

**N O R T H**

**LONDONDERRY ELEMENTARY SCHOOL**



**Parent and Student  
HANDBOOK**

**2015-2016**

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Dear Parents/Guardians,

Welcome to North Elementary School. The North School Handbook has been prepared to familiarize you with the programs offered at North School and to inform you of school policies and procedures. This handbook is a guide for your use. Please contact us 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 your children will have a productive and fulfilling elementary school experience.

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

Sincerely,

Paul Dutton  
Principal

and

Jill Connors  
Assistant Principal



## **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**

Our Mission is 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.

### **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 try to call before 8:45 that morning and be sure to 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 that morning, 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**

Student dismissal to parents will begin at 3:05, providing a note was sent notifying the office of the anticipated dismissal. Children will be dismissed to the cafeteria where school personnel will ensure the safe dismissal of students. Parents must sign a register upon dismissing the child.

If a child is to be released to someone other than his or her parent (guardian), we must receive written notification from the parent (guardian) identifying the person who will pick up the child. (For your child's safety, if we do not recognize the person dismissing the child, we will ask for identification). We request that parents do not dismiss their child before the end of the school day—such practice is not educationally sound. Your cooperation is extremely important to both you and your child, as we try to ensure a smooth and efficient operation at the end of the day.

### **PARENTS DROPPING OFF IN AM**

Dropping off of students in the AM must occur in the driveway nearest the school starting at 8:30am. 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 – USE OF PLAYGROUNDS**

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.

## **BULLYING POLICY**

### **(Bullying Policy in Compliance with RSA 193-F)**

#### **1. Objective**

It is the policy of the Londonderry School District that its students 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 and/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**

**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 children 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.**

### **Recording Devices on School Buses**

School buses may have video and/or audio recording devices on board. This is to ensure the safety and secure the environment of all students on the bus. Pursuant to Policy JHFF, all recordings will be considered confidential and storage of these will meet all state and federal legislation.

### **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. Standing or changing seats while the bus is in motion.
4. Causing loud noises or disturbances that could distract the driver's attention from the road.
5. Disobeying the directions of the bus driver (or monitor).
6. Stealing or damaging property.
7. Using any drug, including alcohol and tobacco.
8. Igniting any flame or causing smoke or noxious fumes.

### **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.

### **Changing of Busses**

We are anticipating that our school busses will be running at capacity; therefore, the changing of a school bus will be permitted for emergencies only, provided space is available. A note requesting a transfer must be sent to the office for approval. If at all possible, please send in the request before the day that it is actually needed.

## **CLASS ASSIGNMENTS**

Homeroom assignments are finalized by the administration 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. Classrooms also utilize Smart Boards, ELMO's and have access to iPADS. 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.

### **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 places 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>

#### **Twitter**

[https://twitter.com/Londonderry\\_nes](https://twitter.com/Londonderry_nes)

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.

### **DRESS CODE (Students)**

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. Students' 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.

### **ELECTRONIC EQUIPMENT**

We encourage students to leave electronic equipment (such as i-pods, hand-held games, etc.) at home. In certain cases, at the discretion of the bus driver and administration, these items can be helpful to occupy a student's time on a bus trip to or from school. However, we cannot assume responsibility for these items in the event that they are lost or missing and we cannot spend valuable academic time trying to locate them. Since we are in radio communication with all buses and have a complete communication system within the building and on the playground, there is no need for children to carry cell phones to school. If parents prefer for their children to have cell phones, they should be turned off during regular school hours so as not to disturb the academic process.

## HEALTH INFORMATION

**Emergency Cards:** At the start of the school year each child will bring home a copy of their emergency card that will be on file with the school:

1. Please check the information on the card.
2. If any changes need to be made, please mark the changes clearly on the card and return to school. You can also access the **Parent Portal\*** to make the necessary changes.
3. Contact information is especially important. Be sure to include cell phone numbers, pager numbers, etc., in the phone section for contacts.
4. Please also change the “relationship” of the contact as needed. In most cases it will just say “other”.
5. In addition to making changes, you may also add additional information to the parent portal or card that you think will be helpful to us in reaching you or an emergency contact.
6. Please fill in all medical and health information or concerns on the top of the card. We will update our database based on the information you provide, as this information is not available on the parent portal.
7. Sign the card where indicated, check the box if you have made changes to the Parent Portal and return the card to your child’s school.

