

**SOUTH LONDONDERRY  
ELEMENTARY SCHOOL**

**STUDENT/PARENT  
HANDBOOK**

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## **“GIVING WINGS TO CHILDREN’S DREAMS”**

Dear Parents/Guardians:

The South School Handbook has been prepared to familiarize you with the programs offered at South School and to inform you of school policies and procedures. This handbook is a guide for your use. Please contact the school if detailed information is needed regarding any of the programs or if clarification is needed regarding any of the school policies or procedures.

One of our goals is to promote a positive communication network between the school and home.

We greatly appreciate the support that you, as parents, give to the school’s academic, co-curricular and enrichment programs. Our mutual efforts insure that the children will have a productive and fulfilling elementary school experience.

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

Sincerely,

Linda Boyd  
Principal

Chelsea Hunnewell  
Assistant Principal

Deb Setterlund  
Special Education Director

**LONDONDERRY SCHOOL DISTRICT**  
**ELEMENTARY SCHOOLS**  
Londonderry, New Hampshire 03053

SUPERINTENDENT OF SCHOOLS .....Scott Laliberte  
ASSISTANT SUPERINTENDENT  
of Curriculum, Instruction and Assessment.....Dan Black  
BUSINESS ADMINISTRATOR .....Peter Curro  
DIRECTOR OF PUPIL SERVICES.....Kim Carpinone

**SCHOOL BOARD**

Chairman--- Jenn Ganem  
Vice Chair--- Nancy Hendricks  
Michael Saucier  
Dan Lekas  
Steve Young

**SOUTH SCHOOL**

88 South Road - 432-6956  
Fax- 425-1004

Principal.....Linda Boyd  
Assistant Principal .....Chelsea Hunnewell  
Special Services.....Debra Setterlund  
Nurse.....Jocelyn Duragano  
Office Assistants.....Donna Stahl  
Diane Fisher  
Guidance.....Bridget Gingrow  
Alison Kellerman

**MATTHEW THORNTON SCHOOL**

275 Mammouth Road - 432-6937

Principal.....Amity Small  
Assistant Principal .....Bill McCarthy  
Special Services Coordinator.....Lisa McKenney  
Secretary.....Paula Archembault  
Nurse.....Sarah Brown

**NORTH SCHOOL**

19 Sanborn Road - 432-6933

Principal.....Paul Dutton  
Assistant Principal &  
Special Services Coordinator.....Jill Connors  
Secretary.....Paula Gosselin  
Nurse.....Carol Webster

## **LONDONDERRY SCHOOL DISTRICT**

### **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 growth.

### **OUR MISSION**

Our mission is to provide all our 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.

### **OUR MOTTO**

“Giving Wings to Children’s Dreams”

### **SOUTH SCHOOL EDUCATIONAL PHILOSOPHY**

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

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

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

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

## **ANTI-DISCRIMINATION STATEMENTS**

Discrimination against and harassment of students because of sex, race, religion, color, age, marital status, familial status, physical or mental disability, national origin, ancestry, economic status or sexual orientation are prohibited. Complaints alleging discrimination or harassment of students be addressed through the Board's Student Discrimination, Harassment and Sexual Harassment and Complaint Procedure (ACA-S). This complaint procedure is available on the District's website and is available in each school building and the Superintendent's Office. Any individual who believes a student has been discriminated against or harassed should report his/her concern immediately to Linda Boyd and/or Chelsea Hunnewell.

The School's Title IX Coordinator for student matters is Kimberly Carpinone, Director of Pupil Services and can be reached at 432-6920 extension 1113 or [kcarpinone@londonderry.org](mailto:kcarpinone@londonderry.org). The Director of Pupil Personnel Services has been designated as the District's Title IX Coordinator. The Director of Pupil Personnel Services is also designated to handle inquiries regarding the District's nondiscrimination policies.

Linda Boyd  
Principal  
[lboyd@londonderry.org](mailto:lboyd@londonderry.org)

Chelsea Hunnewell  
Assistant Principal  
[chunnewell@londonderry.org](mailto:chunnewell@londonderry.org)

## **ABSENCES, TARDINESS AND DISMISSALS**

### **Absences and Tardiness**

Please notify the office if your child is going to be absent or tardy. The South School 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 on so parents/guardians may call at their convenience, either the evening prior to their child being out or the morning that their child will be absent. If you are calling in the morning, please do so by 9:00 AM. THE SCHOOL NUMBER TO CALL WHEN REPORTING AN ABSENCE IS 432-6956. When making these calls, please leave your child's name and the name of the child's homeroom teacher. 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. If we do not receive a call from you, we will make every attempt to reach you to verify your child's absence. Please remember that the school is not aware of a student's absence until the children have entered the classroom. **REMINDER: SCHOOL STARTS AT 8:50 AM. ANY STUDENT ARRIVING AFTER 8:50 AM WILL BE CONSIDERED TARDY.**

### **Dismissals**

Students being dismissed by parents during or at the end of the day must bring a note to their teacher and **must be signed out.** If you are dismissing your child during the school day, you must go to the office and sign you child out on the roster sheet located there. Your child will then be called from his or her classroom. Please do not go down to the classroom to get your child.

When dismissing your child at the end of the school day, please enter the building at the far gym doors and remain in that area. You will need to sign the dismissal roster and a yellow or blue card that you will hand to a staff member when you leave the building with your child. All children who are being dismissed will be called to the multi-purpose room and parents will join them there. In order to assure that we call children from their classrooms before the buses are announced, this procedure must be followed. Parents who have not notified the office of a student dismissal may find their child has boarded the bus.

Parents attempting to pick-up their child right before dismissal will be asked to wait until the regular 3:05 dismissal. Parents of children with physical limitations may make other arrangements for the pick-up procedure. Your cooperation in this procedure is very important, both for your child and for the smooth and efficient processing by the office.

Students will be dismissed at 3:05 PM. 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 the school day ends, unless it is an emergency. We strongly encourage you to allow your child to ride the bus to and from school.

Parking at South School is available in the front and in the rear of the building. Please park in designated spaces only.

