

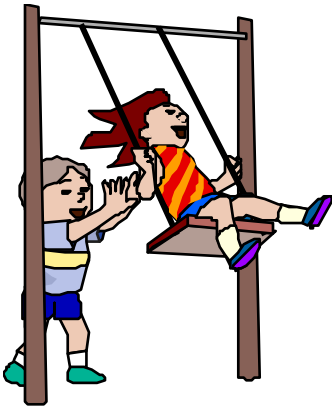


# North Londonderry Elementary School

19 Sanborn Road  
Londonderry, N.H. 03053  
432-6933



## Parent and Student Handbook 2011 – 2012



**Mary Coltin**  
Principal

**Jill Connors**  
Assistant Principal



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Dear Parents,

Welcome to North Elementary School. We would like to take this opportunity to acquaint you with the goals, policies and procedures of the school. This handbook is a guide for your use. Please contact North School if detailed information is needed regarding any of the programs, or if clarification is needed regarding any of the school's policies or procedures.

One of our goals is to promote a positive communication network between the school and home. We greatly appreciate the support that you, as parents, give to the school's academic, co-curricular and enrichment programs. Our mutual efforts will insure that the children will have a productive and fulfilling elementary school experience.

Please contact us if we may be of help to you and your children.

Sincerely,

Mary K. Coltin  
Principal

Jill A. Connors  
Assistant Principal

**LONDONDERRY SCHOOL DISTRICT**  
**Londonderry, New Hampshire**

Superintendent of Schools ..... Mr. Nathan Greenberg  
Assistant Superintendent ..... Mr. Andrew Corey  
Business Administrator ..... Mr. Peter Curro

**North Londonderry Elementary School**  
**19 Sanborn Road**  
**432-6933**

**Student Absence Voicemail – Ext. 4502**

**(Grades 1 – 5)**

Principal ..... Mary K. Coltin  
Assistant Principal ..... Jill A. Connors  
Administrative Assistant ..... Paula Gosselin  
Special Education Program Director ..... Jill A. Connors  
Secretary ..... Marcia Fowler  
Special Education Secretary ..... Lisa Blackburn  
Nurse s ..... Anna Cook  
Jocelyn Durango  
Guidance Counselor ..... Adrienne Munsey  
Reading Teachers ..... Karen Peterssen  
Sandra Brown  
Library Media Generalist ..... Marie Parker  
Director of Pupil Services ..... Kim Carpinone

# **LONDONDERRY SCHOOL DISTRICT**

## **VISION STATEMENT**

The Londonderry School District will provide appropriate individualized academic, social, emotional and physical learning opportunities in order to establish a dynamic foundation for quality education and continued student growth.

## **MISSION STATEMENT**

To provide all students with the vision, skills and knowledge necessary to maximize their individual potential. Central to this accomplishment is the collaboration among all shareholders and disciplines so that students can become contributing members of society and appreciate that learning is a life-long process.

## **EDUCATIONAL PHILOSOPHY**

We believe all children can learn. We recognize and accept all students as unique individuals in terms of needs, interests, and abilities. We consider it essential to effect, in cooperation with parents or guardians, positive changes in student's intellectual, physical, emotional, and social development. We realize that we must provide resources and programs in the humanities, sciences, arts, co-curricular activities in a caring and well-maintained educational environment.

We value an atmosphere which fosters the creative spirit, encourages positive self-esteem, increases self-confidence, and generates opportunities for decision making by students while providing for development of basic skills and awareness of personal potential so that they emerge as positive contributors to our society in an ever changing world.

We acknowledge that learning is a lifelong process, not limited to school experiences, and therefore, a primary purpose of the schools is to help students develop the skills and attitudes necessary to actively participate in their own education and to promote constant learning throughout their lives.

The public schools are an integral part of the community. It is vital that there exist an active, voluntary, and cooperative effort among staff, students, parents, and community. The lines of communication must remain open to assure the coordination of mutual efforts to help students achieve success.

## **NON-DISCRIMINATION STATEMENT**

The Londonderry School District does not discriminate on the basis of sex, race, creed, color or national origin in its educational programs or activities, including admissions and employment. Additionally, it is the policy of the Londonderry School Board to maintain a learning and work environment that is free of sexual harassment. Policies are available for review by parents and students at the individual school buildings and the Superintendent's office. Human Resources Director has been designated to handle inquiries regarding the School Board policies in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. A grievance because of an alleged violation shall be filed with the building administration or the Human Resources Director, c/o Suzie Swenson, 268C Mammoth Road, Londonderry, NH 03053.

## **TITLE IX GRIEVANCE PROCEDURE**

If you feel you have been discriminated against because of your sex, the following procedure is to be used:

1. Contact the building principal for the appropriate form.
2. Complete the form for filing Title IX Grievance and submit it to the building principal who will attempt to settle the grievance; if not,
3. The principal will submit the form to the Grievance Committee. This committee shall consist of:
  - a) A building representative
  - b) School Board member
  - c) Parent
  - d) Title IX Coordinator (Human Resources Director)
4. The Grievance Committee will set a date for a hearing and notify all interested parties.
5. The Committee will hear testimony from all interested parties and the complainant.
6. In executive session, the Committee will decide the disposition of the case. The Committee will complete a Title IX Grievance Report and it will schedule a meeting with the complainant to notify him/her of its decision.
7. A meeting with the complainant is held.
8. Notification of appeal procedure is given.

## **SCHOOL DAY**

Pupils are admitted to the playground at 8:30 a.m. with the arrival of the first school bus. If you bring your child to school, please do not plan to arrive before this time. During periods of cold or inclement weather, the children remain indoors; however, in good weather, they remain out of doors until 8:45 a.m. (**Elementary school hours are 8:50 a.m. to 3:05 p.m.**)

## **ABSENCES – TARDINESS – DISMISSALS**

Please notify North School if your child will be absent or tardy. An answering machine will record your calls daily from 4:30 p.m. Please identify your child by name, grade, teacher, and the reason for the absence when calling (432-6933). If a call has not been received at North School by 8:45 a.m., we will then contact the parents at home or at work to verify the absence. **When your child returns to school, please send a written note explaining the absence or tardy.** This procedure is to assure the safety of your child.

## **DISMISSALS and DROP OFFS**

Students will be dismissed at 3:05 p.m. provided a note was sent by the parent notifying us of the anticipated dismissal. Other students, whose parents did not notify the office, will be dismissed **later**. In all requests for dismissals, parents must sign a register at the office, and be present in the school building to escort your child out. This is imperative for the safety of your child.

Your cooperation is **extremely** important for both you and the child for the smooth and efficient processing by office personnel.

Students will be dismissed **to parents only**, unless a written notification has been received by the office from the parents identifying the person who will be calling for their child.

## **PARENTS DROPPING OFF IN AM**

Dropping off of students in the AM must occur in the driveway nearest the school. For safety purposes, **DO NOT DROP CHILDREN OFF IN THE PARKING LOT.**

## **ACADEMIC REPORTING**

Our marking procedures are based on a trimester reporting system. Report cards are issued three times a year for all students. For students in grades 4 and 5, Progress Reports are sent home to parents midway through the marking periods. The first and second report cards of the school year are given to parents at designated conference days in November and March. Throughout the year additional conferences may be requested by either the teachers or the parents.

## **AFTER SCHOOL PROCEDURES**

Playgrounds are not supervised after school. We request that children go directly home instead of playing on school grounds. The playground is open to the public after 3:30 PM.

## **RIDING BICYCLES TO SCHOOL**

Children may ride bicycles to school when their parents consider them able to ride safely. Bicycles are to be parked in the bicycle racks in the front of the school. The school accepts no responsibility for bicycles brought to school. There is absolutely no bicycle riding on school property when school is in session. Per New Hampshire State Law, helmets must be worn. A lock for the bicycle is recommended, but not required.