\*Parent Portal Instructions can be found at <http://www.londonderry.org>. Click on Quick Links and then the Parent Portal Information.

Please contact Ms. Gosselin at Ext. 4100, during the school year should you have any changes to your child’s emergency card.

**Transportation:** Children should not be sent to school if they are ill and/or running any fever the evening before school or in the morning before coming to school. Transportation for students sent home due to illness is the responsibility of the child’s parent or guardian. Please 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. Students who will require medication during school hours must complete the following requirements:

1. A written order from the child’s doctor must be on file in the school health office.
2. Written permission from the parent must be on file in the school health office.
3. Medication must be in a prescription bottle or labeled as such.

4. Medication must be delivered to school by an adult. (Students may not bring medication on the bus).

No medication including aspirin, cold tablets, vitamins, cough syrup and tablets may be brought to school unless the above requirements are met.

**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.

**General Well-being:** Please monitor your child's nutrition, bedtime, clothing cleanliness, mental and physical well being. It is important for prevention of illnesses, accidents, and will help your child perform his/her best at school and in life's situations.

# HOMEWORK

## Function of Homework

- Develop responsibility and good study habits
- Encourage growth of the individual student to his/her potential
- Logically connects or challenge facts and ideas
- Enhance communication skills
- Enhance critical thinking and problem solving

It is the expectation that home and school will work together to support students in their learning at North School. Outlined below are the components for the success of every student. Students, parents, teachers and administrators share in the accountability of homework as an extension of the instruction that takes place in the classroom.

### Student Responsibilities

1. Write all homework assignments and assignment due date in his/her assignment notebook daily.
2. Make sure you fully understand what is expected of you to complete at home. If you do not understand a concept you are asked to practice or what the directions are asking you to do, ask your teacher to explain it again.
3. Organize your materials. Be sure to take home your homework assignment notebook and all the necessary materials.
4. Demonstrate good study habits by planning enough time to complete all assignments.
5. Demonstrate pride in your homework by doing your best work.
6. Be sure you turn in your homework on time.

### Parent/Guardian Responsibilities

1. Demonstrate that homework is a priority in your family by establishing a regular time to complete assignments.
2. Parents should provide the support and supervision, when necessary, to see that their child organizes and completes their homework each night.
3. Londonderry School District general guidelines recommend 10 minutes per grade level with the addition of reading and practice of basic math facts. If your child exceeds the recommended time please write a note to the classroom teacher along with any struggles your child may have had.
4. Parents should be available to assist their child with homework – parents should not complete assignments for their child.
5. Encourage reading for pleasure!

### Teacher Responsibilities

1. Plan homework that provides practice, preparation, extension or application and is directly an outgrowth of skills taught in the classroom.

2. Make sure assignments are written on the whiteboard in the classroom and have been clearly explained to all students.
3. Check in intervals for the progress of long-term assignments.
4. Recognize and reward students who successfully and consistently complete and turn in their homework.

#### Administrators Responsibilities

1. Ensure homework guidelines are being followed by the teachers.
2. Communicate with parents when needed.
3. Monitor student concerns regarding completion of homework through data.

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.

#### Some Good Tips for Homework Success:

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.

The North School Homework Policy was created to provide guidelines and support for students and their families to ensure a successful learning experience outside the classroom.

## **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 bin 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 bin.

## **INTERNET - ACCEPTABLE USE POLICY**

The Acceptable Use Policy serves as a statement on the appropriate use of the various “technology resources” available to all. The Londonderry School District technology resources shall not be utilized for recreational, personal, commercial or other non-educational purposes. Acknowledging that the potential for abuse of the Network/Internet exists, all users must sign the *Londonderry School District Acceptable Use Agreement Form* prior to accessing Londonderry School District technology resources.

The use of the Londonderry School District technology resources is a privilege and not a right. Inappropriate use shall result in appropriate disciplinary action. Please click here for the complete [Acceptable Use Policy](#).

