	9:45 AM	39	PREP	PREP	PREP	PREP
9:48 AM	10:38 AM	50	C	UA	Core	Core
10:41 AM	11:31 AM	50	D	Lunch 10:41-11:11 30	Core	Core
				Advisory 11:13-11:31 18		
11:34 AM	12:24 PM	50	E	Core	WIN	Lunch 11:34-12:04 30
						Advisory 12:06-12:24 18
12:27 PM	1:17 PM	50	F	Core	Lunch 12:27-12:57 30	WIN
					Advisory 12:59-1:17 18	
1:20 PM	2:10 PM	50	G	WIN	Core	Core

Academics

Core Curriculum

All students, grades 6-8, receive instruction in four core academic areas: ELA, Math, Science, and Social Studies

Unified Arts Program and Schedule

All students in grades 6, 7, and 8 will rotate through classes in Music, Art, Health, Physical Education, Wellness, Computer Science, and Technology,

WIN Period

Students are scheduled into a WIN (What I Need) class which focuses on improving math and/or reading skills. These classes will meet every other day.

PREP Period

PREP is a student support and enrichment block where students can access their teachers to makeup work, reinforce learning, receive services, or participate in enrichment activities.

Band/Chorus

Students are able to participate in band and/or chorus. Band and chorus meet during WIN period.

Academic Support

If a student is struggling in their core classes, students may be requested to attend after school academic support until they improve their grades. Academic support meets Tuesdays and Thursdays, 2:15 - 3:00.

Grading Procedures

HDMS will follow a quarter grading schedule. Report cards will be posted on PowerSchool for times a year. For computing grade point averages (GPA) the following values are assigned using a 4 point scale.

Proficiency Level	100 point scale	4 point scale
Exceeding	90-100	4
Proficient	89-70	3
Approaching	60-69	2
Needs Improvement	<59	1

Honor Roll

Students in grade 6 - 8 are eligible to receive High Honors or Honors for their academic efforts each quarter.

High Honors: Students have maintained a minimum quarter GPA of 3.75

Honors: Students have maintained a minimum quarter GPA of 3.00

Superintendent's Club

Students must earn high honors for four quarters to be recognized for this award. To remain a member, students must achieve at least honors in each subsequent quarter. At HDMS, students become eligible for this award beginning in the 6th grade to be recognized in their 7th grade year.

Principal's Award - 8th Grade

A student must have maintained a minimum GPA of 3.70 for all three years and have participated in at least two school activities during their 8th grade year.

President's Award for Educational Excellence - 8th Grade

Students who have maintained a GPA of 3.5 or higher for all three years at HDMS.

President's Award for Educational Achievement - 8th Grade

Students who have maintained a GPA between 3.00 - 3.49 for all three years at HDMS

Student of the Month Program

The student of the month program is our school's way of recognizing students for their hard work in and out of the classroom. The following criteria are required on a monthly basis:

1. Maintain a minimum GPA of 3.00
2. Must be involved in at least four hours of community or family involvement OR four hours of extracurricular activities per month OR four hours of the combination of the two.

Students will be recognized for meeting the monthly minimum requirements. Students will be recognized at the end of the year for meeting the yearly minimum requirement.

Retention Procedures

The factors listed must be considered when recommending retention for a student:

- Academic Achievement
- Attendance Record
- Chronological Age
- Intellectual Ability
- Physical Development/Health
- Prior Record of Retention
- Social Emotional Development

Academic achievement within the parameters of each student's ability, continues to be the most important consideration in determining whether to retain a student.

Students who receive a failing grade in one or more core subjects, in any given marking term are considered to be at risk of retention. The final recommendation for retention rests with the building principal.

[District Policy IKE. Appendix IKE-R](#)

Attendance Policy

The philosophy of Hillsboro-Deering Middle school is that regular school attendance is an integral part of a meaningful educational program. Thus, our purpose in implementing the following procedures is to maintain a high rate of daily attendance, minimize day-to-day disruptions in the instructional process, and maximize the time students are engaged in learning.

In an effort to ensure the safety and academic success of every student enrolled in our school district, we have created a uniform district attendance policy. As a result, if we have not received either advance written notice or a phone call from a parent or guardian by 9:30 am as to the reason for your child's absence, the absence will be considered unexcused.

Attendance, Absenteeism, and Truancy are governed by [School Board Policy JH](#) which states: "The School Board considers the following to be excused absences:

- Illness
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Principal or permitted by law."