## 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.

## **ACADEMIC REPORTING**

Report cards are issued three times a year. For students in grades 4-5, *progress reports* are sent home to parents/guardians midway through the marking period. The first report card of the school year is given to parents at a designated conference day. There will be a second parent conference day about two-thirds of the way through the year. The last report card and all 4<sup>th</sup> and 5<sup>th</sup> grade *progress reports* will be sent home with the students. Throughout the year, teachers or parents may request additional conferences as needed.

## **ADMISSIONS**

In order to register for entrance into kindergarten in Londonderry Schools, a child must be five on or before September 30<sup>th</sup>, and to register for entrance into first grade, a child must be six on or before September 30<sup>th</sup> in accordance with New Hampshire RSA 193: 1. Any consideration for a waiver must be presented in writing to the Superintendent of Schools per Londonderry School District Policy JEB. The child's BIRTH CERTIFICATE must be presented to verify date of birth. In addition, a document demonstrating proof of residency in Londonderry is required.

In consonance with the philosophy of the Londonderry School District the resources of the District shall be applied appropriately to all children without discrimination or preferential treatment. Students applying for entrance into the first year program of the Londonderry School District will be screened.

State Law now requires a complete medical examination by a licensed physician. The exam must be performed within 12 months prior to the date of entry into the Londonderry School System. The following immunizations and tests are also required before entry into school:

- Measles (administered after first birthday – minimum 2 doses)
- Mumps (MMR) (administered after first birthday – minimum 2 doses)
- Rubella (administered after first birthday – minimum 2 doses)
- Hepatitis B (HBV) (minimum 3 doses)
- Polio Vaccine (minimum 4 doses)
- Diphtheria, Pertussis and Tetanus (DTaP) (minimum 5 doses)
- Varicella – (Chicken Pox) (minimum 1 does or history of disease)

Completed medical forms must be returned to the appropriate school prior to the opening of school.



## **JRA-E**

### **ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS**

The Family Educational Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students with respect to the student’s education records.

#### **A. Definitions.**

1. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.
2. “Eligible student” means a student who has reached 18 years of age or who is attending an institution of postsecondary education. Generally, once a student becomes an eligible student, rights under FERPA transfer from the parents to the eligible student. The School District may, however, continue to disclose education records to a parent without prior written consent if the student qualifies as a dependent under the Internal Revenue Code.

#### **B. Inspection of Records**

Parents/eligible students may inspect and review the student’s education records within 14 days of making a request, or before an IEP Team meeting or due process hearing. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$0.50 per page, subject to reasonable limitations.

#### **C. Amendment of Records**

Parents/eligible students may ask the School District to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and how they want it changed, and specify why it is inaccurate or misleading or in violation of the student’s right of privacy. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

#### **D. Disclosure of Records**

The School District must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

## 1. **Directory Information**

The School District designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos relating to student participation in school activities open to the public.

Directory information may be published in student yearbooks, school district websites, athletic publications, radio programs, television broadcasts, performing group graduation programs, and in the publication of achievement awards and honors for individual students. This information may also be disseminated to local newspapers in accordance with school sponsored sporting activities and/or programs.

Parents/eligible students who do not want the School District to disclose directory information must notify the Superintendent in writing by September 15<sup>th</sup> of the school year or within thirty (30) days of enrollment, whichever is later. This opt-out shall remain in effect until the following school year, unless the parent or eligible student rescinds it earlier, or unless the student no longer attends the School District, in which case the opt out will remain in effect unless it is rescinded.

Absent an opt out, the School District may disclose directory information about former students without the consent of the parent/eligible student.

## 2. **Military Recruiters/Institutions of Higher Education**

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent. Parents/students who do not want the School District to disclose this information without their prior written consent must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

## 3. **School Officials with Legitimate Educational Interests**

Education records (and personally identifiable information from an education record) may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include persons employed by the School District (or the School District's school administrative unit) as an administrator, supervisor, instructor or support staff member (such as guidance, health or medical staff and the district's law enforcement personnel, if any); members of the School Board; persons or companies with whom the School District or school administrative unit has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, experts, or therapists); and volunteers who are under the direct control of the School District with regard to education records.

#### **4. Health or Safety Emergencies**

In accordance with federal regulations, the School District may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

#### **5. Other Schools**

The School District sends student education records to schools, school systems, or institutions of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution of postsecondary education has requested the records and so long as the disclosure is for purposes related to the student's enrollment or transfer. Such records shall include, but are not limited to, grades, report cards, disciplinary records, attendance records, special education records and health records.

#### **6. Other Entities/Individuals**

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

#### **E. Complaints Regarding School District Compliance with FERPA**

Parents/eligible students who believe that the School District has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **ASSESSMENTS and BENCHMARKS**

The Londonderry School District has created benchmarks at each grade level, available to parents at the grade-level Open House and upon request, that reflect the concepts to be presented to all students. The benchmarks are in alignment with the State Frameworks for all subject areas. Students will be given annual assessments to assure consistency in instruction and to determine the extent of student mastery of the district benchmarks.

## **BEHAVIORAL EXPECTATIONS**

The staff and students at South School strive to create an environment that is safe for all. To that end, behavioral expectations have been developed and are used as a reference and tool to help students make appropriate and positive behavioral choices.

Expectations center on **RESPECT, RESPONSIBILITY** and **SAFETY** for all. More information on the **PBIS** program (Positive Behavioral Intervention and Supports) can be found in Appendix II at the end of this handbook.

## **BICYCLE RIDING**

If parents wish to have their children ride bicycles to and from school, a note must be submitted to the school office stating the date(s) that the child will do so. The note will be placed on file for the year. Immediately upon arrival at school, the bicycle should be placed in the bike rack at the front and side of the school by the portable classrooms. It is strongly recommended that a lock be utilized to secure the bicycle to the rack. It is expected that the students will ride their bikes directly home at the end of the school day and not linger in the schoolyard. Bike riders are encouraged to wear helmets. Bike riders must not ride through the parking lot area in the morning due to bus unloading.