## **PBIS**

PBIS (Positive Behavior Interventions and Supports) 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.



# 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 Stop; 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 Walk slowly and safely
bathroom	SHS flush; wash; trash; hush; cherish privacy and you'll be back in a flash	SHS flush; wash; trash; hush; cherish privacy and you'll be back in a flash	SHS 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



North School Student Incident Form

Student \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Grade 1 2 3 4 5

Referring Staff \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

**Location:**

- Classroom
- Cafeteria
- Hallway
- Playground
- Bathroom
- Other \_\_\_\_\_

**Problem Behavior:**

- Defiance/disrespect/non-compliance
- Disruption
- Inappropriate language
- Intimidation/bullying
- Lying/cheating
- Physical contact
- Property damage/destruction/vandalism
- Property misuse
- Teasing/ annoying behavior
- Other \_\_\_\_\_

**Consequences**

- SSR with Parent Contact
- Time-Out Space
- Loss of Privilege \_\_\_\_\_

**Administrative Consequences**

- After/Before School Detention
- In-School Suspension
- Out of School Suspension

**Comments/Description of Incident:**

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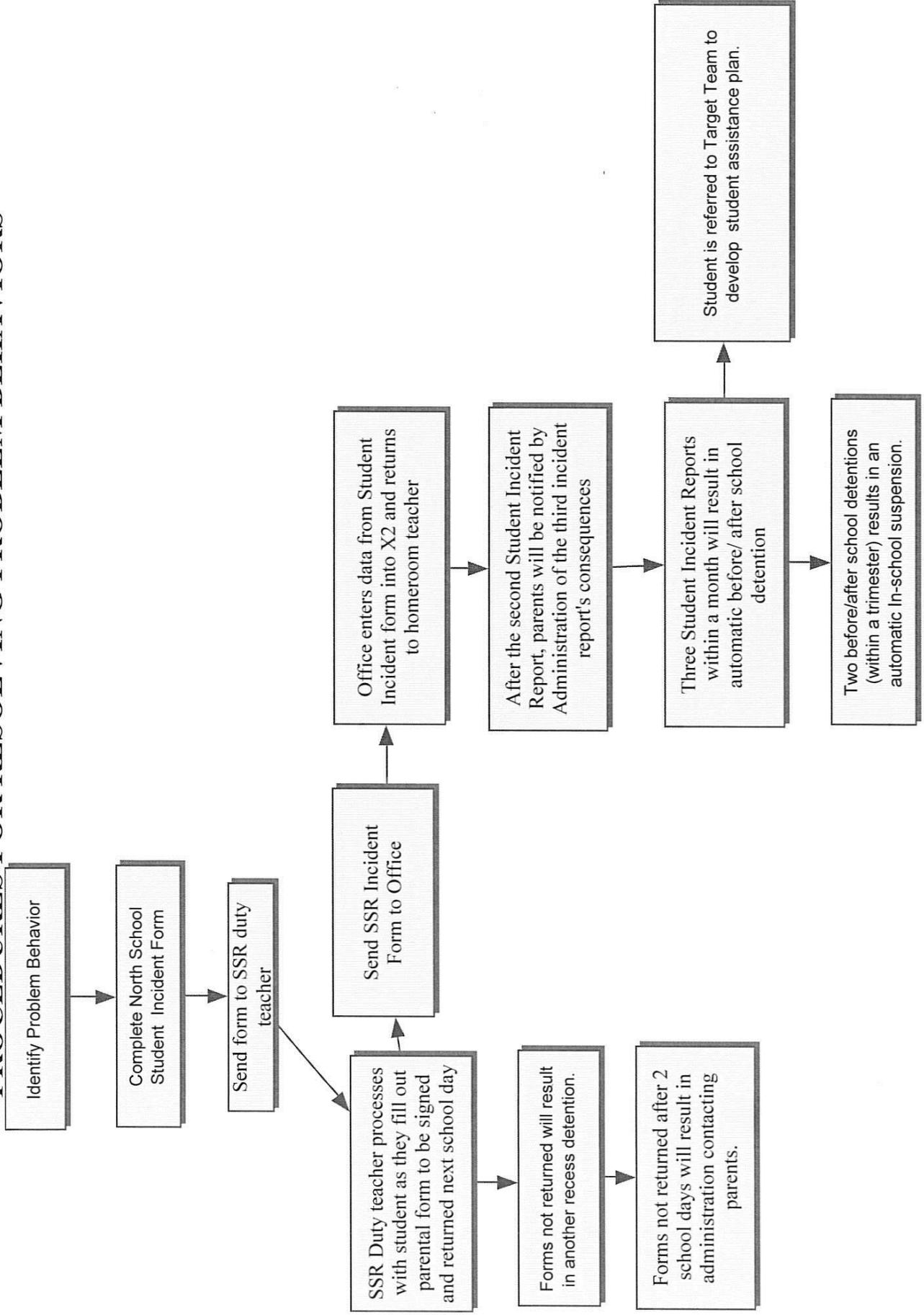