Please supervise your children at dismissal. Please do not permit your child to climb or sit on railings. Running, playing tag and jumping on the picnic tables is not allowed.

## **CLASS ASSIGNMENTS**

Homeroom assignments for September are finalized by the principal and the assistant principal after submittal by the present classroom teachers. Parents are asked not to request a particular teacher for their child. Honoring parent requests for specific teachers does not allow us the flexibility to provide the best educational environment for your child, as well as for the other children within the grade level.

## **COMPUTER EDUCATION & TECHNOLOGY**

Students at the North School have access to computers and related information technologies in the school library media center and in their classroom environments. The school library media specialist and the computer education assistant work with teachers to integrate the use of technology throughout the curriculum and to focus on the development of information literacy skills.

Each classroom is equipped with at least one computer (two or more computers in grades 3-5). Classrooms also have a high-speed (fractional T-1) connection to the Internet and for telecommunications purposes. In addition, library media services provide for classroom access to large screen TV's and projection devices; video, CD, DVD, and laser disc technology; and more traditional technologies.

### **BUS TRANSPORTATION**

Students are responsible for their behavior at the bus stop, as well as while they are riding the school bus. While waiting at the bus stop, students are to be orderly, to stay well away from the edge of the road and to take charge of their own possessions.

Direct supervision of students begins when the youngsters board the school bus. The bus driver is the person in charge on the bus and the students are to obey the directions of the driver and to exhibit reasonable, quiet and orderly conduct: Respectful, Responsible and Safe.

#### **Examples of Unacceptable Bus Conduct**

1. Striking, shoving, tripping, or restraining any person on the bus.
2. Hurling objects of any kind on or from the bus.
3. Igniting any flame or causing smoke or noxious fumes.
4. Standing or changing seats while the bus is in motion.
5. Using any drug, including alcohol and tobacco.
6. Causing loud noises or disturbances that could distract the driver's attention from the road.
7. Stealing or damaging property.
8. Disobeying the directions of the bus driver (or monitor).

## **Dismissals from the Bus**

Students, whose conduct on a school bus is unacceptable, may be denied the use of bus transportation by the principal or superintendent, as per New Hampshire RSA 189:9A. In this event, it is the parent's responsibility to see that the child is transported to and from school since **DISMISSAL FROM THE BUS SHOULD NOT BE CONSTRUED AS DISMISSAL FROM SCHOOL**. Generally, the first offense will result (but in circumstances which constitute a safety offense, dismissal will be immediate with parent notification), in a verbal warning by the school administration – second offense a written warning with parent notification and a third report will result in dismissal from the bus for three days, the fourth for twenty days, the fifth offense may result in bus dismissal for the remainder of the school year. These are according to Londonderry School District Policy JFCC.

It is the responsibility of the bus driver to report promptly, any unacceptable conduct for appropriate action by the principal or superintendent. A school bus driver does not have the authority to remove elementary students from the bus except at the child's stop or by returning the student to the school and leaving him in the custody of the principal. If a bus driver removes a student under any other circumstances, he and his employer assume the full responsibility and liability for such action.

Students are to ride only their own bus to and from school. We will not be able to honor requests for children to ride on another bus. Parents must arrange for transportation if a student is going to a friend's home or to an after-school program. If you are planning to pick up your child at school or have arranged for another adult to pick up your child, a note must be received in the office bearing your signature and giving the name of the person authorized to transport your child. Please send this note to school on the morning of the designated day that your child is being dismissed.

## **TRANSPORTING OF STUDENTS TO AND FROM SCHOOL**

Parents are asked not to drop off children before 8:30 AM, as teachers are not available prior to that time for supervision. A drop off area has been established for parents' use between 8:30 and 8:50 AM at the main entrance to the playground area.

A monitor will be available during that time to direct students who are dropped off. If an emergency arises and you must transport your children at any times other than 8:30 – 8:50, they should be dropped off at the main entrance, not the playground.

### **DELAYED OPENING / SCHOOL CANCELLATIONS**

During inclement weather, there is a possibility of a "delayed opening or school cancellation". Delayed openings result in a 90 minute delay at all schools. All school buses will begin their routes 90 minutes later than usual. **Please avoid calling the school to inquire about delay or early dismissals.**

The following will announce school closings and delayed openings for **Londonderry**:

#### **Radio Stations**

WLLO (Londonderry)	-	102.9
WBZ (Boston)	-	1030 AM
WGIR (Manchester)	-	610 AM
WDER (Derry)	-	1320 AM

#### **TV Stations**

LEO-21 (Londonderry)	-	Channel 21
WMUR-TV (Manchester)	-	Channel 9

#### **Web Site**

<http://schools.londonderry.org>

It is strongly recommended that in the event of “early closing” due to inclement weather, boiler failure, or other emergency evacuation situations that parents make prior arrangements for the care of their children. In addition, each child should be instructed whom they should contact or to whom they should report in case of an emergency. Please notify the school office if special instructions need to be carried out. In some emergency evacuation situations students may be relocated to the middle school gymnasium for safety reasons whereupon we will attempt to contact parents. An attempt will be made to contact all parents to notify them of the early dismissal and approximate arrival time home.

## STUDENT MANAGEMENT

The central focus for student management at North School is based on the Positive Behavior Interventions and Supports (PBIS) model. This program is the catalyst for creating a safe, positive and supportive learning environment for all students.

PBIS is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individual behavior planning. The PBIS program has been hugely successful in helping the staff to maintain a positive atmosphere in the school. At the same time we've noted a marked change in student responsibility, respect and safety.

Through PBIS systems and practices, we are promoting a more competent and positive learning community by:

1. Emphasizing Positive Expectations
2. Maintaining Positive Adult/Child Interactions
3. Using Data to Guide Decision Making

We have identified appropriate rules of behavior to make sure that everyone can be free of distractions, fear, or discomfort, so that learning can take place. The development of good behavior at North Elementary School is a teaching process that has a positive effect on the students and the learning environment. As we focus on prevention, staff actively supervises students at all times by recognizing appropriate behavior and redirecting students before problems escalate. The **PBIS** themes of **Respect, Responsibility, and Safety** are referenced throughout each day and are an integral part of the system.

The discipline process provides opportunities to reward students for appropriate behavior, as well as the ability to track inappropriate behaviors and their consequences.

### **Discipline Room/Student Support**

1. Offense occurs and a Behavior Tracking Form is issued. The staff member will fill out the form and, depending on the nature of the offense, students are notified by the staff member as to how many days of recess are to be lost. The staff member who issued the form will bring the form to the child's homeroom teacher.
2. Student goes to the Student Support Room.

3. Student is signed in by Student Support Teacher.
4. Student and Support Teacher discuss the misbehavior and more appropriate behavioral choices.
5. Student completes agreed-upon action:
  - **Grade 1** - Student draws a picture and writes a few sentences explaining what happened or writes a letter of apology, if appropriate. Also, students may be required to write a behavior contract if the discipline teacher deems appropriate.
  - **Grades 2 and 3** – Student writes a letter of explanation or apology. Students may be required to write a behavior contract if deemed appropriate.
  - **Grades 4 and 5** – Student writes a contract/letter
6. Student Support Teacher signs and dates the contract. Reporting adult's signature is on the tracking form and will appear on Behavior Letter.
7. Student brings the contract/apology, etc., home to be signed by parent.
8. Student returns the signed contract to the homeroom teacher to be filed in the Student and Support Binder. If students do not return their letter/contract signed, they may be required to spend another day in the Student Support Room.
9. Homeroom teacher records student contract to be kept in Student Support Room. Teachers may leave messages in a discipline book for the next teacher.

