

Dear Parents/Guardians:

The Moose Hill Kindergarten Handbook has been prepared to familiarize you with the programs offered at the Moose Hill School and to inform you of policies and procedures that are implemented in our school district. This handbook is a guide for your use. Please contact the school if detailed information is needed regarding any of our programs or if clarification is needed regarding any of our school district policies or procedures.

One of our goals is to promote a positive communication network between the school and home. Our mutual efforts insure that the children will have a productive and fulfilling kindergarten school experience.

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

Sincerely,

Bonnie V. Breithaupt
Kindergarten Coordinator

LONDONDERRY SCHOOL DISTRICT
Londonderry, New Hampshire

SUPERINTENDENT OF SCHOOLS ... Nathan Greenberg

ASSISTANT SUPERINTENDENT OF SCHOOLS ... Scott Laliberte

BUSINESS ADMINISTRATOR ...Peter Curro

MOOSE HILL SCHOOL
150 Pillsbury Road
Main Office Phone 437-5855
Student Absence Voicemail 437-5192

Kindergarten Coordinator ... Bonnie V. Breithaupt

Kindergarten SPED Coordinator Deb Setterlund

LEEP Coordinator ... Kimberly Speers

Office Assistant ... Carol Granara

Nurse ... Jean Queenan

DIRECTOR OF PUPIL SERVICES ... Kim Carpinone

RESOURCE OFFICER ... Officer Adam Lane

EDUCATIONAL PHILOSOPHY

The School Board believes that education should be shaped by purposes rather than forces. Therefore, the educational system of this District, while maintaining flexibility in adapting to an ever-changing society, will be dedicated to the implementation of its vision and mission statements.

Our Shared Vision:

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.

Our Mission:

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.

In essence, mutual responsibility and accountability of the District, parents, community members and students is "Giving Wings to Children's Dreams!"

See Policy IA – INSTRUCTIONAL GOALS

LONDONDERRY SCHOOL BOARD

Adopted: January 3, 1989

Amended: April 12, 2005

Londonderry's Kindergarten Philosophy

“Through positive social, physical and academic experiences, children enrolled in the Londonderry Kindergarten will enhance their natural enthusiasm for learning, while developing respect for themselves and others.”

(©adapted from Shaker Road School, Concord, NH used by permission)

This philosophy is supported by the following principles:

- ◇ We believe that all children possess the natural ability to learn, and that every child should be challenged to reach his or her highest potential.
- ◇ We recognize that the goals and objectives of our Kindergarten Program must address the needs of the “whole child”; academic, social, and emotional.
- ◇ We believe that every child deserves the highest level of educational quality we can deliver – consistently and measurably.
- ◇ We acknowledge the Kindergarten experience as the first opportunity for educational partnerships; among students, teachers and administrators – indeed among all community stakeholders. We are committed to the establishment and success of all such relationships.
- ◇ We acknowledge our teachers as critical contributors to both individual and overall achievement. We are absolutely committed to providing them with:
 - ◇ The tools necessary for success;
 - ◇ The freedom to focus on helping children learn;
 - ◇ Extensive opportunities for Training and Professional Development;
- ◇ We believe that our curriculum and instructional methods must account for diverse learning styles, and yet deliver consistency and reliability of results.
- ◇ We believe our decisions regarding curriculum and instruction must be grounded in research, which defines sound, early-childhood practices.
- ◇ We intend for Kindergarten activities to:
 - ◇ Promote and reinforce each child’s self-esteem;
 - ◇ Develop respect for cultural and personal diversity;
 - ◇ Provide support for the concepts of integrity and good character.
- ◇ We believe that continuous improvement of the overall process, and of the results achieved by each student, are essential.
- ◇ We believe that our success requires a well-defined system of assessment disciplines and processes, frequently measuring progress against both internal benchmarks and external standards.

Driven by the belief that each child has the inherent ability to reach high expectations, we strive continually to provide solid basic skills, as well as individualized knowledge-building experiences.

Above all, we pledge to deliver the highest levels of educational quality, at all times and to all students. Fulfillment of this pledge will generate justifiable pride in our success, throughout the Londonderry community.