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- Entered into X2
- First SSR
- Second SSR
- Third SSR (within a month)



# PROCEDURES FOR RESOLVING PROBLEM BEHAVIORS



## 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.

### **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 or games of any kind involving running (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.

## 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 scheduled after school hours whenever possible and vacations should not be scheduled when school is in session.

### When at student has had:

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

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

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 DAY

Students 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 outside until 8:45 a.m. **(Elementary school hours are 8:50 a.m. to 3:05 p.m.)**

## SCHOOL LUNCH PROGRAM

Elementary students are offered two lunch choices daily which include fruit, vegetable, and choice of white or chocolate milk through Dining Services. **Lunch is \$2.00** 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 \$.50 a day** for students who bring a cold lunch. Ice cream is sold for \$.75 and is available Monday through Friday for students in Grades 4 and 5. If a child forgets his lunch, he/she will be given a jelly or cheese 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.

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.

## SECURITY / SCHOOL SAFETY / VISITATIONS

**All school doors will be locked daily from 7:00am – 3:30pm.** Visitors will be allowed to enter the main entrance via a buzzer system. When you ring the buzzer you will be asked to identify yourself; further, you will be asked the purpose of your visit and the name of the child with whom you are associated. If we do not recognize who you are, please do not take offense when we ask for identification. The security of your child is most important.

If lunches, snacks, books, homework, etc. need to be delivered to a student, please leave them with one of the office personnel, who will make arrangements for your child to receive them in a timely manner. This will insure the least amount of disruption to the classrooms. Please label the items with your child's name and the homeroom teacher's name.

Surveillance cameras are placed near the entrances to allow school personnel to monitor them. All visitors must report directly to the main office upon entering the building. Visitor badges or passes will be provided. These procedures will help us to be aware of who is in the building at all times. It is critical that all parents and visitors adhere to these procedures. Staff members have been asked to stop any adult in the building who do not have badges or passes and send them to the main office. Parents who would like to visit their child's classroom during the day need to get prior approval from the classroom teacher and principal.

Throughout the year, North School students and staff will be practicing several emergency plans including Lockdowns, Reverse Evacuations, Fire Drills, Controlled Evacuations, and Drop Cover and Hold. These drills are designed to allow students and staff to become knowledgeable regarding safety procedures. All plans were developed specifically for our building and location. It is our hope that students will be comfortable and feel safe in our school at all times.

## **Special Programs at North**

### **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.

### **INSTRUMENTAL 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 Teacher 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 Teacher also facilitates school-wide reading incentives, as well as publishing centers for student writing.

### **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.

## STUDENT RECORDS

1. **NOTICE OF RIGHTS** – Parents and eligible students shall be given annual notice of their rights by publishing a summary of them in a newspaper of general circulation during the month of August each year.
2. **REQUEST FOR INSPECTION** – To exercise their right to inspect and review educational records, parents and eligible students shall address a request to do so in writing to the principal or his/her designee in the school where the student attends or has last attended. Such inspection and review shall take place during regular school hours; or if during vacation periods, at reasonable times not including weekends or holidays.
3. **COPIES OF RECORDS** – Single copies of educational records which the parents or eligible students are entitled to inspect will be provided, on request, free of charge. Additional copies will be provided at a cost of ten cents (\$.10) per page. The principal or his/her designee in the school where the student attends shall make a written list identifying the records of which copies have been provided, with dates, as well as the person to whom supplied, and shall place such list in the student's file.
4. **RECORDS MAINTAINED** – The school district will maintain records for each student in the following categories: directory information, academic records, results of standardized and individual tests taken by the student, individual educational programs and recommendations prepared by a district placement team, attendance and enrollment data, and health records provided by the parent or generated by the school in accordance with laws of the State of New Hampshire. The principal or his/her designee in the school where the student attends shall be responsible for the maintenance of these records.