### **HALLWAY BEHAVIOR**

All students are expected to behave in a quiet and orderly manner when passing in the hallways. This is especially important because other grade level classes will be meeting while others are passing to lunch and recess or the library. Students are expected to report directly to their area of destination. Also, all students will be on a hall pass system which designates the area reporting to or from, the time, and the teacher responsible for the student at that time.



# BEAR TRACKS TO SUCCESS

## NORTH SCHOOL PBIS- BEHAVIORAL MATRIX

AREA	RESPECT	RESPONSIBILITY	SAFETY
hallways	Use quiet voices Keep hands and feet to yourself	Allow others to pass in front Head directly to your destination	Walk single file to the right Hold doors open for others
cafeteria	Use quiet voices Use proper manners op; listen; follow directions	Keep the cafeteria clean Come ready for lunch and recess Enter and exit quietly	Remain in your seat; feet on floor Ask an adult to leave the cafeteria Talk slowly and safely
bathroom	<b>SH!!</b> flush; wash; trash; hush; cherish privacy and you'll be back in a flash	<b>SH!!</b> flush; wash; trash; hush; cherish privacy and you'll be back in a flash	<b>SH!!</b> flush; wash; trash; hush; cherish privacy and you'll be back in a flash
playground	Play fairly and be a good sport Use kind words and actions Stop; listen; follow directions	Exit and enter building quietly Dress for the weather	Ask an adult to leave the playground Use equipment correctly Follow playground rules
assemblies	Show good audience manners Stop; listen; follow directions	Enter and exit quietly Head directly to your assigned area	Keep hands and feet to yourself Stay in your assigned area
buses	Respect bus property Use kind words and actions Stop; listen; follow directions	Enter and exit quietly Follow bus rules Be helpful to others	Stay in your seat, facing forward Keep hands; feet; and belongings to yourself Keep the aisle clear
hallways at bustime	Use quiet voices in the hallway Head directly to your bus (or dismissal)	Pack and organize your belongings ahead of dismissal time Sit quietly and listen for your bus (or dismissal)	Keep hands; feet; and belongings to yourself Walk to the right in the hall



## STUDENT SUSPENSION

The Superintendent or written designee, on the recommendation of a Principal or Assistant Principal, may suspend a student.

In every case of suspension, the student and his or her parents will be notified of the grounds, hearing and findings, as well as the duration and place of the suspension.

GROUNDS for suspension are listed under “examples” in Policy JG, Student Discipline, Page 3. Misconduct described in Level II, III and IV can result in the suspension of a student.

HEARING: Before recommending suspension of a student, the Principal or designee shall conduct at least a rudimentary hearing, which shall include at least, notification of the student that the alleged violation is grounds for suspension, specifications of the violation in detail, and opportunity for the student to respond. In the event that the student denies wrongdoing or claims extenuating circumstances and the Principal or designee was not a witness, the Principal or designee shall make further inquiry. On making inquiry, or at parent request, the Principal may schedule a formal hearing. In any case, a formal hearing must be conducted before any suspension exceeds ten days, and the School Board must hold a hearing and approve before any suspension exceeds 20 days. A formal hearing shall include prior notification of student and parent(s) that student has rights to: call witnesses, cross-examine opposing witnesses, presence of counsel, a transcript of the hearing, appeal to the Board, et cetera.

FINDINGS: When satisfied of the facts, the Principal shall report the hearing findings and recommendation to the Superintendent

DURATION: Suspensions shall be of definite duration, in most cases not to exceed 5 school days. Any longer suspension may be appealed to the School Board, and the Superintendent shall inform the Board of any exceeding 5 days. A formal hearing must be conducted before any suspension exceeds 10 days, and the Board must approve before any exceed 20 days.

PLACE: At the Principal’s discretion, the student may spend the suspension in school in supervised studies, or away from school. This will depend on the severity of the offense – in Policy JG, Pages 3 and 4, “Student Misconduct and Disciplinary Responses,” note the distinction between Level II and Level III.

In a situation where a student’s continued presence constitutes a real danger to persons or property, or proves to be a serious and continuing disruption of the educational process, the Principal or designee may, once a rudimentary hearing has been conducted, suspend the student for up to two school days while events proceed through inquiry, findings, recommendation, and the Principal’s decision. The Principal shall so inform parent(s) and Superintendent.

Level II Offence: Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun or rifle, and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local board to the state board of education. Any expulsion shall be valid throughout the school districts of the state.

Level III Offence: Any Pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

Chapter 193-D “Safe School Zones”:

- I. “Act of theft, destruction, or violence” means an act set forth in the following statutes regardless of the age of the perpetrator:
  - (a) Homicide under RSA 630.
  - (b)(1) Any first or second degree assault under RSA 631.
  - (b)(2) Any simple assault under RSA 631:2-a.
  - (c) Any felonious or aggravated felonious sexual assault under RSA 632-A.
  - (d) Criminal mischief under RSA 634:2
  - (e) Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159.
  - (f) Arson under RSA 634:1
  - (g) Burglary under RSA 635.
  - (h) Robbery under RSA 636.
  - (i) Theft under RSA 637.
  - (j) Illegal sale or possession of a controlled drug under RSA 318-B.
- II. “Safe school zone” means an area inclusive of any school property or school buses.
- III. “School” means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193A.
- IV. “School employee” means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.
- V. “School property” means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- VI. “School purposes” means school-sponsored programs, including but not limited to educational or extra-curricular activities.

## Suspension and Expulsion of Pupils

Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun or rifle, and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the local board to the state board of education. Any expulsion shall be valid throughout the school districts of the state.

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

### 193-D:1 Definitions

1. “Act of Theft, Destruction or Violence” means an act set forth in the following statutes regardless of the age of the perpetrator:
  - (a) Homicide under RSA 630
  - (b) 1. Any first or second degree assault under RSA 631
  2. Any simple assault under RSA 534:2a
  - (c) Any felonious or aggravated felonious sexual assault under RSA 632-A
  - (d) Criminal mischief under RSA 634:2a
  - (e) Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159
  - (f) Arson under RSA 634:1
  - (g) Burglary under RSA 635
  - (h) Robbery under RSA 636
  - (i) Theft under RSA 637
  - (j) Illegal sale or possession of a controlled drug under RSA 318-B
11. **“Safe School Zone”** means an area inclusive of any school property or school busses.
- III. **“School”** means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193:A.
- IV. **“School Employee”** means any school administrator, teacher or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contact services for any public or private school, school district, school department, or school administrative unit.
- V. **“School Property”** means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- VI. **“School Purposes”** means school-sponsored programs, including but not limited to Educational or extra-curricular activities.

## STUDENT SUSPENSION

The Superintendent or written designee, on the recommendation of a Principal or Acting Principal, may suspend a student.

In every case of suspension, the student and his or her parents will be notified of the grounds, hearing, and findings, as well as of the duration and place of the suspension.

**GROUNDS** for suspension are listed under “examples” in Policy JG, Student Discipline. Misconduct described in LEVEL II, III, and IV and result in the suspension of a student.

**HEARING**: Before recommending suspension of a student, the Principal or designee shall conduct at least a rudimentary hearing, which shall include at least, notification of student that the alleged violation is grounds for suspension, specifications of the violation in detail, and opportunity for the student to respond. In the event that the student denies wrongdoing or claims extenuating circumstances and the Principal or designee was not a witness, the Principal or designee shall make further inquiry. On making inquiry, or at parent request, the Principal may schedule a formal hearing. In any case, a formal hearing must be conducted before any suspension exceeds ten days, and the School Board must hold a hearing and approve before any suspension exceeds 20 days. A formal hearing shall include prior notification of students and parent(s) that student has rights to: call witnesses, cross-examine opposing witnesses, presence of counsel, a transcript of the hearing, appeal to the Board, et cetera.