A form giving permission for you child to ride is included at the end of the handbook. **Students should not arrive at school before 8:30 AM.**

## **BULLYING**

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

#### **1. Objective**

The Londonderry School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyber bullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate

#### **A. Prohibited Conduct**

Students are prohibited from bullying and cyber bullying actions or communications directed towards other students which:

1. Occur on, or are delivered to, school property or a school sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyber bullying.

#### **B. Definitions**

For the purpose of this policy, the following definitions shall apply:

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
  - a. Physically harms a student or damages the student's property
  - b. Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means the distress that materially impairs the student's participation in academic or other school sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
  - c. Interferes with a student's educational environment;
  - d. Creates a hostile educational environment; or

e. Substantially disrupts the orderly operation of the school.

“Bullying” shall also include the actions motivated by an imbalance of power based on a student’s actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

Bullying or cyber bullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state law.

Complaints regarding such conduct may be processed through the Board’s Student Discrimination and Harassment Complaint Procedure (ACA-S).

2. “Cyber bullying” means conduct defined in paragraph 1 that takes place through the use of electronic devices.

3. “Electronic devices” include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

4. “School property” means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

5. “Perpetrator” means a student who engages in bullying or cyber bullying.

6. “Victim” means a student against whom bullying or cyber bullying has been perpetrated.

### C. Disciplinary Consequences and Intervention Programs

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student’s willingness to cooperate in the investigation and correct behavior; and the student’s prior disciplinary record.

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent reoccurrence of bullying and cyber bullying behavior (RSA 193:F Pupil Safety and Violence Prevention).

### D. Reporting Bullying and Cyber bullying

Students who are subjected to bullying and cyber bullying, or who observe bullying/cyber bullying by or against other students are strongly encouraged to report it to their teacher, guidance counselor, housemaster, assistant principal or principal.

School staff and volunteers are required to report possible incidents of bullying or cyber bullying to a housemaster, assistant principal or principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyber bullying of students to the student’s housemaster, assistant principal or principal.

### E. Report Handling and Investigation



1. The housemaster, assistant principal or principal shall notify the parents/guardians of the alleged victim (s) and perpetrator (s) that a bullying/cyber bullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the housemaster, assistant principal or principal may request a waiver of this parent notification requirement from the Superintendent or his/her designee. The Superintendent or his/her designee may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim (s) and/or the perpetrator (s). Any such waiver of the parent notification requirement shall be made in writing.
2. An investigation of the bullying/cyber bullying report will be initiated by the housemaster, assistant principal or principal within five school days.
  - a. The alleged perpetrator (s) will be provided the opportunity to be heard as part of the investigation.
  - b. Privacy rights of all parties shall be maintained in accordance with applicable laws.
  - c. The housemaster, assistant principal or principal shall keep a written record of the investigation process.
  - d. The housemaster, assistant principal or principal may take interim remedial measures to reduce the risk of further bullying/cyber bullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.
  - e. The housemaster, assistant principal or principal shall consult with the Superintendent or his designee as appropriate concerning the investigation and any remedial measures or assistance provided.
  - f. The investigation shall be completed within 21 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional days' school days if necessary. The Superintendent or his designee shall notify all parties involved of any such extension.
  - g. If the housemaster, assistant principal or principal substantiates the bullying/cyber bullying report, he/she shall, in consultation with the Superintendent or his designee will determine what remedial and/or disciplinary actions should be taken against the perpetrator (s) and determine what further assistance should be provided the victim (s), if any.
  - h. The housemaster, assistant principal or principal shall inform the victim (s), the perpetrator (s) and their parent/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days after the investigation has been completed. Such Communication shall be in compliance with applicable privacy laws.

#### F. Training

1. The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employee of companies contracted to provide services directly to students. The purpose of this training is to prevent bullying/cyber bullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying and cyber bullying.

2. The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyber bullying prevention, how to identify, respond to and report bullying/cyber bullying. All training and education programs shall be initially approved by the Superintendent or his designee. Building Principal's is responsible for scheduling the required training and education programs each year.

#### G. Annual Report to New Hampshire Department of Education

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyber bullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

#### H. Immunity

Any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, finding, and the development or implementation of any recommended response under this policy.

#### I. Policy Dissemination

This policy shall be posted on the District website and included in the student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

#### *Statutory and Regulatory References*

*Legal References: NH RSA 193-F: 2-F: 10*

*Cross Reference: Bullying may constitute sexual harassment in which case it shall be subject to the School District Policy – ACA-S*

LONDONDERRY SCHOOL BOARD

Adopted: February 13, 2001

Amended: March 29, 2005

Amended: December 7, 2010

**JIC-E**

**Londonderry School District Bullying/Harassment Report Form**

Name of person making report: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Grade or Position: \_\_\_\_\_ School: \_\_\_\_\_

**Who** bullied or harassed you?

Explain what happened?

---

---

---

---

---

---

---

---

---

---

**When** did this bullying or harassment occur?

---

---

**Where** did it take place?

---

---

If there were witnesses, please list them.

---

---

Has the person been asked to stop? If so, when and by whom?

---

---

Have you told anyone about this experience?

---

---

If yes: Who \_\_\_\_\_

When \_\_\_\_\_

What was his/her response? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 12/7/2010

## **BUS/TRANSPORTATION**

Students are responsible for their behavior at the bus stop, as well as while they are riding the school bus. While waiting at the bus stop, students are to be orderly, to stay well away from the edge of the road and to take charge of their own possessions. **Students must arrive at the bus stop 5 minutes before the designated pick up time.**

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.

### *Examples of Unacceptable Bus Conduct*

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

### 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. 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 unless it is a childcare emergency. Parents must arrange for transportation if a student is going to a friend's home or to an after-school program. *If you are planning to pick up your child at school or have arranged for another adult to pick up your child, a note must be received in the office bearing your signature and giving the name of the person authorized to transport your child. Please send this note to school on the morning of the designated day that your child is being dismissed.*

## VIDEO AND AUDIO RECORDING DEVICES ON SCHOOL BUSES

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

### **Notice**

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

### **Confidentiality**

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

### **Custody and Maintenance of Video/Audio Recordings**

All recordings are the property of the Londonderry School District and shall be maintained in accordance with federal and state laws and this policy.