HISTORY OF MOOSE HILL SCHOOL

Moose Hill School officially opened its doors for the 2001-2002 school year thanks to the voters of Londonderry School District and state funding for kindergarten. Moose Hill School is the largest free standing public kindergarten in the state of New Hampshire. Moose Hill houses the preschool and kindergarten program for the Londonderry School District.

The Kindergarten program has two sessions, a morning session and an afternoon session. We started our first year with 321 students with class size averaging 19 students per classroom with a teacher and a teacher assistant. While enrollment remained steady during the first nine years, we did experience declining enrollment. However, this year, we are seeing an increase in enrollment. We will open our doors with approximately 280 students. This year we added one half time kindergarten teacher for the afternoon program.

The Londonderry Kindergarten Philosophy states: "Through positive social, physical and academic experiences, children enrolled in the Londonderry Kindergarten will enhance their natural enthusiasm for learning, while developing respect for themselves and others." Our philosophy and benchmarks are attained through carefully planned and developmentally appropriate instruction.

LEEP is also housed at Moose Hill School. The Londonderry Early Education Program is a developmental preschool servicing youngsters age three and four with and without special needs. Its mission is to provide high quality developmental programming to all children, including those requiring educational/therapeutic intervention or a specifically controlled environment such as a small student/teacher ratio. LEEP has served the Londonderry School District for a number of years and has been housed in many different locations. It has been housed at Moose Hill since it opened in 2001. Enrollment varies during the school year. Classes meet Monday through Thursday either in the morning or the afternoon. Days are determined individually for each child. Enrollment for regular education students is determined by a lottery system as well as available openings in the program. Please call Moose Hill School for information about enrolling your child in the LEEP program.

ABSENCES, TARDINESS AND DISMISSALS

Absences and Tardiness

Please notify the office if your child is going to be absent or tardy. The M.H.S. has a voice mailbox for the office, to be utilized to take calls from parents of children who will not be attending school due to sickness, etc. The voice mail will be turned on at 4:30 PM each day so parents/guardians may call at their convenience, either the evening prior to their child being out or the day that their child will be absent. If you are calling in the AM session, please do so by 9 AM and the PM session by 12:30 PM. To report an absence, please call 437-5855, wait to be directed and choose 2 then state your name, child's name and reason for absence. The purpose of this procedure is to assure the safety of our students and eliminate the necessity of calling parents at work or utilizing the emergency card numbers.

Please remember that the school is not aware of a student's absence until the children have entered the classroom. REMINDER: KINDERGARTEN STARTS AT 8:45 AM FOR THE AM SESSION AND 12:30 PM FOR THE PM SESSION. ANY STUDENT ARRIVING AFTER THOSE TIMES WILL BE CONSIDERED TARDY.

Dismissals

Students being dismissed by parents at the end of the session must bring a note to their teacher and must be signed out in the main office. In order to assure calling children from their classrooms before the buses are dismissed, this procedure must be followed. Parents who have not notified the office of a student dismissal may find their child has boarded the bus.

Dismissal times for kindergarten are 11:20am for the AM session and 3:05pm for the PM session. It is not educationally sound to dismiss students before the end of the school day; therefore we ask your cooperation in not scheduling activities for your children before their school day ends.

Please park in designated parking spots only. Parents must come in to the building and sign out their child. Students are not allowed out the door unless accompanied by an adult. Please enter and exit the building from the front lobby only.

The office must be informed in writing of situations regarding legal custody restricting individuals from dismissing or seeing your child.

ACADEMIC REPORTING

Report cards are issued three times a year. The first report of the school year is given to parents at a designated conference. There will be a second parent conference day about two-thirds through the year. The last report will be sent home with the students. Throughout the year, teachers or parents may request additional conferences as needed.

ADMISSION

In order to attend Moose Hill School, the child must reside in Londonderry under the immediate supervision and custody of a parent or legal guardian. Proof of residency is required at the time of registration. Proof of residency may include rental/lease agreement, tax bill or mortgage statement. Proof of residency must show the current Londonderry address. If there is a custody agreement, the school the child will attend is determined in a parenting plan by the courts. The school will need a copy of the parenting plan. Registration takes place at the school district office. Please call for an appointment.

ATTENDANCE

Attendance in school is an essential part of the learning process. Students need to be present in order to participate as well as to complete assignments. We urge all students and parents to strive for excellent attendance as that will ensure maximum scholastic performance.