**FINDINGS**: When satisfied of the facts, the Principal shall report the hearing, findings, and recommendation to the Superintendent.

**DURATION**: Suspensions shall be of definite duration, in most cases not to exceed 10 school days. Any longer suspension (more than 10 days) may be appealed to the School Board, and the Superintendent shall inform the Board of any exceeding 10 days. A formal hearing must be conducted before any suspension exceeds 10 days, and the Board must approve before any exceed 20 days.

**PLACE**: At the Principal’s discretion, the student may spend the suspension in school in supervised studies, or away from school. This will depend on the severity of the offense – in Policy JG “Student Misconducts and Disciplinary Responses,” note the distinction between LEVEL II and LEVEL III.

In a situation where a student’s continued presence constitutes a real danger to persons or property, or proves to be a serious and continuing disruption of the educational process, the Principal or designee may, once a rudimentary hearing has been conducted, suspend the student for up to two school days while events proceed through inquiry, findings, recommendation, and the Principal’s decision. The Principal shall so inform parent(s) and Superintendent.

### LONDONDERRY SCHOOL BOARD

**Adopted:** August 11, 1980

**Amended:** March 10, 1998

**LONDONDERRY SCHOOL DISTRICT**  
**PUPIL SAFETY AND VIOLENCE PREVENTION POLICY**  
**(Bullying Policy in Compliance with RSA 193-F)**

**JIC**

**1. Objective**

It is the policy of the Londonderry School District that its student have an educational setting that is safe, secure, and free from student harassment, also known as bullying. The district will not tolerate unlawful harassment of any type and conduct that constitutes bullying as defined herein is prohibited by this Policy, in accordance with RSA 193-F.

**2. Definition**

“Bullying” for purposes of this policy is defined as insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying in violation of this policy may not rise to the level of unlawful harassment or discrimination under Title IX of the Education Acts of 1972, the Americans with Disabilities Act, Title VI, the Rehabilitation Act of 1974 or the District’s Sexual Harassment Policy (ACA-S). Further, reporting may be required under New Hampshire’s Child Abuse Protection Act (RSA 169-C).

**3. Notice of Policy**

At the beginning of each school year, the Superintendent or designee shall, in writing, inform parents, legal guardians, or other persons responsible for the welfare of a pupil of the district’s pupil safety and violence prevention policy and the appeals process available at the local and state levels.

Each District school shall provide notice to students and staff of this policy through appropriate references in the student and employee handbooks, or through other responsible means. The Superintendent shall also make all contractors contracting with the District aware of this policy.

**4. Reporting Requirements and Procedures**

Any student who believes he/she has been a victim of bullying shall report the alleged act to the building principal, or the principal’s designee. If a student is more comfortable reporting the alleged act to a person other than the building principal, the student may contact any School District employee.

Any school employee, or employee of a company under contract with the school or School District, who has witnessed or has reliable information that a pupil has been subjected to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response that violates the school bullying policy shall report the incident to the principal, or designee.

Upon receipt of a report of bullying, the principal or designee shall notify the Superintendent and within twenty-four hours forward a written report to the Superintendent of the incident and the principal’s or designee’s response to the incident. The Superintendent shall in turn notify the School Board of the incident.

Additionally, the principal, or designee, shall by telephone and in writing by first-class mail, report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident unless this requirement is waived by the Superintendent when such a waiver is deemed to be in the best interest of the student. Any waiver and any such notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their due process rights including the right to appeal to the State Board of Education.

**5. Investigation, Resolution and Remediation of Bullying Reports**

The principal or Superintendent (as appropriate) shall investigate acts of bullying.

The principal, Superintendent or School Board (as appropriate) will take such disciplinary action as deemed justified including, but not limited to, reprimand, detention, in-school suspension, out-of-school suspension, long-term suspension or expulsion in order to end bullying and prevent its recurrence.

Any such disciplinary action shall be taken in accord with applicable School Board policy and legal requirements.

**6. Right to Appeal**

The parent or legal guardian may appeal the principal’s decision to the Superintendent within 10 days of notification. If the parent or legal guardian are not satisfied with the Superintendent’s decision, they may appeal in writing within 10 days to the School Board.

If the parent or legal guardian is not satisfied with the local School Board’s decision, they may appeal to the State Board of Education pursuant to 193-F. Such an appeal shall be in writing and filed with the Commissioner of Education with a copy to the Superintendent of Schools and mailed to Stephen Berwick, NH Department of Education, 101 Pleasant Street, Concord, NH 03301. The State Board of Education shall notify in writing all parties involved of its decision.

**7. Training**

Appropriate methods of discussing the meaning, substance and application of this policy with staff and students shall be developed by each principal and staff in order to effectively prevent bullying, minimize the occurrence of bullying and respond to any such incidence.

**8. Immunity**

A school employee, or employee of a company under contact with a school or School District, who has reported violations of bullying to the principal or designee shall be immune from any cause of action which may arise from making the report or the failure of the school to remedy the reported incident.

Statutory and Regulatory References

*RSA 193:13, Suspension and Expulsion of Pupils*

*RSA 193-F, Pupil Safety and Violence Protection*

*NH Code of Administrative Rules, Section Ed 317, Procedures of Suspension and Expulsion of Pupils*

**LONDONDERRY SCHOOL BOARD**

**Adopted: February 13, 2001**

**Amended: March 29, 2005**

## **STUDENT DRESS CODE**

Appropriate dress and grooming contribute to a productive learning environment. The school has a role to play in providing students with guidelines to cultivate appropriate appearance and dress standards. The appearance and dress of all students enrolled in the Londonderry School District will be neat and clean, and will observe acceptable rules of modesty.

A student's attire will not be destructive to school property, will comply with the health code of the State of New Hampshire, will not create a safety issue and will not disrupt or interfere with the educational process. Students are to wear clothes that are suitable for the school activities in which they participate. Student's clothing must not present a distraction which would be disruptive to the educational process.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action. The Principal or designee may, upon finding that dress or attire is not in compliance with this policy, require the student to be removed from class and request that the student change their dress or attire to be in compliance with this policy prior to admission to class. In appropriate instances, parents may be contacted and requested to bring appropriate dress to school.

### **Regulations:**

The following regulations shall apply to all regular school activities. Coaches and teachers with appropriate notice to the students and parents may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. The Superintendent, Principal or their designee may establish other reasonable dress regulations for times when students are engaged in extracurricular or other special school activities.

1. T-shirts and other clothing and jewelry imprinted with words, pictures or their insignia of alcoholic beverages, tobacco or other drugs, obscenities, overt/covert sexual reference, gang identification or which advocate prejudice or harassment of religion, race, ethnicity, sexual orientation or disability, are inappropriate in our school and prohibited.
2. Lingerie or pajama wear may not be worn as outer garments except for days/activities, specifically approved for that purpose.
3. Hats, bandannas or sweatbands are not to be worn in school, except for headgear worn for religious or medical reasons.

4. Clothing shall be sufficient to conceal undergarments at all times.
5. Clothing that immodestly exposes the chest, abdomen, midriff, genital area or buttocks, including but not limited to the following, are prohibited:
  - Spaghetti straps
  - Tube tops
  - Muscle-style tank tops
  - Pants worn below the waist
  - Backless tops
  - Halter tops
  - Shorts or skirts shorter than fingertip length
  - See-through fabric
6. Shoes or other appropriate footwear must be worn at all times.
7. Chains, studded bracelets, belts or necklaces, and/or other items of dress which in the judgment of school administration pose a potential danger to persons and/or property, are prohibited.

### **EARLY RELEASE DAYS**

The Londonderry School District schedules several Early Release Days during the school year for teacher training and professional development. The elementary dismissal time on these days is at 1:05 p.m. The dates for early dismissal are designated on your school calendar.