*Oversleeping, missed bus, mental health day, hair appointments, babysitting, or shopping are some of the examples of unexcused absences and unexcused tardies.

**If a student is to be excused for an absence, a parent/guardian should call the school attendance phone number (603-464-1121) for each day the student is absent. The answering machine is turned on from 4:00 pm to 7:00 am daily. Parents and guardians may provide a written notice instead of a phone call that states the reason and dates absent.

If a student arrives late to school, they must stop in the main office, sign in, and give their note from a parent or guardian to the office staff. The student will be given a late pass from the main office staff before proceeding to their class. **For the first 3 unexcused tardies within a marking period, lunch detention will be assigned. For every 3 additional unexcused tardies within a marking period, after school detention will be assigned.**

Students leaving school during the day must bring a written parental request to the office prior to 8:00 am. A parent or guardian may call the attendance phone number informing the school of the student's early departure. The written request or phone call should include the reason and time of departure. For medical appointments to be considered excused, a note from the medical provider must be provided. Students must report to the main office and sign out before leaving the building.

Attendance and After-School Activities

Students will not be permitted to participate in an after-school activity if they miss more than two hours of a school day. Absences must be excused according to school board policy in order for a student to participate in an after-school activity. Athletics, clubs, and dances are some examples of after-school activities.

School officials by law, must determine whether or not an absence is excused or unexcused. The principal may require parents or guardians to provide additional documentation in support of written notice or phone call regarding a student's absence.

Family Vacations/Educational Opportunities

Generally, absences other than illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's advisor at least two weeks before a trip. This advance planning will allow the teachers enough time to work with parents and the student regarding work completion.

Attendance Definitions and Explanations

Truancy - Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

- Ten half-days of unexcused absence during the school year constitutes habitual truancy.
- A half-day absence is defined as a student missing more than two hours of time and less than three and one-half hours of time.
- Any absence of more than three and one-half hours of time shall be considered a full-day absence.

*The Principal or Truant Officer is hereby designed as the District employee responsible for overseeing truancy issues.

Building Hours

HDMS is open to students each morning at 7:00 am with the arrival of the first school bus. Once a student arrives at school, they are to come directly into the building, go directly to their designated classroom, and not leave school grounds without permission. Regular school dismissal is at 2:10 pm.

After School Policy

Students are not allowed in the school building after 2:10 pm unless supervised by a staff member. Students are not allowed on elementary school grounds until after 3:15 pm. We understand that schedules and plans change, however students are responsible for contacting parents/guardians at a time during the day that does not interrupt or interfere with their learning. The best times to contact parents/guardians are during advisory and lunch. Students should not contact parents/guardians during instruction or intervention time. Everyone is to be out of the building by 4:30 pm unless otherwise approved by the superintendent.

Snow Days/Cancellations

In the event of inclement weather or emergencies, school may be canceled for the day, or the district may delay the opening of school for two hours. In either case, the SAU #34 website (www.hdsd.org), WMUR - TV9 and WCVB- TV5, Blackboard Mass Notification System by phone, email, and text (if subscribed), and SAU 34 Facebook page will be notified and updated by 6:00 am. Parents and students are urged to stay tuned to one of the following radio/TV stations on these days to listen for an announcement canceling or delaying the opening of

HDMS Code of Conduct

Respect, Cooperation, and Honesty

These three basic principles are what HDMS is all about. Living by these principles and expecting others to live by them contributes to developing healthy relationships with others and to the positive, safe school environment that exists in our school. You and everyone else at HDMS deserve to be treated with respect. To earn respect, we must consistently show it to one another.

The same is true for cooperation and honesty. Much of what we do at HDMS requires working as a member of a team. Cooperating with others and making an honest effort to succeed is necessary for your happiness and achievement in school. Your advisor and teachers will discuss these rules with you and help you list specific ways in which you can demonstrate COOPERATION, RESPECT, and HONESTY throughout the school day.

Student Discipline and Due Process

[Hillsboro-Deering School District Policy - JICD](#)

In-School Suspension:

Students will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed five consecutive school days.

Parents/Guardians shall be notified prior to the administration of an in-school suspension.

In-school suspension can be issued for:

- Repeated failure to conform to the Code of Conduct, classroom rules, or conduct that causes disruption to the class/school environment;
- Interfering with the rights of others;
- Presents a threat to the health and safety of students, employees, and visitors.

Out-of-School Suspension:

Student is temporarily denied attendance to school for a specific period of time. It includes short-term and long-term out-of-school suspension.