ASSESSMENTS AND ACADEMIC COMPETENCIES

The Londonderry School District has created competencies at each grade level that reflect the concepts to be presented to all students. The competencies are in alignment with the State Frameworks for all subject areas. Committees of teachers and specialists have created common formative assessments for each area to assure consistency in instruction and to determine the extent of student mastery of the district competencies.

BUS TRANSPORTATION

For pick up to school, we ask that an adult wait at the bus stop with the kindergarten student. Please do not leave children unattended at the bus stop. Children should be ready and waiting for the bus at least 10 minutes before the scheduled pick up time. Drop off and pick up times do vary due to weather conditions, student behavior on the bus, students missing the bus, etc.

In order to ensure the safety of your child, no child will be dropped off at any unattended bus stop nor released to a person who is not on your list of adults responsible for your child's care. Photo identification will be required until bus drivers get used to names and faces of people responsible for your child's care. Please be sure the adult is ready and waiting at the bus stop at least 10 minutes before the scheduled drop off time.

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 reasonably quiet and orderly conduct.

- 1. Students are to remain seated while the bus is in motion.*
- 2. Students are to be facing forward in their seats.*
- 3. All personal belongings are to be on the child's lap and not in the aisle.*
- 4. Students are to talk quietly while on the bus.*
- 5. Students are to keep their hands, feet and other objects to themselves.*
- 6. Students are to listen and follow directions of the bus driver or any other adult on the bus.*

Dismissal 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 in a verbal warning (but in circumstances, which constitute a safety hazard, dismissal will be immediate with parent notification).

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 or designee. 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. 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 day that your child is being dismissed.

Parents Transporting Students To and from School

Parents are asked not to drop off youngsters before 8:45 AM for the AM session and 12:30 for the PM session, as teachers are not available prior to that time for supervision.

DROP OFF PROCEDURE

When dropping off your child at school, please park in the parking lot and wait until staff members come out for bus duty. At that time, you may walk your child across the street using the crosswalk and allow them to walk in with the students getting off the bus.

Please do not use the drop off lane as that is for LEEP students only.

If you arrive after staff members have gone into the building, please walk your child into the building and check in at the main office.

Students arriving after 8:55 and 12:40 are considered late and need a late pass for class.

PICK UP PROCEDURE

When picking up your child from school, please park your car in the front parking lot. Enter the school through the front double doors and sign your child out in the office then wait in the lobby. Your child will be dismissed at 11:20/3:05 and brought down to you in the lobby. Please have your identification ready to show the adult with your child. If you ever send anyone else to pick up your child, please be sure we have a note and that person has identification. Please keep in mind that dismissal is a very busy time. If you have any questions or concerns, you can call or schedule an appointment with the classroom teacher (437-5855). Our main focus needs to be on the children at this time. We appreciate your understanding.

CANCELLATION OF SCHOOL

Inclement weather sometimes makes it necessary for the Superintendent to cancel school. This decision is always made as early as possible and is announced on radio stations (which are listed below). Parents may also look for this information on LEO 21 (the school district's educational television channel), and on the school district website (<http://schools.londonderry.org>).

Delayed Openings

On days where there is a possibility of the weather clearing, and if practical, the District will institute a delayed opening procedure. This decision will be made as early as possible and will also be announced on LEO 21, WLLO 102.9 AM and the radio stations listed below. HOWEVER, it is sometimes necessary to change a delayed opening to a closing, so stay tuned.

There will also be some situations when the AM session will take place but the PM session will be cancelled due to inclement weather. This will be announced on LEO-21 and the radio stations. You may also call 432-6920 Ext 303.

In the event of a delayed opening, the AM session will be cancelled and the PM session will meet as usual.

Radio Stations

WBZ (Boston) – 1030 AM
WGIR (Manchester) – 610 AM & 101.6 FM
WDER (Derry) – 1320 AM
WLLO (Londonderry) – 102.9 AM
WZID 95.7 FM, 1370 AM & 96.4 FM

TV Stations

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

Website

<http://schools.londonderry.org>

It is strongly recommended 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 some emergency evacuation situations students may be relocated to the High 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.