## HEALTH INFORMATION

**Emergency Cards:** Fill out completely and sign; update as necessary with the school secretary during the school year.

**Transportation:** Responsibility of child's parent or guardian. Make arrangements for the eventuality of illness or accident.

**Medicines:** State law prohibits school personnel from giving **any** medicines except by a physician's instructions. A medication form needs your signature and your physician's. Medicine must be brought to the school by an adult in the prescription container. The container must remain at school; this includes inhalers. Aspirin, antibiotics, cough syrup, allergy medicines, bee sting medicines, etc., are dispensed in the Nurse's office by the nurse or designee, providing the proper form has been completed.

**Immunizations:** Proof of 'required' immunizations is required by state law and must be provided to the school nurse before entrance to school.

**Physical Examinations:** Are required for all incoming students and must have been performed within less than one year. A completed physical examination form, completed by a physician, must be given to the school nurse.

**Illness or Injury at Home:** (1) Call the school early morning if your child will be absent. (2) Note from home is required when returning to school. **If it is necessary for students to stay inside or not participate in PE class, a doctor's note is required. A physician's note is required for students to resume PE or recess.**

**Allergies or Other Medical Condition:** Please inform the nurse.

**Communicable Disease:** Remain out of school until symptoms disappear. Please notify the school nurse.

**Re-Admission:** The nurse will check on any re-admissions to school following any chicken pox, 5<sup>th</sup> disease, head lice, or communicable disease. She will expect a report from the family physician, when appropriate, which states that the child is ready to return to school. She may, however, prohibit the child's return to school if she is not satisfied with the condition of the child and/or a physician's release has not been submitted.

**Annual Health Screening Performed by School Nurses:** These screenings include height, weight, BMI, vision, hearing of at least all students in grades 1, 3 and 5. In addition, screenings for scoliosis and BP is done on all 5<sup>th</sup> graders. Parents are notified of results when necessary.

**First Aid:** Provided for injuries at school.

**Concerns of Health:** Please phone or visit your school nurse.

All parents and guardians – please monitor your child's nutrition, bedtime, clothing cleanliness, mental and physical well being. It is important for prevention of illness, accidents, and help your child perform his/her best at school and in life's situations.

## HOMEWORK

**Requests** – Parents may wish to request homework for a child that will be absent from school for two or more days. The request may be made to the classroom teacher or to the school secretary, providing 24-hour advance notice for preparation of the requested homework.

**Purpose** – Homework reinforces the learning that goes on every day in class. It also gives students the chance to practice without the pressure of time. It teaches students to organize their time, to work independently, to use good study skills, and to develop self-discipline.

Educators know that homework can be the link between school and home that encourages parents to become involved with their child's learning.

If a student exhibits problems with homework, a mutually agreed upon plan of improvement will be designed by school personnel and parent(s).

### **Parent's Role:**

1. **Provide a study area** – your children need a quiet, well-lit comfortable study area with good work surfaces, good ventilation and good storage space.
2. **Set aside a specific time** – homework is a discipline effort. Make sure your children know that homework is the number one weeknight priority. Set and keep rules about using the phone and watching TV on school nights.
3. **Show an interest** – find out how homework relates to your children's class work and take time to discuss homework with them. Provide encouragement and assistance where possible, but don't do the homework for your child. Do make sure that it's completed.
4. **Monitor homework** – look for homework every day. When your child doesn't bring work home, find out if they're completing it at school or forgetting to bring it home. If you find they actually have little or no homework on a given night, don't be concerned. Assignments vary throughout the year, from course to course, and from teacher to teacher. Just make sure that whatever is assigned that it is understood and completed.

## INSURANCE

The school does not assume financial responsibility for medical treatment for a student who was injured at school. Parents have the option to purchase school accident insurance for their children at a very reasonable cost -- two plans are available. Insurance forms are available at the District Office. Although you may already have insurance coverage, this plan may cover your deductible. It is but a few dollars and it gives you added protection.

## **LIBRARY-MEDIA CENTER**

The mission of the library media center is to ensure that students and staff are effective users of ideas and information. The library media program, its facilities, resources and instruction, serves an important role in the curriculum.

Print and non-print materials are available to meet the needs of the curriculum, the personal and recreational interests of students and the instructional and professional needs of the faculty. The library media center also provides for electronic access to information through on-line services, CD-Rom programs and instructional activities in telecommunications.

The media generalist works with classroom teachers to plan and to teach instructional units. By working in partnership with classroom teachers, information skills are taught in conjunction with the content areas.

Production services are also provided, as well as professional guidance in the use of all materials and facilities.

## **LOSS/DESTRUCTION OF SCHOOL PROPERTY**

Students who have lost books or school materials, or who willfully destroy such items or school property, are responsible for the cost of replacing said items.

## **LOST AND FOUND**

Articles of clothing and other unclaimed items belonging to students are placed in a box outside of the office area. Students or parents of students, who are missing items, are requested to check for them in the lost and found box.

### LONDONDERRY SCHOOL DISTRICT

#### Acceptable Use Policy: Students

**The responsibility of the students and the parents or guardians of students is to familiarize himself/herself with and abide by the rules of this Acceptable Use Policy, the Student Handbook and all other applicable school policies.**

#### **I. Introduction**

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, this Acceptable Use Policy shall serve as a statement on the appropriate use of the various “technology resources” available to all authorized students of the Londonderry School District including, but not limited to, the Londonderry School District computers, network, electronic mail system (e-mail), website (homepage) and Internet access. It is the Londonderry School District’s goal to enhance educational excellence with the assistance of these technology resources.

##### A. The Internet

The Internet, and the World Wide Web, is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials found at universities and colleges, government agencies and departments, non-profit organizations, private businesses and companies, and even private residences. Parents and guardians should be aware that the Internet’s power to access limitless resources also includes information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal. The Londonderry School District does not condone the use of such materials at any time and prohibits the use of the Londonderry School District technology resources for these purposes. Yet, it is technologically impossible for the Londonderry School District or any district staff member to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, students will be held responsible for ensuring that their activities adhere to the District’s Acceptable Use Policy and to generally accepted educational standards as outlined in other applicable district policies.

The Internet also provides new and exciting interactive communication technologies, such as e-mail, news groups, listservers, instant chatrooms, podcasts, wikis, blogs and discussion groups. While these interactive technologies are exciting and hold great potential for the learning process, they are also very disruptive if improperly utilized. Students using Londonderry School District Internet access to participate in these interactive technologies without an educational purpose will immediately lose all Internet access privileges and may be subject to disciplinary action.

Clearly, the Londonderry School District Internet access can serve as a means for improving, extending and enriching teaching and learning in the Londonderry School District. Thus, the Londonderry School District firmly believes that the educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

## B. Londonderry School District Web Presence

The Londonderry School district's presence on the Internet has been established to communicate the happenings of the Londonderry School District with staff, students, parents, community members and the world. The District's Website ([www.londonderry.org](http://www.londonderry.org)) is intended to convey general information about the District's schools, events, curriculum or programs of study, and policies and procedures. Since sections must be responsibly developed, all information or material must be professional, ethical and meet the standards required of other district publications. As such, it is not a forum for regularly hosting publications for non-Londonderry School District events or organizations. The District uniformly prohibits unauthorized hyperlinks from its sections to other websites. Any unauthorized hyperlink to the school district or schools section is a violation of this policy, subject to disciplinary action.