Short-Term Suspension:

An out-of-school suspension of ten consecutive school days or less.

Short-term suspensions may be imposed for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, acts of theft, destruction of property, violence, assault, fighting, and bullying);
- repeated and willful disregard of reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions.

Long-Term Suspension:

A long-term suspension is the extension or continuation of a short-term suspension for a period not to exceed an additional ten days beyond the duration of the short-term suspension.

A long-term suspension may only be imposed for:

- An act that constitutes an act of theft, destruction, or violence;
- Bullying as defined in Board Policy JICK when the pupil has not responded to intervention and poses an ongoing threat to the safety or welfare of another student;
- Possession of a firearm, BB gun, paintball gun, or weapon.

Re-entry Meeting and Intervention Plans

Prior to returning to regular classes, a suspended student and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting

Bullying

[Pupil Safety and Violence Prevention - Bullying Policy - JICK](#)

It is the intent of the School Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning. Bullying is detrimental to student learning and achievement. It interferes with the mission of the school to educate their students and disrupts the operations of the school. Bullying affects not only students who are targets, but also those who participate in and witness such behavior.

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

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

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs.

Bullying Prohibited: Bullying, as defined in this policy, is not tolerated at HDMS. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through behavioral interventions.

Report of Bullying: Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or an Administrator. Staff shall report bullying to the Principal or the Assistant Principal. The Principal is initially responsible for receiving oral or written reports of violations of the policy.

The Principal shall report all bullying incidents to the Superintendent. If the Principal received the information verbally, then the information shall be documented via a written report within twenty four hours of receiving the information. If the Principal received the information in writing, then he or she shall forward the document to the Superintendent within twenty four hours of its receipt.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another student of bullying shall be subject to disciplinary consequences.

Investigation: The Superintendent shall direct an investigation to be made of any reports in accordance with the procedures specified in district policy. Please see the school district website at www.hdsd.org for School Board Policy JICK.

The Hillsboro-Deering School District rules relative to student conduct, discipline, and due process in the school are adapted from the Rules of New Hampshire State Board of Education (ED 317). These rules include purpose, definitions, standards for expulsion, disciplinary and due process procedures, reporting procedures, discipline of students with an educational disability and records. For additional information please see Hillsboro-Deering School District Policy JICD and other applicable policies at www.hdsd.org.

It is the belief that students know what is considered appropriate behavior and if consequences are clearly defined and fairly applied, students will either act appropriately or be willing to accept the consequences. If an individual student's inappropriate behavior continues or escalates, the Administration will increase the severity of the consequence as appropriate.

Each failure to meet expectations that is referred to Administration is reviewed with the individual student and circumstances in mind. When necessary, investigations are completed to assure that information is accurate and to allow for the most appropriate administrative response. For this reason, specific consequences for each offense are not formally identified.

Student Searches

The Administration may conduct searches of property on the middle school campus, including but not limited to; lockers, backpacks, and clothing. Searches are conducted in order to ensure the safety of staff and students. Please see the school district website for School Board [Policy JIH](#).

Inappropriate Showing of Affection

Inappropriate showing of affection is not allowed on school grounds or during school events. Students will be issued a warning on the first offense with consequences to be assigned with repeated offenses.

Dress Code

Students and their parents/guardians are responsible to choose appropriate clothing for school. HDMS allows students considerable freedom of choice in selection of school attire, but will not allow dress that (1) creates a real or perceived interference with the learning process, (2) creates a health or safety hazard, (3) creates a perception of a hazard to any person, including the wearer, (4) and/or prevents students from doing their best due to blocked vision or restrictive movement.

Any attire that exposes significant portions of the upper torso, upper thigh, or undergarment is inappropriate. The school administration will have final authority to determine appropriate dress for the school environment. Students are expected to change immediately anything deemed inappropriate. If a student does not correct the violations, the student shall be temporarily reassigned to an administrative location until the manner is corrected.

The following is a list of clothing NOT permitted during the school day:

- Accessories that can be used as a weapon, such as spikes and heavy chains
- Costume masks that hide a person's identity
- Costumes accessories except on designated days
- Clothing with drug, alcohol, tobacco, paraphernalia logos, suggestive, inappropriate, offensive wording or symbols
- One- and two-piece pajamas, blankets, pillows, and stuffed animals
- Hats, hoods, or other similar headgear*

* Exceptions are headgear worn for religious or medical reasons.