### **Storage and Retention of Video/Audio Recordings**

After a recording has been made, the District’s transportation carrier will retain the recording in a secure location for a period of ten (10) school days. If no request by the District for a recording is made within ten (10) school days of the recording, the District’s transportation carrier shall erase and reuse the recording media. Recordings requested by an authorized District official (the superintendent or designee, building principal or designee, or the District’s transportation coordinator) will be provided to and be retained by the District only pursuant to federal and state laws and this policy. The District may use recordings in discipline of students and the recordings shall be retained by the District until the final resolution of any discipline, including the time for appeal or a court ordered retention period. Recordings provided to the District not used for discipline, law enforcement or a court action, will be erased and the recording media reused at the direction of the Superintendent or designee.

## **Viewing and Listening of Video/Audio Recordings**

Any request for viewing and listening of the recordings must be approved by the Superintendent or designee. The Superintendent or designee will determine if an individual requesting to view and listen to the recording is considered authorized pursuant to federal and state laws and this policy. A recording shall only be reviewed if there has been a report of an incident or a complaint relative to conduct on the bus. The Superintendent or designee will be responsible for maintaining a log of the date and names of all individuals who view a recording. Recordings shall be viewed by the following or others only as expressly authorized by the Superintendent or designee:

- Superintendent or designee
- Transportation Coordinator
- Students and parents of students directly involved in a particular incident or a complaint relative to conduct on the bus
- Transportation contractor official
- Building Principal or designee
- Law enforcement officers

Video and audio recordings used as part of disciplinary investigations or other proceedings shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act ("FERPA"). Release of video or audio recordings will only occur pursuant to disclosure requirements of FERPA. Use of the audio portion of the tape is limited by RSA 572-A:2(k), therefore, only that portion of the audio recording which is relevant to the incident or complaint will be reviewed or released in accordance to state and federal laws and this policy. For cases involving law enforcement or court requests to review the recordings, the Superintendent or designee will review the case and will decide on the appropriateness of the request based upon federal and state laws. The Superintendent or designee will release only a copy of the recording in accordance with state and federal laws, and the Superintendent or designee will maintain the original recording pending the outcome of the law enforcement or court action.

### **Legal References:**

NH RSA 189: 15; 193-F: 3; and 570-A: 2 (k)  
20 U.S.C. §1232g – FERPA

Adopted: May 8, 2012  
Code Classification Adjustment: May 11, 2012

### Parents Transporting Students To and From School

Parents are asked to not drop off youngsters before 8:30 AM, as teachers are not available prior to that time for supervision. A drop off area has been established for parents' use between 8:30 and 8:50 AM in the front of the building. A staff member will be available during that time to direct students who are dropped off. If an emergency arises and you must transport your children at any times other than between 8:30-8:50, they should be dropped off at the main entrance, not on the playground. Parents entering the school should park only in designated spaces.

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

### **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).

#### 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 and the radio stations listed below. HOWEVER, it is sometimes necessary to change a delayed opening to a closing, so stay tuned.

Delayed openings cause a 90-minute delay at all schools. Bus schedules change accordingly.

#### Radio Stations

WBZ (Boston) – 1030 AM  
WGIR (Manchester) – 61 AM  
WDER (Derry) – 1320 AM

#### TV Stations

LEO-21 (Londonderry) – Channel 21

## WMUR-TV (Manchester) – Channel 8

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. Each child should be instructed as to whom they should contact or to whom they should report in case of an emergency. Please notify the school office if special instructions need to be carried out.

An attempt will be made to contact all parents to notify them of the early dismissal and approximate arrival time home.

### **CLASS ASSIGNMENTS**

The Principal and the Assistant Principal finalize homeroom assignments for the start of school after submittal by the present classroom teachers. Parents are asked not to request particular teachers for their children. Honoring parent requests for specific teachers does not allow us the flexibility to provide the best educational environment for your child, as well as for the other children within the grade level.

### **COMPUTER EDUCATION AND TECHNOLOGY**

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

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

Teachers also have access to a mobile computer lab which provides a laptop with a wireless connection to the internet.

### **CONFIDENTIALITY POLICY**

It is the policy of the Londonderry School District to respect the privacy, dignity, and confidentiality of all students attending the Londonderry School District. This policy covers student records, medical information, and other personally identifiable sources of information. It is the policy of the Londonderry School District that such personally identifiable information should only be viewed or received by School District employees who have a legitimate educational interest in viewing or receiving the information, as well as those officials involved in a supervisory capacity over the school in which the students are enrolled. This policy shall not



apply to the Londonderry School District's library records, including Internet logs, the disclosure of which shall be regulated by state and federal law.

The Londonderry School District will, unless otherwise directed by an eligible student and/or parent(s), shall prepare directory information regarding each student. Directory information shall include the following:

- the student's name
- the student's class designation
- the student's extra-curricular activities
- the name of the school the student is currently attending
- achievement awards or honors
- height, weight, performance of members of athletic teams
- street address of postal box number

Directory information may be published in student yearbooks, School District web sites, athletic publications, radio programs, television broadcasts, performing group graduation programs, and in the publication of achievement awards and honors for individual students. This information may also be disseminated to local newspapers in accordance with school sponsored sporting activities and/or programs. Unless otherwise directed by the student or parents involved, such directory information shall be available as specified herein. For a copy of the complete policy please contact the school or School District Office.

### **DANGEROUS WEAPONS ON SCHOOL PROPERTY**

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**

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. See-through or fish-net fabrics, spaghetti straps, off-the-shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are inappropriate and prohibited.
5. Shoes or other appropriate footwear must be worn at all times. Shoes with wheels are prohibited.
6. Chains, which in the judgment of school administration pose a potential danger to persons and/or property, are prohibited.