Students or organizations who wish to post information on or attach web pages to the District's website sections must complete and submit to the District a signed copy of the Website/Home Page Acceptable Use Policy Agreement Form. If the proposed Web Acceptable Use Policy Agreement Form is approved by the Londonderry School District, then the information of the student or organization will be subject to review to ensure compliance with the District's Acceptable Use Policy and any other applicable District policies, as well as copyright laws. The student or organization understands that the Web Acceptable Use Policy Agreement Form is a contract. As part of this contract, the Londonderry School District reserves the right to at any time, without advance notice to students, monitor, access, modify, remove, review, and/or retrieve the subject, content, and appropriateness of any and all information stored or transmitted on the District's sections of the Londonderry Website, hyperlinks or web pages attached to these sections. Original student work that is posted will be protected by copyright laws and the District will act as an intermediary for any request for permission to use and/or publish student work.

In order to maintain the safety of the Londonderry School District students, student work or materials, pictures of students, and any such other information that would allow for the identification of students, will only be allowed after the receipt of written permission from students and their parents or guardians. All information about students posted will comply with the District's policy on student records, the Federal Family Education Rights and Privacy Act, and any other applicable state or federal law.

## II. **Responsibilities**

Students are responsible for appropriate behavior when using the Londonderry School District technology resources, just as they are in a classroom or a school hallway. As outlined in the Student Handbook, general school rules for behavior and communications apply. The Londonderry School District technology resources are provided for students to conduct research, gather information and communicate with others for educational purposes. The Londonderry School District technology resources shall not be utilized for personal, commercial or other non-educational purposes. In the first instance students shall be required to utilize the Londonderry School District technology resources under the supervision of the Londonderry School District staff. The Londonderry School District staff may, in its discretion, allow students to access the Londonderry School District technology resources without direct supervision if the students have demonstrated that they will act in a responsible manner.

Acknowledging that the potential for abuse of network resources exists, all students and parents or guardians of students who are minors must sign the Londonderry School District Acceptable Use Agreement Form prior to accessing the Londonderry School District technology resources. All students and parents or guardians of students shall assume full liability, whether legal, financial or otherwise, for students' actions when using the Londonderry School District technology resources. Similarly, outside of school, parents and guardians bear responsibility for

the appropriate guidance of their children on the Internet, as they do with other information sources such as television, telephones, movies, radio or other potentially offensive media.

Responsible use of the Londonderry School District technology resources by students includes, but is not limited to, the following:

- i. Not interfering with the normal and proper operation of the Londonderry School District computers, network, e-mail system, website or Internet access;
  - ii. Not adversely affecting the ability of others to use equipment or services;
  - iii. Not conducting themselves in ways that are harmful or deliberately offensive to others;
  - iv. Not using the technology resources for illegal purposes;
  - v. Not using school technology or network resources in “hacking” attempts or attempts to otherwise compromise system security;
  - vi. Not using electronic mail, chat rooms and other forms of direct electronic communication unless in a supervised environment;
  - vii. Not disclosing personal information such as name, school, address, personal email address, and telephone number outside of the school network other than to access school approved educational resources;
  - viii. Not changing files that do not belong to the user;
  - ix. Not storing or transferring unnecessarily large files;
  - x. Not creating, transferring or otherwise using any text, image, movie or sound recording that contains pornography, profanity, obscenity or language that offends or tends to degrade others;
  - xi. Not attempting to install any software on the computers;
  - xii. Not downloading software from the Internet;
  - xiii. Not sharing personal passwords or personal information with others;
  - xiv. Not leaving personal files open or leaving computer sessions unattended;
  - xv. Only using the technology resources when authorized to do so as outlined in this policy;
  - xvi. Logging onto the network and using only your account
- 
- xvi. Changing passwords regularly or whenever their current passwords may be known to others;
  - xvii. Immediately notifying a parent, classroom teacher, principal or appropriate District employee if others are trying to contact them for unlawful or suspicious activities.

### **III. Privilege**

The use of the Londonderry School District technology resources is a privilege and not a right. The Londonderry School District technology resources are only provided for educational purposes to students and staff of the District, and shall not constitute a public forum.

Behaviors and activities that shall result in appropriate disciplinary action include, but are not limited to:

- i. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;
- ii. Using the technology resources for political lobbying, except as expressly allowed, during a school activity;
- iii. Using the technology resources for promoting, supporting or celebrating religion or religious institutions;
- iv. Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others;

- v. Accessing, viewing, storing or transferring profanity, vulgarity, obscene, sexually explicit or pornographic materials;
- vi. Sending hate mail, anonymous messages or threatening messages;
- vii. Sending “chain” type letters and unsolicited bulk mails (spamming);
- viii. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;
- ix. Using e-mail, news groups, list servers, instant chat rooms and discussion groups for non-educational purposes;
- x. Wasting limited resources, including paper;
- xi. Using invasive software such as “viruses”, “worms” and other detrimental activities;
- xii. Using encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator or District staff;
- xiii. Attempt to log-on to the network as the system administrator;
- xiv. Using someone else’s password;
- xv. Misrepresenting oneself as another user;
- xvi. Trespassing in another’s folders, work, files or e-mails;
- xvii. Revealing personal information about others;
- xviii. Infiltrating, disrupting or interfering with others’ use of the Londonderry School District technology resources or infiltrating, disrupting or interfering with others’ use of outside computing systems or networks;
- xix. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;
- xx. Transferring, utilizing or storing material in violation of copyright laws or license agreements;
- xxi. Involvement in any activity prohibited by law or school district policy;
- xxii. Creating hyperlinks between the Londonderry School District sections of the Londonderry Website and other Internet sites;
- xxiii. Off school premises computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above.

Use of the District’s technology resources for any altruistic or charitable purpose must be approved in advance by the District. The Londonderry School District reserves the right to add and include additional behaviors and activities that can result in appropriate disciplinary action.

#### **IV. Intentional Violations**

The District is aware that violations of this policy may occur under circumstances where the student is involuntarily routed to sites containing inappropriate information or material. Accordingly, disciplinary action under this policy shall only result from willful and intentional violations of this policy. Notwithstanding, the District reserves the right to discipline any student for violations of this policy where it is apparent that the student knew, or should have known, that violations of this policy were likely to occur as a result of the actions, or inactions, of the student in question.

#### **V. Disciplinary Actions**

Student violation of this Acceptable Use Policy and/or other Londonderry School District policies shall result in, but is not limited to, one or more of the following:

- i. Restriction, suspension or revocation of access privileges;
- ii. Removal from a class activity;
- iii. Removal from a course;

- iv. Removal from an extracurricular activity;
- v. Detention, suspension or expulsion;
- vi. Referral to the appropriate legal authorities for possible criminal prosecution;
- vii. Civil liability.

## **VI. Privacy**

Students have no rights of privacy with regard to their use of the Londonderry School District technology resources, which includes but is not limited to the Londonderry School District computers, network, electronic mail system (e-mail), District sections of the Londonderry Website and Internet access. Londonderry School District retains ownership and possessory control of its technology resources. The District does not guarantee, and students should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. Students should realize that electronic communications and other information sent through the Internet are accessible by third parties, specifically the Internet Service Provider.

The Londonderry School District technology resources are maintained and managed by a system administrator in such a way as to insure its availability and reliability in performing the Londonderry School District educational mission. Students are advised that the District's technology resources are treated as a shared filing system, which means that in the ordinary course of business, pursuit of educational purposes, routine maintenance, or in the course of an investigation to protect the health, welfare and safety of the District, its staff and students, a system administrator or other authorized District staff member may, at any time, without advance notice to students, monitor, access, modify, remove, review, retrieve, and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. Students are put on notice that deleted files or messages are never completely removed and may be retrieved or restored. Students should not save their personal work on computer hard drives or the network, but rather should use a personal disk for saving their work. Students shall frequently delete old files. During routine maintenance the system administrator may delete files stored on any of the Londonderry School District technology resources.