COMMUNICATION

Our School is committed to maintaining open communication with our families. It is critical that you let us know if your child is experiencing any concerns, difficulties or worries about school. Conversely, family situations can impact a child's ability to concentrate or perform to his/her potential. It is always better to make us aware of your child's reactions so that we can address them before they become more significant. In addition to dropping a note to the teacher, we have provided the following means of communication:

Telephones

All classroom teachers have telephones in their rooms to enable staff to contact parents easily. In addition, each professional member of the staff has a voice mailbox for parents to access. The teachers usually check their voice mail between sessions and/or at the end of the school day. A list of extension numbers is sent home at the beginning of each school year. Please do not use teacher voice mail to report student absences, but continue to use the school absence line (437-5855) for this purpose.

Website

Moose Hill School has a regularly updated web site at <http://school.londonderry.org>. The website contains information about activities, bus schedules, telephone lists, etc. In addition, individual teacher web sites will contain information on the best way to reach each teacher and general information about the class.

Twitter

We have a school Twitter account as well as a teacher Twitter account. You can follow us at: Moose Hill School@Londonderry_mhs or MH kindergarten@MH_kindergarten

COMPUTER EDUCATION AND TECHNOLOGY

Students at Moose Hill School have access to iPads and related information technologies in their classroom environments.

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 more traditional technologies.

DISCIPLINE

Moose Hill School follows our Moose Tracks To Good Manners program. Each area of the school facility has expected behaviors for respect, responsibility and safety in that area. Each area is introduced to the students and the expected behaviors highlighted for the students. We incorporate these behaviors throughout our building with all staff members using common language and expectations. Behavior is tracked through our Student Behavior Tracking Forms and consequences vary depending upon the infraction. Teachers handle most of the discipline within their own classroom with a time out, loss of privilege, parent contact, etc. Bus misbehavior is handled by the director as are major behaviors such as physical aggression, bullying, property damage, etc. Parents are contacted depending upon the infraction.

EMERGENCY DRILLS

Throughout the year, Moose Hill students and staff will be practicing several emergency plans including Lockdown, Reverse Evacuation, 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.

HEALTH

Emergency Cards

We are sending home a copy of the emergency information. Please update the information and sign. Also, please keep the office notified of any changes throughout the year. Please be sure you have permission of a friend, neighbor or relation to use them as an emergency contact.

School Nurse

The school nurse supervises the health program in the Londonderry schools. As part of the program here at Moose Hill School, our goal is to provide a healthy and safe environment for all the children.

We are asking that you, as parents, work with us by referring to the following throughout the school year:

Emergency contacts: Please notify the nurse if there are any changes in your work, home, cell phone or emergency contact person's phone numbers. Transportation of an ill child is the parent's responsibility.

Medications: If your child requires medication at school for asthma, or an allergy a permission slip must be signed along with a doctor's order and labeled medication. Students are not allowed to transport medication therefore an adult will need to bring it in to the nurse's office during school hours.

New Medical Conditions: It is very important that you keep the nurse up to date as the year progresses regarding medical changes with your child. If your child has a physical exam during the school year please send a copy in so we can keep the records up to date.

Illness: The Londonderry School District's policy is to send a child home if he/she has any of the following, a fever of 100 degrees or higher, vomiting, diarrhea, unknown skin rash, lice or unknown discharge from eyes as well as at the discretion of the school nurse. Please keep your child home if any of these symptoms occur or if they have a cold virus that will prevent them from fully participating in school. If your child is sent home with a fever he/she is required to stay home the next school day. If he/she requires antibiotics please keep the child home for 24 hours after starting the medication. Call the absentee line at 437-5855 ext. 2 and state your name, child's name and reason for absence.

Injury: If your child requires a visit to the doctor for an illness or injury such as surgery or a fractured bone, a note from the doctor is required prior to returning to school. Date of incident, diagnosis as well as orders for activity restrictions and/or accommodations needed for school should be included.

Screenings: Vision and hearing screening will be conducted during the June screening as well as during the school year as needed. You will be notified if your child does not pass the screening. If your child complains or shows signs of difficulty with hearing or vision contact the nurse for an additional screening. Your pediatrician may recommend a thorough exam by an Optometrist and or Audiologist.

Allergies: Peanuts, tree nuts (walnuts, cashews, etc.), shellfish, fish, milk, and eggs commonly cause anaphylactic reactions. Only a trace amount of a problem food can cause a reaction in some individuals. Therefore we are asking that you have your child wash his/her hands well prior to school to prevent the possibility of transferring food particles on the bus.