### **EARLY RELEASE DAYS**

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

## **ELECTRONIC EQUIPMENT**

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

## **HEALTH**

### Emergency Cards

One copy of the emergency card is required. The emergency card will be kept in the Main Office. Complete both sides of the card and sign. Please update information as it changes.

### Illness

Children should not be sent to school if they are ill and/or running any fever the evening before school or in the morning before coming to school.

### Transportation for Students Sent Home Due to Illness

This is the responsibility of the child's parent. Please make arrangements for the eventuality of illness or accident.

### Medication

State Law (RSA 541:A) prohibits school personnel from giving medicine except by a physician's instruction. Students who will require medication during school hours must complete the following requirements:

1. A written order from the child's doctor must be on file in the School Health Office.
2. Written permission from the parent must be on file in the School Health Office.
3. Medication must be in a prescription bottle or labeled as such.
4. Medication must be delivered to school by an adult. (Students may not bring medication on the bus.)

No Medication (including aspirin, cold tablets, vitamins, cough syrup and tablets) may be brought to school unless the above requirements are met. Forms are located in the Health Office.

Physical Examinations are required for all incoming students and must have been administered within the past 12 months.

Immunizations – Proof of immunizations as required by state law must be provided to the school nurse at the time of entrance.

Physical Education – All students are expected to participate in physical education unless a note from the child's doctor is received exempting the child from participation.

Health Screening – Starting in first grade all children receive a vision and hearing screening every other year as stated in the New Hampshire School Health Resource Manual. Scoliosis screening is done yearly on all children in the fifth grade.

Head Lice & Nits – Head checks are done on children at various times throughout the school year. Children who are found to have nits must be excluded from school until they have been treated at home and are completely free of any sign of lice or nits. If it is discovered at home that your child has nits, please inform the school nurse so she may investigate possible contacts.

Concerns or Questions – Please phone or visit your school nurse at any time.

General Well-being – Please pay close attention to your child’s nutrition, bedtime, cleanliness, and mental and physical well-being. It is important for prevention of illness/accidents and helps your child perform his/her best at school and in life’s situations.

## HOMEWORK

Requests: Parents may wish to request homework for children that will be absent from school for two or more days. You may **request homework** when you call the absence line to notify the school of your child’s absence or anytime **prior to 10:00 AM**. Teachers will do their best to have homework ready for your child by the end of that school day.

Purpose: Homework reinforces the learning that goes on every day in class. It also gives students the chance to practice without the pressure of time. It teaches students to organize their time, to work independently, to use good study skills, and to develop self-discipline. Educators know that homework can be the link between school and home that encourages parents to become involved with their child’s learning. Students who do not complete and/or return homework when due are assigned to a supervised homework room during their recess. Parents of students who become habitual users of the homework room will be invited to come to school for a strategy meeting. The purpose of this meeting will be for parents and staff to find way to better enable the student to be successful. A guide for assigning homework is generally 10 minutes per grade level, i.e. Grade 4 – 40 minutes. On occasion, a long-term projects are assigned that may increase this general time line.

### Parent’s Role:

1. Provide a study area

Your children need a quiet, well-lit, comfortable study area, with good work surfaces, good ventilation and good storage space.

2. Set aside a specific time

Homework is a disciplined effort. Make sure your children know that homework is the number one weeknight priority. Set and keep rules about using the phone and watching TV on school nights.

3. Show an interest

Find out how homework relates to your children’s class work and take time to discuss homework with them. Provide encouragement and assistance where possible, but don’t do the homework for your child. Do make sure that it’s completed.

4. Monitor homework

Look for homework every day. When your child doesn't bring work home, find out if he or she is completing it at school or forgetting to bring it home. If you find that he or she actually have little or no homework on a given night, don't be concerned. Assignments vary throughout the year, from course to course, and from teacher to teacher. Just make sure that whatever is assigned is understood and completed.

Responsibility, good work habits, and becoming independent learners are vital skills needed for success not only in school but also in life. We feel homework is one important way to instill these values. Homework is not a choice.

## **HOT LUNCH PROGRAM**

The school lunch program offers students a choice of lunch entrees daily. A vegetable, bread, dessert and milk accompany each lunch. Students who bring their lunches may purchase milk. Orange juice and ice cream are also available for purchase.

Applications for the free and reduced meals are available on the food service webpage <http://www.londonderry.org/foodservice/index.cfm> or by calling the food service director at 603-432-6941 X2234. Students who forget to bring a lunch or lunch money will be able to get a lunch but it will be charged to their lunch account.

The school newsletter, "Hawk Talk", LEO 21, and the Derry News publicize the school lunch menu. Lunch and milk prices are established at the beginning of each school year and are sent home to parents as part of an information packet on the first day of school. Information regarding the food service meal prices and how to set up an account on [myschoolbucks.com](http://myschoolbucks.com) are also on the food service webpage. <http://www.londonderry.org/foodservice/index.cfm>. For more information on the lunch program email [avenzia@londonderry.org](mailto:avenzia@londonderry.org).

## **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.

## IIAE

### LONDONDERRY SCHOOL DISTRICT

#### Digital Technology/Electronic Media Acceptable Use Policy: (DT/EM-AUP)

For purposes of this policy, “users and groups” refers to Londonderry School District employees, students, contracted service personnel, community members, guests, organizations and any volunteers working within the District or schools.

For purposes of this policy, “DT/EM-AUP” refers to the Londonderry School District Digital Technology/Electronic Media Acceptable Use Policy and “DT /E M” refers to Digital Technology/Electronic Media

The responsibility of all users and groups is to familiarize themselves with and abide by the rules of this DT/EM-AUP, the Student Handbook and all other applicable school policies. The Londonderry School District encourages the use of DT/EM for completing educational assignments and professional responsibilities. The primary purpose of providing access to DT/EM within the District is to support the educational goals and objectives outlined in the Londonderry School District Strategic Plan. The following DT/EM-AUP applies **to all users and groups**, who use the District’s DT/EM. Any violation of the terms spelled out below may result in loss of access to the District’s DT/EM and/or disciplinary/legal action.