Prohibited Substances

The use, suspected use, or possession of any prohibited substance will be investigated by the administration in compliance with district [Policy JICH](#). Prohibited substances include unauthorized prescription drugs, alcohol, vapes, narcotics, unauthorized inhalants, controlled substances, illegal drugs, and anything defined in the Controlled Substances Act, 21 U.S.C § 812(c), or RSA 318-B, Controlled Drug Act.

In determining the level of intervention, the Administration may consider any relevant facts and circumstances, including but not limited to the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and the referral procedures of this rule, whether the student self-reported or voluntarily sought help, and the student's prior record. Participation or attendance at all school functions is prohibited until consequences have been completed.

Weapons

As stated in district Policy JICI, weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy may result in both school disciplinary action and notification of local law enforcement authorities as mandated by law. Members of the public who violate this policy will be reported to local law enforcement authorities.

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, Billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. §921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent or designee to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under control of law enforcement personnel are permitted.

Student possession of potentially hazardous articles such matches, lighters, etc. is prohibited on all school property, any school sponsored transportation and at all school sponsored events.

Toys and novelty items such as rubber knives and toy guns (including water guns) are also prohibited on school property. Although such items usually do not pose a physical threat, their presence could be disruptive and, in some cases, could be used to threaten others.

Consequences for bringing look-alike weapons to school could range from after school detention to suspension or expulsion, depending on the situation.

The following sequence will be used when an unauthorized, dangerous implement is found on school grounds (only the Superintendent may approve a departure from the sequence of events):

In the case of a student, the weapon or implement will be immediately confiscated by an administrator.

- The police will be notified.
- Parents will be informed as soon as possible.
- Non-students in possession of a firearm or dangerous implement will be asked to leave school grounds. Names and or license numbers will be obtained if possible.

Cell Phone/Personal Electronic Devices

To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Personal electronic devices shall be kept in the student’s locker. Students may not possess a cell phone or electronic device between 7:15 am to 2:10 pm.
- Personal electronic devices shall be turned off at 7:15 am.
- Personal electronic devices can be used after the dismissal bell at 2:10 pm.
- If a student needs to make an emergency call, they should use the phone in the main office.
- Electronic devices include; cell phones, smart watches, handheld gaming devices.

Any refusal to follow directions from a staff member will be considered insubordination and appropriate consequences will apply.

First Offense: Student will be asked to turn in their electronic device to the main office for the remainder of the day. Parent/Guardian will be notified.

Second Offense: The personal electronic device will be turned in to the main office at the start of the school day and picked up at the end of the school day for 5 school days and a parent/guardian will be notified.

Third Offense: The personal electronic device will be turned into the main office at the start of the school day for 5 school days, parent/guardian will pick up the device at the end of the school day, and the student will be issued an after school detention.

If a student is consistently in violation of this expectation, additional consequences may be issued.

1:1 Chromebook Guidelines

Chromebook devices will be assigned to each student. Use of the Chromebook provided to the student by the school district is a privilege, not a right. The loan of equipment by the School District to the student is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation and/or loss of this privilege.

Student Information/Responsibilities:

- 1) This Chromebook is assigned to students for school use only throughout the school day. However, students are encouraged to use it for classwork when it is appropriate. Each teacher will govern when the Chromebook is needed and can be used in their classroom.
- 2) The Chromebook is a learning tool, so it will not be used 100% of classroom time.
- 3) Protect your Chromebook by carrying it properly. Please do not leave your Chromebook in places where it may be damaged, stepped on, sat on, or stolen.

Proper Care and Personalization:

- 1) Protect the screen by opening/closing the lid gently. Do not pick up the Chromebook by the open screen.
- 2) Open/close the Chromebook gently, grasp the center of the lid and not the corner.
- 3) The connector on the power cord can be subject to damage if the cord is pulled or the device is moved while being plugged in.
- 4) Always disconnect the power cord before moving the Chromebook.
- 5) Close lid while carrying
- 6) Chromebook should be securely placed on a desk or table when using during class - not put on your lap.
- 7) Do NOT leave your Chromebook unattended .
- 8) Never leave your Chrombook lying on the floor, seat, or other space where it will likely get stepped on or sat on. This is a common way to break your screen.
- 9) Keep food and drink away from your Chromebook.

- 10) Each Chromebook will have a district inventory tag placed on the device. The asset tag should **NOT** be removed. However, if it is, please notify the technology department.
- 11) No other personalization will be allowed - no stickers, markers, or writing of any kind on the Chromebook. This will warrant replacement by a student and or parent of the Chromebook at the end of the school year.