Snacks: Moose Hill is making an effort to teach our students healthy habits. Therefore, we are asking that the children bring in healthy snacks such as fruit, crackers and juice or water as opposed to cookies, chips and sugary drinks. The students are not allowed to eat on the bus and cannot share their snack at school.

Other than the few specific class celebrations that are organized by the teacher, students do not bring in food products to share with the class. Many of our students are on dietary restrictions and would not be able to participate. We celebrate birthdays with non-food items such as pencils, certificates, stickers or a trip to the treasure box. Please do not send in any food items.

Recess: All students are expected to participate in outside recess daily. A doctor's note is required in order for a student to be excused from recess. We go outside when the "feels like" temperature is 20 degrees or warmer. You can check the hourly temperature at www.weather.com.

Please call the school nurse at 437-5855, wait to be prompted then choose 3 if you have any medical concerns or issues pertaining to your child.

INSURANCE

The school does not assume financial responsibility for medical or dental treatment required by students as a result of accidents while at school or going to and from school. Each September, parents are given the opportunity to purchase accident insurance for their children. Two plans are available, one providing student coverage during the school day and the second plan providing for 24-hour coverage.

The students are given insurance application forms in September, which are then completed by the parents and returned to school. Parents wishing to obtain insurance after this initial offer may do so directly through the sponsoring company.

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, serve 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.

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 school office. Students or parents of students, who are missing items, are requested to check for them in the lost and found box. Items left over vacation periods may be donated to local charities.

PARENT-TEACHERS ASSOCIATION

The PTA is dedicated to fostering a spirit of collaboration among its students, parents, teachers and the entire Londonderry community.

Special programs, projects, speakers and activities that are designed to broaden our students' knowledge and interest are sponsored by the PTA throughout the school year.

Every parent and teacher is invited to attend and participate in all P.T.A. meetings. These meetings are held at night. Look for the dates in the monthly newsletters.

PARENTS' NIGHTS

One evening in the fall is scheduled as a Parents' Night. The evening is dedicated to having students show parents the set up of the classroom and to familiarize the parents with the daily schedule and resources available for the class. These events are not for individual parent conferences. Parents who wish to speak to teachers about student performance or concerns should schedule individual conferences with the teacher, or address these concerns at the two parent conferences that are scheduled.

PETS

Due to the many allergies of individual students and staff, we cannot allow any animals to visit the school for show and tell or any other reason other than service animals.

PLAYGROUND RULES

The following playground rules have been established by the staff and have been shared with all of the students. Please review them with your children.

Rules for the Playground Area

Slides – There will be no running or walking up or down the slides. Students should go down the slides feet first. Also, please stay on the slide for the entire time down. No jumping off is allowed, especially from the "corkscrew" slide.

Swings – Students are asked to use swings with caution, one student on a swing. Students should count to 50 to have a turn on an occupied swing.

- Students are to stay in the designated playground area.
- Students are to line up immediately when called by the duty teacher.
- Student are not to run around the swings or climbing equipment.
- Running is allowed on the field area.

Any student who does not cooperate with the rules of the playground may have this privilege withdrawn for a period of time.

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 adjustments, along with academic development, are 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. Retention considerations are discussed at the March parent/teacher conferences. If retention is a consideration, a meeting with the parent, teacher and administrator will take place to discuss the pros and cons of retention. The decision to retain should be made before our visits to the elementary schools in May. We will work together to make the best possible decision for your child's educational journey.

SECURITY

All school doors will be locked daily. Visitors will be allowed to enter at the main entrance via a buzzer system. 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 sticker will be provided. Volunteers are asked to stop at the main office, sign in, and to wear their sticker at all times. 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 adults in the building who do not have stickers and escort them to the main office.

SPECIAL PROGRAMS

Literacy Development

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

Stages of Reading Development

PREREADING 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
- is 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

Section 504

The Federal Government created Section 504 to guarantee that people “with mental or physical impairments that substantially limit one or more life activities” receive appropriate accommodations for their disabilities. Mental or physical impairments include such disabilities as blindness, hearing loss, diabetes, heart conditions, asthma, ADHD, etc. Life activities can include, but are not limited to, reading, writing, learning, speaking, seeing, and breathing. The program does not ensure success, but does provide access to the curriculum.