### **The following schedule of retention of these records will be observed:**

- a. Permanent records will be maintained in either paper or electronic form for a minimum of fifty (50) years. At least one of these copies shall be kept in a fireproof file. Permanent records shall include the following:
  1. Academic transcripts
  2. Attendance records
  3. Progress reports
  4. Standardized test scores
  5. Significant incident reports
- b. Non-permanent records shall be maintained no less than one year after program completion/graduation. Non-permanent records included:
  1. Examples of student work product
  2. Early release forms

3. Parental permission slips
  4. Health and physical/immunization records
- c. The disposition of paper records shall be recorded to include the method and date of said disposition.
  - d. Special Education records shall be maintained no less than six (6) years after program completion/graduation.
  - e. All other student records may be destroyed after program completion/graduation.
5. **DISCLOSURE OF RECORDS** – In accordance with 20 USCS Section 12329(b)(1)(A), personally identifiable records of students, other than directory information, will not be eligible student, except as permitted by law and in accordance with the Londonderry School District’s Confidentiality Policy.
  6. **RECORD OF DISCLOSURE** – The Londonderry School District shall maintain a written record of each disclosure of student records, except directory information. The record of disclosure shall indicate the parties who have requested or obtained disclosure of student records. This record of disclosure may be inspected by the parent, or eligible student, the principal who is responsible for the custody of the records, and for the purpose of auditing the record keeping procedures by legitimate State and Federal officers. A written record of such inspections shall also be maintained.
  7. **AMENDMENT OF RECORDS** – Having inspected the education records of the students, the parent, or eligible student, may request that the records be amended in respect to information alleged to be inaccurate, misleading, or in violation of the privacy rights of the student. Such request shall be in writing. In the event that the district decides to refuse the request to amend, the School District shall so inform the parent, or the eligible student, and shall advise said person of his/her rights to a hearing.
  8. **COMPUTER USE/INTERNET LOGS** – It is the policy of the Londonderry School District to maintain computer activity logs for ten (10) calendar days. Such activity logs shall be purged either manually or electronically.
  9. **CONTACT INFORMATION** – The name and address of the administrator in charge of any particular student record may be obtained from the office of the Superintendent of Schools, 268C Mammoth Road, Londonderry, NH 03053, Telephone (603) 432-6920.

## **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.

STATE STATUTES: 193:13

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.

### **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.

### **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.

### **VIDEO AND WEB RELEASE NOTICE**

From time to time, video/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 cable or broadcast channels and/or displayed/streamed at the District or a school Web site, through the Districts’ social media accounts, on the school district FM station, WLLO-LP, or in a district/school print or electronic 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 unless the district secures written permission from a parent/guardian to use

a last name. Additionally, photos, student artwork, projects or performances may be displayed or shared. Student produced work (print or non-print) may be used by the district in the course of instruction, accreditation, presentation, and action research.

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 Rd., Londonderry, NH 03053, by September 30<sup>th</sup> of the current school year. Additionally, parents may opt to notify the district of any change during the school year.

## **VIDEO AND AUDIO RECORDING DEVICES ON SCHOOL BUSES**

To ensure the safety and secure environment of District students, the Londonderry School Board authorizes the use of video and audio recording devices by the District on any or all buses or other vehicles (hereinafter “bus”) used to provide transportation for in-District students. This authority shall extend additionally to all vehicles owned by the District or contracted by the District for the in-district transportation of its students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings.