Damages and Repairs

Repairs HDSD School District **WILL NOT** cover (the parent/guardian will pay for the repair and/or replacement of the device, whichever is less):

- Theft, burglary, or robbery of the Chromebook without a police report
- Accidental loss of the Chromebook
- Intentional loss or damage to the Chromebook or damage due to negligence
- Loss of power cord
- Illegal use or fraud of the Chromebook
- Dishonest acts, including selling Chromebook
- Cosmetic damage to the physical appearance that does not hinder the regular operation
- Insect or animal damage
- Any other use the school district deems inappropriate. The principal, technology coordinator, and/or superintendent makes the final decision if there is a discrepancy on if the incident causing the needed repair was because of inappropriate actions.

Repairs the vendor's one-year warranty **WILL** cover:

- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers mechanical breakdown and/or faulty construction.
- The vendor will provide standard replacement parts necessary to repair the Chromebook or if required, a Chromebook replacement.

Estimated Costs of Chromebook repairs/replacements (subject to change per vendor costs):

	Lenovo Chromebook	HP Chromebook	Samsung Chromebook
Keyboard*	\$50.00	\$50.00	\$50.00
Charger	\$20.00	\$20.00	\$20.00
Screen	\$40.00	\$40.00	\$40.00
Replacement Cost	\$240.00	\$240.00	\$240.00

*Keyboards will not be replaced for missing keys until a minimum of 3 keys have been removed.

Chromebook Insurance Purchase

To assist families with the cost of repairs to student Chromebooks, we are happy to announce an optional yearly insurance program. Please click [here](#) for more information.

Emergency Management Procedures

Fire drill evacuations and other emergency preparedness drills are held periodically throughout the school year. Students are expected to cooperate with procedures in order to maintain a safe and orderly environment. Students who do not comply with directions or interfere with any emergency management procedures or school safety equipment put others at risk and may be subject to the most serious disciplinary action.

During a drill or evacuation, students must follow procedure and comply with all directions. Students must remain with their group and teacher throughout the entire drill or evacuation. Students must also remain quiet and attentive so that they will be aware of any directions that are given by staff or emergency response personnel.

Food Services

Our system for purchasing school lunch is completely automated. An individual account is set up for each student. Student's will receive a lunch number which links to their personal account. You can add money to the student's account by check (made out of Hillsboro-Deering Food Service), cash or credit card via www.ezschoollpay.com (a convenience fee is applied for this service). Students are allowed to charge their meals with funds from their account as available. Once a student reaches a negative balance, he or she is only allowed to charge lunch. Once an account reaches a negative balance of \$20.00, the child will receive an alternative lunch, so as not to accumulate an excessive balance. You will be responsible for charges accrued by your child. A weekly phone call is placed as a courtesy to those who have reached a negative balance. If you would like to set restrictions to your child's account, please contact the food services department at 603-464-1267.

Free and Reduced Program

All are welcome to fill out an application for our free and reduced breakfast/lunch program. Based on income levels, families are eligible for a government subsidy which allows the student(s) to have breakfast and lunch at school for free or at a reduced rate (\$0.00 for breakfast and \$0.40 for lunch). To fill out an online application go to www.ezmealapp.com. This site will lead you through the step by step instructions which guarantee that your application is complete and accurate. You may also request a paper application from the food service department or main office.

Breakfast Program

Breakfast will be served each day. The cost of breakfast is \$2.00. The reduced price for students who qualify is \$0.00.

Lunch Program

The regular price for lunch is \$3.25, milk included. For those who qualify, a free and reduced lunch program is available. Only water is allowed in the classroom and hallways. Our system for purchasing school lunch is completely automated. An individual account is set up for each student. Students can only pay for meals using their personal lunch card or account number to withdraw the exact price of their meal.

Snack Break

Breakfast is served from 7:00 am to 7:20 am for all students. Students are permitted to purchase a snack during this time. Snacks should only be eaten during the PREP period which is from 9:06 am - 9:45 am. Food is not allowed in classrooms or in hallways during other periods of the day.

Beverages

For the health and safety of the student body, students are not permitted to bring energy drinks, caffeinated beverages into the school building. Types of beverages include, but are not limited to, iced coffee, hot coffee, hot tea, iced tea, latte, cappuccino, macchiato, coolatta, and energy drinks. Students will be asked to dispose of their drink when entering the building.