#### I. Introduction

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, this DT/EM-AUP shall serve as a statement on the appropriate use of the various “DT/EM” available to all authorized **users and groups** of the Londonderry School District including, but not limited to, the Londonderry School District computers, network, tablets, phones, 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. It is expected that all digital technology users will respect the rights of others, and will act in a way that reflects proper ethical and legal standards at all times.

#### 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. **All users and groups** 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.

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 may be disabled by appropriate personnel upon request from staff for research purposes to access a site with legitimate educational value with that is wrongly blocked by the technology protection measure. Appropriate personnel will monitor use of the Internet to ensure enforcement of the policy 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, **all users and groups** will be held responsible for ensuring that their activities adhere to the District's DT/EM-AUP and to generally accept educational standards as outlined in other applicable district policies.

The Internet also provides interactive communication technologies, such as e-mail, news groups, list servers, instant chat rooms, podcasts, wikis, blogs and discussion groups. While these interactive technologies hold great potential for the learning process, they are also very disruptive if improperly utilized. **All users and groups** using Londonderry School District Internet access to participate in these interactive technologies without an educational purpose will be subject to disciplinary action.

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

#### B. Londonderry School District Web Presence

The Londonderry School District's presence on the Internet has been established to communicate the happenings of the Londonderry School District with staff, students, parents, community members and the world. The District's Website ([www.londonderry.org](http://www.londonderry.org)) is intended to convey general information about the District's schools, events, curricula or programs of study, and policies and procedures. 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.

**All users and groups** 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 Web 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 Digital Technology/Electronic Media Acceptable Use Policy and any other applicable District policies, as well as copyright laws. **All users and groups** understand 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 **all users and groups** to 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 **user and group** 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 parent(s) or guardian(s). 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.

The creator of any District web page is responsible for ensuring that the information contained therein is of the highest editorial standard (spelling, punctuation, grammar, style, et cetera). The information should be factually accurate and current. If errors are observed, the Director of Technology, principal or designated school personnel should be contacted to make the necessary corrections.

All teacher and staff professional websites must reflect the high educational standards of the Londonderry School District. There may be no links from a teacher's or staff member's professional website to his or her personal website or to other websites of a non-educational nature except with permission from the Building Principal, the Director of Technology, the Superintendent of Schools or his/her designee.

All links from a School's website to sites outside the Londonderry School District network must be approved by the Director of Technology, the Building Principal or his/her designee. At all times, there must be a good faith effort to verify the authenticity of material posted on the District's websites.

## II. Definition and Purpose

"Digital Technology" is any device that creates, transmits, or accesses digital information, whether connected to the network or used in a stand-alone situation. "Digital information" or "Electronic Media" is any data created, transmitted, or accessed by digital technology.

"Educational" refers to the process of teaching and learning that is tied to the curriculum of the Londonderry School District or the Common Core State Standards.

The Londonderry Public Schools provides access to its data network and Internet portal (the "network") **all users and groups**. This network includes all hardware used to deliver and receive data, as well as all software instrumental in viewing and working with data over the network. Any computer – **whether purchased by the District or owned by the individual** – that is connected to our network at any time is considered part of the network and, thus, is subject to the terms of the Londonderry School District Digital Technology/Electronic Media Acceptable Use Policy.

## III. District Limitation of Liability

The Londonderry School District makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through its network will be error free or without defect.

The District will not be responsible for any damages users may suffer, including but not limited to; loss of data or interruptions in service, personal, physical, psychological and/or monetary damages.

The District is not responsible for the accuracy or quality of the information obtained through or stored on the network.

The District will not be responsible for the unauthorized financial obligations arising through the use of the network.

#### IV. Due Process

While on the network, the user agrees to take full responsibility for his or her actions. The Londonderry School District will not be held liable for the actions of anyone connecting through our network. Therefore, **all users and groups** shall assume full responsibility – legal, financial, or otherwise – for their use of the network.

Violations of the DT/EM-AUP can carry serious consequences and could result in the immediate suspension of the user's privileges. The Administration and/or the town, county, state or federal authorities may take further disciplinary action. Disciplinary actions will be tailored to meet specific concerns related to the violation. These disciplinary actions may include suspension/termination of employment or student disciplinary action which may result in suspension or expulsion.

Any questions, suspicions, or allegations concerning adherence to the Digital Technology/Electronic Media Acceptable Use Policy should be brought to the attention of the Director of Technology, Building Principal, or the Superintendent of Schools.

#### V. Search and Seizure

The network and all devices (except those purchased personally by the user) attached to it are the Property of the Londonderry School District; therefore these storage systems and the devices are subject to inspection by the administration at any time. District-owned computers, whether attached to the network or not, are subject to inspection by the administration at any time. System users should expect limited privacy regarding the contents of their files stored on the network.

An individual search will be conducted if there is suspicion that a user has violated the DT/EM-AUP or the law. The nature of the investigation will be in relation to the context of the nature of the alleged violation.

#### VI. Responsibilities

The Londonderry School District technology resources are provided for **all users and groups** 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. General school rules for behavior and communications apply to **all users and groups** when using the Londonderry School District technology resources as outlined in the Student Handbook. Acknowledging that the potential for abuse of network resources exists, **all users and groups** and (parents/guardians of those who are minors) must sign the Londonderry School District DT/EM-AUP Agreement Form prior to

accessing the Londonderry School District technology resources. All **users and groups** and (parents/guardians of who are minors) 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 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. **All users and groups** will not use the Londonderry School Districts' digital technology to defame, slander or libel any person.
- iii. No Cyberbullying, which is the use by one or more students using electronic technology which includes but not limited to: devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chats, and websites and/or assumes the identity of another person, that (a) causes physical or emotional harm to the victim or damage to the victim's property; (b) places the victim in reasonable fear of harm to themselves or of damage to their property; (c) creates a hostile environment at school for the victim; (d) infringes on the rights of the victim at school; or (e) materially and substantially disrupts the education process or the orderly operation of the school.
- iv. Not conducting themselves in ways that are harmful or deliberately offensive to others;
- v. Not using the technology resources for illegal purposes;
- vi. Not using school technology or network resources in "hacking" attempts or attempts to otherwise compromise system security;
- vii. Not using electronic mail, chat rooms or other forms of direct electronic communication unless in a supervised environment;
- viii. 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;
- ix. Not changing files that do not belong to the user;
- x. Not storing or transferring unnecessarily large files;
- xi. 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;
- xii. Not attempting to install any software on the computers;
- xiii. Not sharing personal passwords or personal information with others;
- xiv. Not leaving personal files open or leaving computer sessions unattended;
- xv. Logging onto the network and using only your account
- xvi. Immediately notifying a parent or guardian, classroom teacher, principal or appropriate District employee if others are trying to contact them for unlawful or suspicious activities.