The Kindergarten coordinator is the building coordinator for Section 504. Please see her if you believe your child requires Section 504 accommodations. The coordinator will:

1. Convene a meeting of the 504 team (including the teacher, parent, guidance counselor, and any specialists who work with the student).
2. Deliberate with the team to determine if the student qualifies for a 504 plan.
3. Provide documentation in reference to the student's eligibility or non-eligibility.
4. Inform the district Human Resources Director or his/her designee of the actions of the committee.
5. Coordinate distribution and implementation of all Section 504 plans for students in the building.

Section 504 also provides accommodations for parents or guardians with disabilities. This might include a sign language interpreter, or access to classrooms for parents in wheelchairs. Please contact the kindergarten coordinator if you require any accommodations.

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

SPECIAL EDUCATION SERVICES

Moose Hill Kindergarten provides a variety of special education services to those children needing support and specialized instruction as determined in an Individualized Education Plan (I.E.P.). All people learn differently, and some people need to be taught in just the way that they learn best. That is why we have special education ... so every student can learn and progress in school to their maximum potential.

The following programs provide diagnostic testing, consultation and direct services to students in and out of the classroom. A certified special educator is assigned to our school to help in implementing the inclusion model.

Speech and Language:

Focuses on communication: how children produce the sounds of speech, understand language-based information and express their ideas with language to effectively communicate.

Occupational Therapy/Physical Therapy:

Focuses on fine (paper/pencil) and gross (large muscle) motor development and movement, as well as how students take in visual and auditory information and coordinate that with a motoric response (e.g. getting the directions for an art project and completing it).

TRANSFERS

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

NOTICE OF VIDEO AND WEB RELEASE

From time to time, videotapes 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 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, 268C Mammoth Road. Londonderry, NH 03053, by September 30th of the current school year.

VISITATIONS

Visitors may only use the main entrance. All other doors will be locked to prevent unwanted access to the school. All visitors are requested to report directly to the main office upon entering the building. Visitors will receive a visitor button or pass and will be asked to sign in and out of the building.

On occasion, parents/guardians or their designee may be interested in observing their child(ren) at school. In an effort to minimize disruptions for students, teachers, and related

service providers, and to protect instructional or planning time, parents/guardians wishing to observe their child(ren) in school are to adhere to the following guidelines:

1. Parents/guardians must make a request to the building principal or designee for approval.
2. The principal/designee will determine the most appropriate observation location, mutually agreeable time, and duration to conduct the observation.
3. All visitors must sign in at the designated area in each building and wear a visitor's pass.
4. In the interest of not disturbing the educational process, parents/guardians (or their designee) are asked not to interfere with the teaching/learning process and to comply with all policies, rules, or regulations of the Londonderry School District.
5. In order to protect the privacy or confidentiality rights of other students, observations shall not include the use of devices to record audio, still, or video images without the prior approval of the building principal or designee. In instances where observations are specific to a special education student, the principal or designee will contact the director of Pupil Services to ensure consistency in observation practices.

VOLUNTEERS

The staff of Moose Hill School is very proud of the school's volunteer program. A school volunteer program organizes people to assist schools in their mission of educating children and helps schools form partnerships with their communities.

Volunteer assignments are arranged through the classroom and/or PTA Volunteer Coordinator. An assignment could be once a year, once a month or weekly. Once the assignment has been made and the schedule established, the volunteer will work under the direction of a specific staff member. Volunteer assignments include working in classrooms, the Nurse's office, the Library, the Main Office, preparing materials for the teacher, etc. In addition, volunteers assist with one-time or short-range projects such as Child Check, Screenings, Open House, Book Fair, Carnival, or specific classroom projects.

All in school volunteers are required to fill out an application for volunteers and to have it on file in the school office. Volunteers in the school are there to assist the students and may not bring younger children with them into the classroom, nurse's office or main office.

Thank you for volunteering your time to our children.

SCHOOL DISTRICT POLICIES

All school district policies are available in the main office of each of the school buildings and at the school district office and on the web at www.londonderryschools.org.

Following are a few of the policies for your review.