### **Notice**

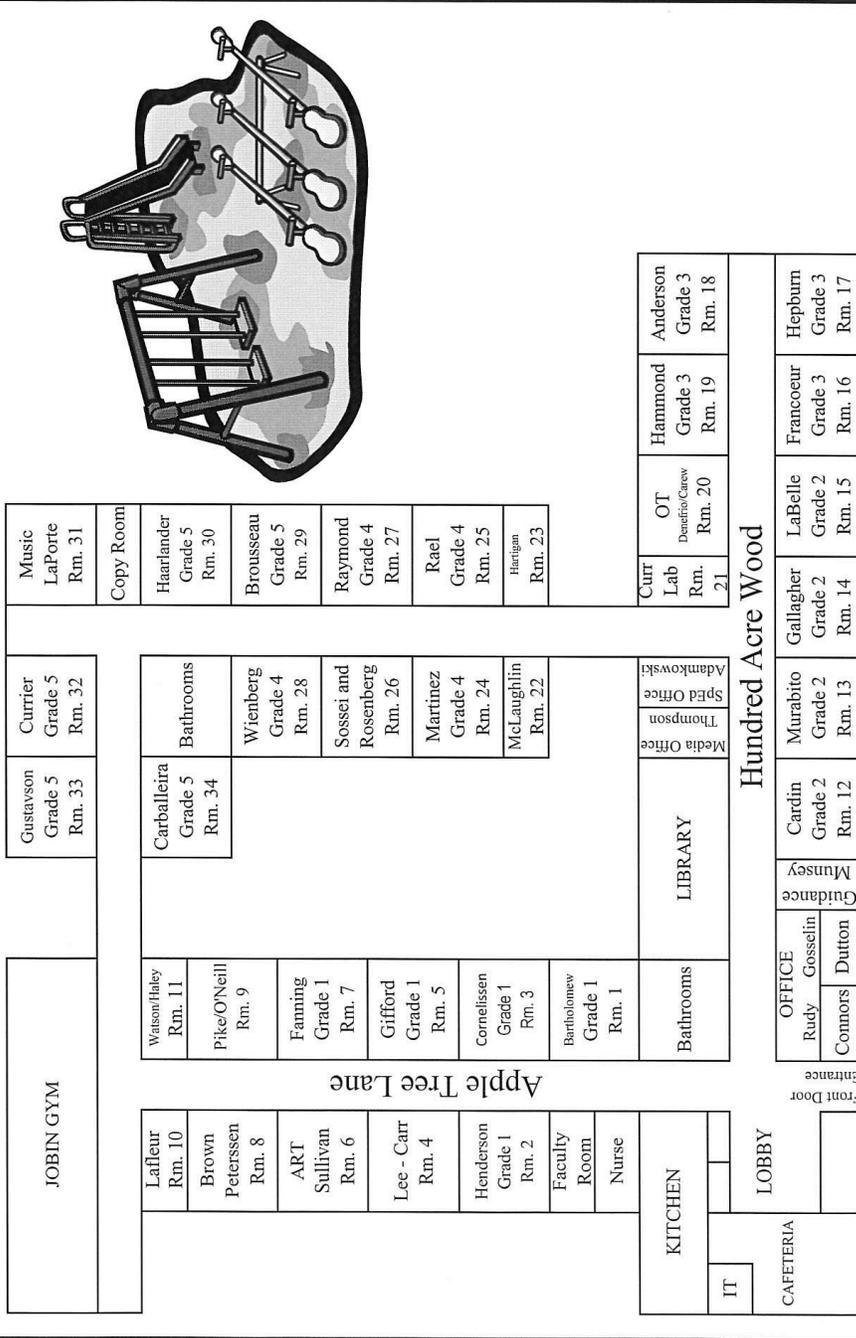
The presence of video and audio recording devices on a bus shall be announced by signage displayed prominently on the bus and will indicate that the recording equipment is being used to record student behavior and that the recordings may be used in future disciplinary actions in the event of any misconduct. The District shall provide notice of this policy annually to the students and parents in the student/parent handbooks.

### **Confidentiality**

All recordings are considered confidential and will be viewed only on an “as needed” basis by those individuals authorized by federal and state laws and this policy.

# MAP OF NORTH SCHOOL

## North School 2015-16



\*\*Main Entrance\*\*