## VII. E-mail

All e-mail created by an employee of a government unit is a public record. Any member of the public may request copies of e-mail. Please note that even deleted messages are subject to disclosure because they are required to be backed up in our archives.

Users should consider e-mail messages to be equivalent to letters sent on official letterhead and therefore should be written in a professional and courteous tone. Tone is often difficult to discern in electronic communication and thus should not be regarded as a replacement for face to face communication.

Faculty, staff, or students must not subscribe to mass electronic mailings (e.g. "chain letters", "jokes of the day", "horoscopes", "trivia", et cetera). Mass mailings take up valuable network space that should be used for educational purposes. If a faculty member joins a professional (educational) listserv, it is requested that he/she subscribe in digest form. Please contact the listserv administrator or a member of the IT Department for instructions on how to accomplish this.

Students are not allowed to access non-school email accounts, including chat and instant messaging. In the event that students are given e-mail accounts through the Londonderry School District, all e-mail rules stated in this DT/EM-AUP apply.

Email accounts issued by the Londonderry School District may not be used to bully, harass, or threaten an individual or organization; accounts will not be used to send chain letters, viruses, or hoaxes to other students, faculty, or individuals.

**All user and group** email accounts are filtered for language and content; any email that contains inappropriate language or content will not be delivered and appropriate disciplinary action will be taken. Disciplinary actions will be tailored to meet specific concerns related to the violation.

## VIII. 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 **all users and groups**, 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. Attempting 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.

#### IX. Intentional Violations

The District is aware that violations of this policy may occur under circumstances where **all users and groups** are 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 **user and group** for violations of this policy where it is apparent that the **user and group** knew, or should have known, that violations of this policy were likely to occur as a result of the actions, or inactions, of the **user and group** in question.

Should a violation of the DT/EM-AUP occur, disciplinary actions **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. X.

## Privacy

**All users and groups** have no rights of privacy with regard to their use of the Londonderry School District technology resources, which include but not limited to the Londonderry School District computers, network, electronic mail system (e-mail), and District sections of the Londonderry Website and Internet access. The Londonderry School District retains ownership and possessory control of its technology resources. The District does not guarantee, and **all users and groups** should not have any expectation of; confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. **All users and groups** 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 network administrator in such a way as to insure its availability and reliability in performing the Londonderry School District educational mission. **All users and groups** 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 network administrator or other authorized District staff member may, at any time, without advance notice to **all users and groups**, 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. **All users and groups** are put on notice that deleted files or messages are never completely removed and may be retrieved or restored. **All users and groups** should not save their personal work on computer hard drives or the network, but rather should use a personal storage device for saving their work. **All users and groups** shall frequently delete old files. During routine maintenance the network 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, misdeliveries or service interruption caused by its own negligence or student errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. **All users and groups** must fully understand that the use of any information obtained through the Internet is at their own risk.

The Londonderry School District reserves the right to record all Internet addresses and electronic communications accessed by **all users and groups**. 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 network administrator will be reported to the School Principal or appropriate District Administrator for disciplinary action.

#### XI. Personal Computers

Faculty, staff and student personal computers may be configured for the Londonderry School Districts' network with approval from the Director of Technology. Personal computers are not the property of the Londonderry School District and will not be serviced by the Technology Department. Personal computers must have up-to-date virus protection software in order to be placed on the District's network.

#### XII. 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 users and groups** shall be responsible for respecting the copyright and proprietary interest of any materials accessed through the Londonderry School District technology resources. **All users and groups** 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.

#### XIII. Complaints

If violations of this policy occur, **all users and groups** 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.

LONDONDERRY SCHOOL  
BOARD

Adopted: January 22, 2002

Amended: September 7,  
2004

Amended: May 6,  
2008

Adopted: October 22,  
2013



**LONDONDERRY SCHOOL DISTRICT  
DIGITAL TECHNOLOGY/ELECTRONIC MEDIA ACCEPTABLE USE POLICY  
AGREEMENT FORM**

THE FOLLOWING MUST BE COMPLETED BY ALL USERS AND GROUPS, PRIOR TO ANY USE OF TECHNOLOGY RESOURCES.

1. I acknowledge that I have received, read and fully understand the Londonderry School District's Digital Technology/Electronic Media 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 Digital Technology/Electronic Media 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 immediately report any misuse of the District's technology resources to the classroom teacher, School Principal or appropriate District Administrator.
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.
7. I certify that the information contained in this form is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please  
print)

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

As the parent/guardian of \_\_\_\_\_, I acknowledge that I have received, read and fully \_\_\_\_\_ understand and I have discussed and explained the Londonderry School District Digital Technology/Electronic Media Acceptable Use Policy to my child. 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 and understand that I allow my child to use the District's technology resources at his/her own risk and at my own risk.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

LONDONDERRY SCHOOL BOARD  
Adopted: January 22, 2002  
Amended: September 7, 2004  
Amended: May 6, 2008  
Adopted: October 22, 2013

**WEB ACCEPTABLE USE POLICY AGREEMENT FORM**

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

Applicant's Name: \_\_\_\_\_

(Please print)

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 Digital Technology/Electronic Media 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 Digital Technology/Electronic Media 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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

\_\_\_\_\_

Date:

APPROVED:

DECLINED:

(Please send \_\_\_\_\_ copy to Human \_\_\_\_\_ Resources)

LONDONDERRY SCHOOL  
BOARD Adopted:  
January 22, 2002  
Amended: September 7, 2004  
Amended: May 6, 2008  
Updated: August 4, 2011  
Adopted: October 22, 2013

### **INVITATIONS and SPECIAL TREATS**

Invitations to be given to other students for such affairs as a birthday party must be mailed. They may not be given to students during school hours. This helps to avoid hurting feelings of children not invited. School will not be able to provide home addresses for students.