IIAE - STUDENTS

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) 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 student's 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

**LONDONDERRY SCHOOL DISTRICT
ACCEPTABLE USE POLICY AGREEMENT FORM**

THE FOLLOWING MUST BE COMPLETED BY THE PARENT OR GUARDIAN OF ALL STUDENTS UNDER THE AGE OF 18 PRIOR TO ANY USE OF TECHNOLOGY RESOURCES

As the parent or guardian of _____, I acknowledge that I have received, read and fully understand the Londonderry School District's Acceptable Use Policy.

1. It is clear to me that use of the District's "technology resources", such as the District's computers, network, electronic mail service, website and Internet web access is designed for educational purposes only.
2. I have discussed and explained the Londonderry School District Acceptable Use Policy to my child.
3. I agree to immediately report any misuse of the District's technology resources to the District administration.
4. I understand that my child's violation of the Londonderry School District Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges, and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
5. I have emphasized to my child the importance of following this policy for reasons of his/her own personal safety and the safety of others.
6. I understand that I allow my child to use the District's technology resources at his/her own risk and at my own risk.
7. I hereby release, indemnify and hold harmless the Londonderry School District, its staff and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of or inability to use the District's technology resources.
8. I certify that the information contained in this form is true and accurate.
9. (Please check only one) I hereby give/ do not give permission for my child to access the Londonderry School District technology resources.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

(please print)

Home Address: _____

Home Phone Number: _____ Work Phone Number _____

LONDONDERRY SCHOOL BOARD

Adopted: January 22, 2002

Amended: September 7, 2004

Amended: May 6, 2008

**LONDONDERRY SCHOOL DISTRICT
ACCEPTABLE USE POLICY AGREEMENT FORM**

THE FOLLOWING MUST BE COMPLETED BY ALL STUDENTS, GRADES 6 THROUGH 12, PRIOR TO ANY USE OF TECHNOLOGY RESOURCES.

1. I acknowledge that I have received, read and completely understand or have had explained to me by my parent or guardian the Londonderry School District's Acceptable Use Policy.
2. I agree to use the District's technology resources, such as the District's computers, network, electronic mail service, website and Internet web access, for educational purposes only.
3. I understand that any violation of the Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges, and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
4. I agree to report any misuse of the District's technology resources to my classroom teacher.
5. I acknowledge that the use of the District's technology resources is entirely at my own risk.
6. I hereby release, indemnify and hold harmless the Londonderry School District, its staff and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of the District technology resources.

Student's Signature: _____ **Date:** _____

Student's Name: _____

(please print)

Date of Birth: _____

Home Address: _____

Home Phone Number: _____

LONDONDERRY SCHOOL BOARD
Adopted: January 22, 2002

Amended: September 7, 2004

Amended: May 6, 2008

WEB ACCEPTABLE USE POLICY AGREEMENT FORM

THE FOLLOWING MUST BE COMPLETE BY ALL APPLICANTS AND APPROVED BY THE DISTRICT PRIOR TO ANY USE OF THE DISTRICT'S WEBSITE SECTIONS.

Applicant's Name: _____

(please print)

Applicant's Signature: _____ Date: _____

Department/Building/Program: _____

Home Address: _____

Home Phone Number: _____

Purpose of Project or Information Posted: _____

-
1. I acknowledge that I have received, read and fully understand the Londonderry School District's Acceptable Use Policy.
 2. It is clear to me that use of the District's "technology resources", specifically the District's website sections, is designed for educational purposes only.
 3. I am responsible for any and all information that I am posting on the District's website sections.
 4. I agree to ensure information accuracy, relevance and timeliness.
 5. I agree to notify the administration whenever changes are to be made to these pages.
 6. I understand that all information or files stored in the District's website sections directory will be served to the World Wide Web and thus, are open to inspection by the District.
 7. I understand that my violation of the Londonderry School District Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
 8. I understand that I am using the District's technology resources, specifically the District's website sections, at my own risk.
 9. I hereby release, indemnify and hold harmless the Londonderry School District, its staff and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of or inability to use the District's technology resources, specifically the District's website sections.
 10. I certify that the information contained in this form is true and accurate.

APPROVED: _____ DECLINED: _____

(Please send copy to Director of Library, Media & Technology)

Administrator's Signature: _____ Date: _____

LONDONDERRY SCHOOL BOARD

Adopted: January 22, 2002

Amended: September 7, 2004

Amended: May 6, 2008

ANTI-DISCRIMINATION STATEMENTS
(School District Policy)

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. The Human Resources Manager has been designed 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, and the Age Discrimination Act of 1975. All inquiries should be directed to the Human Resources Manager, Londonderry School District, 268 Mammoth Road, Londonderry, NH 03053, (603) 432-6920, Ext 104.