Backpacks/Purses

Students will not be permitted to have bags with them during the school day. Bags should be placed in the students locker until the end of the day.

Lockers and Personal Property

Each student will be assigned a locker for the 2023 -2024 school year. Lockers are property of the school, not the student. Lockers and other storage areas may be subjected to searches at any time with or without reasonable suspicion. Students shall not exchange lockers or use any locker other than the one assigned to them.

Visitors

Visitors are only permitted during non-academic time and need prior approval from administration.

Dances

The dance proceeds are deposited into the 8th grade class fund to help pay for part of the cost of the trip to Washington D.C. Students who do not exhibit appropriate behavior during the regular school day or at the dance may not be allowed to attend future dances.

- Dances are for HDMS students only.
- No visitors will be allowed to attend HDMS dances.
- Dances will be from 6:00-8:00 pm.
- Students will not be permitted to attend a school dance if they miss more than two hours of a school day per the attendance policy.

Skateboards, Scooters, and Roller Blades

Students are not allowed to ride skateboards, scooters, or roller blades on school grounds during school hours from 7:15 am to 2:20 pm.

Bikes

If you like to ride your bike to school, we have a bike rack near the eastside of the building for use during school hours. For safety reasons, you are not allowed to ride a bike on school property from 7:15-2:20. Please WALK your bike on and off school property during these hours. Helmets are required by law for cyclists less than 16 years of age. (RSA 265:144-X).

Field Trips

Permission slips for each student attending a field trip must be signed by the parent or legal guardian and returned to the teacher prior to the trip. It is the student's responsibility to obtain his or her makeup work in advance from the teachers whose classes he or she will miss. For liability reasons, verbal permission is not sufficient. Participation in any field trip can be denied by the Administration if a student's behavior has clearly demonstrated that he or she is a safety or behavioral risk on a particular trip. Teams and or activities may also set up policies governing field trip participation approved in advance by the Administration.

Transportation

Students are expected to treat bus drivers along with their passengers with respect and courtesy, and to uphold all safety rules as specified in Policy [EEAE](#).

School Bus Rules for Students Provided by *First Student*

- Student shall follow directions of the driver the first time given.
- Student shall arrive at the bus stop at least five (5) minutes before bus arrival.
- Student shall wait safely, clear of traffic, at least ten (10) feet away from where the bus stops.
- Student shall wait in an orderly line and avoid horseplay.
- Student shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance.)
- Student shall go directly to an available or assigned seat when entering the bus.
- Student shall remain seated and keep aisles and exits clear.
- Student shall exhibit classroom conduct at all times.
- Student shall refrain from throwing or passing objects on, from or into buses.
- Student is permitted to carry only objects that can be held on his or her lap.
- Student shall refrain from the use of profane language and obscene gestures on the bus.
- Student is prohibited from using tobacco products, alcohol, drugs, and controlled substance on bus.
- Student shall only use beverage containers with screw on tops. Eating is prohibited unless an adult advisor is present.
- Student shall not carry hazardous materials, nuisance items and animals onto the bus.
- Student shall respect the rights and safety of others.
- Student shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
- Student is prohibited from extending head, arms or objects out of the bus windows.
- Student is prohibited from hitching rides via the rear bumper or other parts of the bus.

If a student is suspended from the bus, the student's parents or guardians shall have the responsibility of providing transportation to and from school during the period of the suspension.

If a student has been suspended from riding the school bus for disciplinary reasons, the parent or guardian has a right of appeal within ten (10) days of the suspension to the authority that suspended the student. Until the appeal is held, the transportation of the student is the responsibility of the parent.

Disciplinary consequences may be carried over from one year to the next.

*****All bus students must ride their regular bus home each day unless written permission from a parent allows them to do otherwise. All notes must include the student's name, bus stop, and address.**

Medication

Whenever a student has health needs, which require medication during the school day, it is considered a program adjustment. We are committed to helping your child succeed in their education. Non-prescription (over the counter) medications should not be encouraged for use while in school. Both prescription and over-the-counter must have a Medication Administration Form filled out by the parent/guardian and the student's physician. This form must be completed every school year.

Medication must be in the original, labeled container and delivered to our school nurse by a parent/guardian or a responsible adult. It is the responsibility of the parent/guardian who signs the form to notify the school nurse in writing, of any changes in their child's health, allergy status, or medication changes, including dosage and frequency. Dosage and frequency changes will also need a physician's written order from.