The District makes no warranties of any kind, whether express or implied, for the technology services it is providing. While the Londonderry School District will make every effort to preserve data, the responsibility for it lies with the students. The District will not be held responsible for any damages a student may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own negligence or a students' errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. Students must fully understand that the use of any information obtained through the Internet is at the student's own risk.

The Londonderry School District reserves the right to record all Internet addresses and electronic communications accessed by students. Likewise, the District has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with this policy. Any and all violations of this policy detected by the system administrator will be reported to the school principal or appropriate District Administrator for disciplinary action.

## **VII. Copyrighted and Other Proprietary Materials**

It is the intent of the Londonderry School District to adhere to the provisions of the U.S. Copyright Act, the license agreements and/or policy statements contained in software packages used by the District. All students shall be responsible for respecting the copyright and proprietary interest of any materials accessed through the Londonderry School District technology resources. Students may not duplicate copyrighted materials, graphics

or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine, whether for personal use or for the use of others. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary action, as well as possible civil liability and criminal prosecution.

## **VIII. Complaints**

If violations of this policy occur, students and parents or guardians of students shall inform the classroom teacher, school principal or appropriate District Administrator. The classroom teacher, school principal or appropriate District employee shall document all complaints in writing. Every effort will be made to protect the anonymity of the reporting person, but it cannot always be guaranteed. The school principal or appropriate District Administrator shall conduct an investigation of the complaint and shall report any disciplinary action taken.

Students who are disciplined as a result of this policy have the same appeal procedure as any disciplinary action, which is through the school principal or appropriate District Administrator, the Superintendent and the School Board.

## **IX. Enforcement**

The Londonderry School District uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with District policy.

The technology protection measure that blocks or filters access may be disabled by appropriate personnel upon request for bona fide research purposes by an adult. Appropriate personnel may override the technology protection measure to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

Appropriate personnel will monitor use of the Internet to ensure enforcement of the policy.

## **LONDONDERRY SCHOOL BOARD**

Adopted: January 22, 2002  
Amended: September 7, 2004  
Amended: May 6, 2008

## PLAYGROUND RULES

The playground is supervised by teachers during bus arrival time from 8:30 – 8:50 AM and during designated recesses. For the safety of all students, we request that no adult other than North School staff enter the playground. Please go to the school office if there is a need to see your child and one of the secretaries will help you.

### Use of Equipment:

1. Playing Team Sports (soccer, football, etc.) :
  - a) students may not push or throw others to the ground
  - b) other students (not playing the game) are to keep away from the area where the game is being played
2. Playground Structure/Area
  - a) tag games are not allowed on the playground equipment
  - b) feet first through slides
  - c) No running up slides/no climbing on slides

**IMPORTANT GUIDELINES** – Team sports may **not** be played during AM bus recess – soccer, football, basketball, etc. Also, **NO** jump boards, skateboards, frisbees, hard balls, bats, rollerblades, radios, and **walkmans** allowed at school.

### Morning Bus Recess:

1. **No** upper field during this recess
2. **All** teachers on duty when first bus arrives (promptly at 8:30)
3. No ball games of any kind (Paved Parking Area Near Café)
4. Students line-up immediately and **quietly** before entering
5. 4<sup>th</sup> and 5<sup>th</sup> graders enter building through the new addition at the first bell at 8:45 (without lining up, grade 5). All other students line up at the first bell and enter promptly.

## **PROMOTION**

Students are promoted based on a consensus between teacher, parent and administrator. Self-esteem, personal adjustment, academic confidence and motivation are assessed in an ongoing process as a child progresses from grade to grade. Social and emotional adjustment along with academic development, are all factors in determining student promotion.

Every effort is made to create an environment for success. The focus is on a program of instruction for students, which highlights learning style and strengths. It is geared to developing both academic and personal achievement. Retention is considered most judiciously. Parents will be actively involved in the process.

## **PARENT TEACHER ASSOCIATION**

North School prides itself on its active P.T.A., which is dedicated to fostering a spirit of collaboration among its students, parents, teachers, and the entire Londonderry community.

Parents and community volunteers are always invited to participate in all P.T.A. sponsored programs and activities, which include: Ice Cream Socials, Book Fairs, Santa's Breakfast, School Store, Popcorn, etc.

In addition, the P.T.A. sponsors and promotes special programs, projects and speakers that are designed to broaden our students' knowledge and interests throughout the school year.

Every parent and teacher is warmly invited to attend and participate in all P.T.A. meetings. These meetings are generally held on the second Thursday of each month in the school library/cafeteria at 7:00 p.m.

## SCHOOL ATTENDANCE

Regular attendance is very important and is a significant contributing factor to success in school, both academic and social. It gives your child an appreciation of the importance of education and is a big factor in establishing a sense of responsibility and dependability.

Students are expected to attend school whenever it is in session except in the case of personal illness or family emergency. Upon returning to school, please provide a note with the dates of the student's absences and reason for absence. As described in the School Board Attendance Policy, medical and dental appointments should be schedule after school hours whenever possible and vacations should not be scheduled when school is in session.

### **When at student has had:**

**5 absences** (unexcused or parent excused): a note will be sent home to notify parents,

**8 absences** (unexcused or parent excused): the school will send another note and phone home to arrange a meeting to discuss a plan to address attendance concerns,

**10 absences** (unexcused or parent excused): the school will notify the Truant Officer for intervention and assistance.

Arriving at school on time is another important factor in a child's daily success. Morning routines and classroom meetings set the stage for what will occur throughout the day. A tardy student who is forced to play catch up begins his/her day at a disadvantage. Morning announcements are completed by 8:55, immediately followed by the academic school day.

## SCHOOL LUNCH PROGRAM

Elementary students are offered two lunch choices daily which include fruit, vegetable, and choice of white or chocolate milk. Lunch is \$1.45 and can be paid for using our automated purchasing program or the student may pay for an individual lunch on a daily basis.

Milk is available for \$.30 a day for students who bring a cold lunch. Ice cream is sold for \$.60 and is available Monday through Friday for students in Grades 4 and 5. Ice cream is also available for students in grades 1-3 as follows: Grade 1 on Tuesday, Grade 2 on Wednesday, and Grade 3 on Thursday. (First graders may need a few months to orient themselves to the cafeteria prior to allowing ice cream purchase). If a child forgets his lunch, he/she will be given a jelly sandwich and milk. **For information concerning free and reduced lunches, please contact the North School main office for an application.**

## **SCHOOL VOLUNTEER PROGRAM**

The staff of the North School is very proud of the school's parent volunteer program. Parents assist students and staff, providing minimum of one to two hours per week of volunteer time. Many volunteers work a day or more per week at the school.

Volunteer assignments are arranged through the School Volunteer Coordinators. Once the assignment has been made and the schedule established the volunteer would work under the direction of a specific staff member. Volunteer assignments range from working in classrooms, the Health Office, the Library-Media Center, assisting the P.E. Program, preparing materials in the teachers' workroom, etc. Whenever possible, a volunteer's interest area or skill will be matched with an assignment. Parents are not encouraged to work as a regular volunteer in their child's classroom. We also encourage volunteers to work in another grade level from their child, except in first grade.

In addition, volunteers assist with one-time or short-range projects such a Child Check and First Year Registration, or specific classroom projects.

Registration forms are sent home through the students each September for the purpose of enlisting school volunteers.

## **ART**

The role of art education is to provide each student with structured experiences in the visual arts that will promote original, imaginative thinking skills while contributing to the creative aesthetic and intellectual growth of the individual. The art educators consider the visual arts to be an integral part of basic learning. Students are encouraged to use self-expression while building self-confidence and self-esteem.

The program provides opportunities for self-discovery and creative expression for all students. It allows each student a personal measure of success and the opportunity to develop his/her fullest artistic potential.