The Londonderry School District does not discriminate in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school district. A grievance because of alleged violation of the act shall be filed with the Building Administrator or the Section 504 Coordinator.

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 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 Manager)
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. It 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.

BULLYING

LONDONDERRY SCHOOL DISTRICT

PUPIL SAFETY AND VIOLENCE PREVENTION 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 reasonable 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 interests of the student. Any waiver granted shall be in writing 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 alleged acts of bullying.

The principal, Superintendent or School Board (as appropriate) will take such disciplinary action as is 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 is 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 incidents.

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

DANGEROUS WEAPONS ON SCHOOL PROPERTY (School District Policy)

Dangerous weapons such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles or at school sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school will result.

Simulated weapons, such as, but not limited to, cap guns, water pistols, and home-made martial arts-type weapons are prohibited on school property, on school vehicles or at school sponsored activities as well, unless authorized by administration for specific use. Possession of such simulated weapons will result in a suspension of a short or long-term duration and this policy will be enforced across all grades without regard to a student's grade or age.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921), to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

DRESS CODE
(School District Policy)

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 that 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. With few exceptions, Londonderry School District students have been neatly dressed and well groomed—a credit to their parents and community. The faculty and administration expect students to maintain these standards.

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 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 which shall be permitted or headgear approved for use in athletic competition.

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 fabrics
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.

LONDONDERRY SCHOOL BOARD

Adopted: April 25, 1978

Amended: March 10, 1998

Amended: July 25, 2000

JED-R (Elem)

ELEMENTARY ATTENDANCE POLICY

Attendance in school is an essential part of the learning process. Students need to be present in order to participate as well as to complete assignments. We urge all students and parents to strive for excellent attendance as that will ensure maximum scholastic performance. Accordingly, the following policy will be enacted.

Absences: Parents are expected to phone the attendance line as soon as it is evident that the child will not be able to attend school. All calls should be received on the attendance line by 9 a.m. of the school day. Parents/guardians should provide a note of explanation for all absences due to illness.

1. Understanding that immunities to common childhood ailments are established during elementary years, we encourage parents/guardians to keep students home when they show signs of illness that will prevent their participation in classroom activities.
2. A note of explanation should also be submitted to explain absences due to religious holidays, bereavement, family emergencies, etc.
3. Children with a chronic health condition that has been documented by a physician should have appropriate documentation for their medical folder in the nurse's office. Parents/guardians should still provide notes to explain absences so the school staff can be kept current on the student's condition.
4. School Administrators in conjunction with the School Resource Officer will address issues of chronic absences on an individual basis.

Planned Extended Absences: Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

Make-up Work: Make-up work, including tests, must be completed after a student's return to school, unless an alternative plan is approved by the teacher (appropriate to the child's grade level). We ask for cooperation from parents/guardians with regard to standardized testing. Student attendance during these testing windows is vital to the instructional process.

Tardies: In elementary school, morning instruction is a critical time for the teaching of our core curriculum. Students who are late miss out on valuable academic time. It is crucial for parents/guardians to ensure that students are at school prior to the 8:50 a.m. start time. Students who arrive after 8:50 should report to the Main Office to sign in. School administrators in conjunction with the School Resource Officer will address issues of chronic tardiness on an individual basis with parents/guardians. If at any time the start time of school changes, this policy will revert to the new starting time.

Dismissal: Dismissal notes must be turned in to the classroom teacher. Parents/guardians must sign out students at the main office prior to leaving school.

LONDONDERRY SCHOOL BOARD

Adopted: September 6, 2005

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. **REQUESTS FOR INSPECTION.** To exercise their right to inspect and review education 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 include:
 1. Examples of student work product.
 2. Early release forms.
 3. Parental permissions 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 disclosed by the school district without prior written consent of the parent or 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 disclosures 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 student, 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. 268 Mammoth Road, Londonderry, NH 03053, Telephone 603-432-6920.

STUDENT SUSPENSION (School District Policy JGD)

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

- II. 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.
- III. 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.