## **MUSIC**

The basic fundamentals of music theory are discussed in the classroom starting in the first grade and increasing in concentration to the fifth grade.

At the primary level, singing and movement to music are stressed. In addition to theory, intermediate level emphasis is on appreciation of all musical styles and the comparison of music to other art forms.

Some of the fundamentals studied are: rhythm, meter, tempo, direction, dynamics, form, register, style, intervals, texture and tone color.

The primary and intermediate levels have music once a week for 50 minutes.

## **CHORUS**

Chorus is open to any student in grades 4 – 5 who wish to participate. Blending of voices, intonation, diction, breath control and balance are some of the areas studied. Many styles of music are rehearsed for performances at the winter and spring concerts. Chorus is generally held during the student's recess time. Some afterschool and morning rehearsals are necessary just before concerts.

## **INSRUMENTAL MUSIC PROGRAM**

The instrumental music program provides an opportunity for the fifth grader to extend his/her knowledge and awareness in music appreciation and performance. Lessons are available weekly for those students who wish to study an instrument. Advanced students are encouraged to perform in band along with beginners who have attained a certain level of competency on their instrument. The purpose of the instrumental program is to provide a positive musical experience for those with extended interests and talents in music. Our instrumental program is held before school and small group practices are held during recess time.

## **PHYSICAL EDUCATION**

The physical education program provides every child with the opportunity to develop and maintain a level of physical fitness, while at the same time meeting the individual needs of every child. In the primary grades (1-3), the emphasis is placed on movement experience, simple stunts, and low organizational games. Intermediate grade level children (4-5) begin to work towards specialized skills, developmental activities, and cooperative group work.

## **READING / LANGUAGE ARTS**

The Language Arts program in Londonderry seeks to foster and support the development of literate and eager communicators. The program encompasses reading, writing, listening and speaking. Opportunities for students to develop to their full potential in these areas are provided in all classrooms.

The program is facilitated by the Reading Specialist who works as a consultant to the staff to model teaching strategies, disseminate new research findings and to monitor student progress.

Parents are essential to literacy development and the reading staff is available to support and explain the process of reading and writing to them.

The Reading Specialist also facilitates school-wide reading incentives, as well as publishing centers for student writing.

## Stages of Reading Development

### **PRE-READING STAGE**

- can listen to a story
- can tell a story
- can relate pictures to the story
- likes to 'look' at books
- can speak in whole sentences
- believes that their story comes from the reader rather than the book

### **EMERGENT READER STAGE**

- sees self as reader
- can sit for a time to 'read' a book
- can find the cover
- can find the place to start reading
- knows left to right movement
- knows some letters and sounds
- recognizes some words
- can rhyme words

### **EARLY READER STAGE**

- knows that the story comes from the print
- can read simple sentences with picture clues
- can use beginning letters and meaning of sentence to cue new words
- recognizes more common words
- can retell a story
- can pick out individual words and letters

### **FLUENT READER STAGE**

- can read orally with expression
- understands that print matches speech
- knows some story patterns
- excited about reading
- reads for meaning
- uses letter sounds, sentence structure and story meaning together to discover unknown words
- can predict story content
- can summarize story
- can discuss story elements: characters, setting, problem, solution
- can compare similar stories
- can recognize many common words in different contexts

## **E.S.L./E.S.O.L.**

English as a Second Language services provide English-Language instruction and academic assistance and support to students who have a background in another language so that they can achieve academic parity with their English-speaking peers. The program aims to help these students understand cultural attitudes and social behaviors of the mainstream social and school communities, as well as to help students become more aware of their own heritage.

A certified E.S.L. teacher provides services to individuals or small groups in classroom and pullout settings.

## **SPECIAL CURRICULUM**

The focus of Special Curriculum is to meet the needs of Londonderry students, which may not be addressed through the regular curriculum and school-sponsored activities. These needs are reflective of high academic ability/creativity/performance and task commitment. A particular emphasis of this program is in the area of math for grades 4 and 5 students.

Special Curriculum provides programs such as KEY (Key to Enriching Youth), DI, and School-Wide Enrichment to serve students from a variety of interests, backgrounds and abilities.

The KEY program provides skills and activities leading to in-depth investigation of real-world problems for identified fourth and fifth graders. DI is a creative problem-solving competition for all students, which develops teamwork and higher levels of creative and evaluative thinking. School-wide Enrichment provides manipulatives, reproducibles and in-service workshops to enrich the classroom environment and overall effectiveness of each teacher.

## **SPECIAL EDUCATION SERVICES**

North School provides a variety of special education services within a continuum of environments. All students learn differently and while full inclusion is the ultimate goal, we recognize that some students need to be taught in a unique way in order to learn successfully. Therefore, each educationally handicapped student receives support within the classroom and/or specialized instruction in an adapted environment as determined in their Individualized Education Plan.

A full range of service is available to assist each student to learn in the least restrictive environment. Speech and Language, Occupational and Physical Therapists work in cooperation with Special Education Teachers, Special Education Assistants, and Classroom Teachers to provide diagnostic assessment and identification of students, consultation to staff, classroom support, and direct instructional services. Service is rendered within the classroom or in a special education room – learning lab.

Speech and Language focuses on communication and how students understand language based information, and how they are able to express their ideas through spoken and written language. Occupational therapy focuses on fine gross and motor development, which includes how students take in information and coordinate that with motoric response. Physical Therapy focuses on strengthening and maintaining the range of motion to enable students to benefit and participate in their educational programs. Learning disability teachers focus on teacher strategies and techniques for learning mathematics, language arts, and student skills, as well as developing an awareness of strength and weaknesses to help students achieve both academically and socially.

The Special Education Staff works in conjunction with the classroom teacher to develop skills and integrate learning in a meaningful way so that each educationally handicapped student can learn to his or her potential within personal limitations.

## **TRANSFERS**

Please notify the school office if you are planning to move. If you are moving to another home within the North School District, the school will need to be aware of your new address and whether there has been a change of telephone number. If you are moving from the North School District, the office will assist you with the transfer of student information to the new school that your child will be attending.

## **VIDEO AND WEB RELEASE NOTICE**

From time to time, videotapes/audio recordings and/or photographs are made of various school activities and classes which may be cablecast over the local educational access channel, LEO21, or other local cable or broadcast channels, aired on WLLO-LP or other radio outlets and/or displayed at the District or a school Web site or in a district/school print publication. These may also be used within the Londonderry School District.

Students may appear visually and/or be heard. On occasion, individual students or small groups of students may be featured in interviews, on-camera discussion, etc. These students may be identified by name; however, only first names will be used on the screen when individual students are shown. Additionally, photos, student artwork, projects or performances may be displayed.

The Londonderry School District may also reproduce, make alterations or additions to, and may copyright the material in whole or in part. The district will notify parents/guardians on an individual basis in those instances when special education programs are involved.

Parents and students may refuse release of any or all use of these materials related to specific students, provided that a written request is received by the Superintendent of Schools, at 268C Mammoth Road, Londonderry, NH 03053, by September 30<sup>th</sup> of the current school year.

## **VISITATION**

During the hours of 9:15 – 2:45, you must press the buzzer to gain admittance to the school. All visitors are requested to report directly to the main office upon entering the building. If lunches, snacks, books, etc., need to be delivered to your child, please leave them with the school secretary who will bring them to the classroom. This will insure the least amount of disruption. Please label items with your child's name and homeroom teacher's name.

Community residents making lengthy visits to particular classrooms in the school are expected to notify the office upon arrival and departure from the building. To visit a classroom during the regular instructional day, interested citizens should contact the school administrator who will establish a mutually convenient date and time. For a more effective visit, prior notification of desired personnel is suggested.

# North School Layout 2011 - 2012