If you would like to provide treats for your child's birthday, please send enough individual treats for each student in the classroom. Please do not send a whole cake, as it is very difficult and time consuming for the teacher to serve the students. Treats should be brought to the office, not directly to the classroom. Students will not be allowed to bring these treats outside of the classroom.

Remember that not all families have the same resources. With that in mind, please keep your offerings simple. Elaborate preparations such as fancy napkins, drinks, and tokens for each child are distracting to the learning process and often serve to cause hard feelings, especially for children who cannot reciprocate in kind.

### **LIBRARY-MEDIA CENTER**

The Library/Media Program at South School is part of the overall district network of the Library/Media services while at the same time it is designed to serve the specific needs and interests of the South School community.

The Library/Media Center (LMC) houses and maintains library materials, audio-visual equipment, teaching kits and facilities for study and research purposes. Hardbound and paperback books, newspapers, magazines and reference volumes are available to meet the needs of the curriculum, the personal and recreational needs of the students and the instructional and professional needs of the faculty.

Many teachers base their lessons on the LMC resources and services. The compatibility of audio-visual materials such as VCRs, camcorders, projectors, tapes, laser-discs, records, television, transparencies, films and other materials insures that everything is being done to make the learning experience more meaningful for the students. Production facilities and services at the Middle and High Schools are available to teachers to make individual materials for class use.

Classes use the library for book selection, reference and research purposes. Students may come to the library individually or in small groups during the regularly scheduled school hours. Additionally, blocks of time are available for teachers to send individual students and small study groups to use the facilities as well as bring an entire class for intensive information skills instruction or to work on class projects. The main objective in providing materials for library patrons is to have them used by students and faculty. Nonetheless, it is necessary to employ normal limitations for student circulation. These are briefly noted as follows:

1. There is no limit to the number of books a student may borrow.
2. A student may borrow materials for two weeks in grades 1 – 5, with renewal privileges.
3. Students will be billed for items lost during the school year in June but will retain borrowing privileges throughout the time following the loss of materials, provided that the parent/guardian's signature is first obtained indicating acceptance of financial responsibility.
4. The Library Staff in consideration of individual circumstances may make exceptions to the above regulations.

The Library Staff is happy to loan materials to adult members of the Town of Londonderry when proof of residency is provided, and the materials requested is not immediately required by a student or teacher.

### **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 in the hallway connecting the gymnasium and the main building. Students or parents of students, who are missing items, are requested to check for them in the lost and found box. The items remaining unclaimed in the box will be distributed to local charities during each vacation break and at the end of the school year.

### **MONEY**

When it is necessary for your child to bring money to school, please send it in an envelope with the child's name and reason for the money coming to school written on the envelope. Possible reasons for money in school might be, school store, book sales, lunch, snack, pictures, etc.

### **MOVING**

If you are moving, your child's records will be mailed to the new school. You will need to sign a Release of Information form here at South School and a Request for Records form at your new school before the records will be forwarded.

### **PARENT-TEACHERS ASSOCIATION**

South School prides itself on its active P.T.A., which is dedicated to fostering a spirit of collaboration among its students, parents, teachers, and the entire Londonderry community. Parents and community volunteers are always invited to participate in all P.T.A. sponsored programs and activities which include: *Hawk Talk*, Room Mothers, Popcorn Sales, School Store, Yearbook, Savings-R-U's, Wee Deliver, *Reflections*, and Book Fairs.

One of the largest endeavors of the P.T.A is to provide enrichment programs that are designed to broaden the students' knowledge and interest of grade-level themes throughout the school year.

### **PARENTS' NIGHTS/OPEN HOUSE**

Three evenings in September are scheduled as a Parents' Night. In grades 1 through 5 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 report card conferences that are scheduled.

### **PLAYGROUND**

Teachers supervise the playground during bus arrival time from 8:30-8:50 AM and during designated recesses. Parents who transport youngsters to school are reminded not to drop them off at the playground entrance. For the safety of all students, we request that no adult other than South School staff enter the playground. Please go to the school office if there is a need to see your child. One of the secretaries will help you.

Students may bring in sports equipment from home with the recognition that it should be shared and that in most cases the school is not responsible for loss or damage to the item. The school also provides some sports equipment. Games, trading cards, action figures, etc. are not allowed at school.

Organized team sports – Touch football and soccer games are allowed on the playing field only, field conditions permitting. Students are reminded to adhere to rules of fair play and to play safely. Duty teachers and administration may prohibit such games if students play too aggressively.

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. The Administration will make the final decision in cases where retention is disputed. Questions regarding retention should be addressed to your child's teacher and/or Administration.

## **PUBLIC LAW 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 Guidance Counselors are the building coordinator for Section 504. Please see him/her if you believe your child requires Section 504 accommodations. The guidance counselors 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 504 coordinator 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 assistant principal if you require any accommodations.





## **SECURITY**

All visitors **must** report directly to the main office upon entering the building. Visitor badges or passes will be provided. Volunteers are encouraged to sign-in and log their hours. 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 badges and send them to the main office.

All doors to the school except the main entrance will be locked throughout the school day. The main entrance will be locked from 8:45 AM to 3:30 PM. All visitors should use the main entrance at all times. When the door is locked, please use the buzzer to enter the building.

Throughout the year, South School 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.

## **SCHOOL VOLUNTEER PROGRAM**

The staff of the South School is very proud of the school's parent volunteer program. Parents assist students and staff in many ways. Many volunteers work an hour or more per week at the school and others offer their services doing things at home. We also have several retired senior citizens who work in the school through the RSVP Program.

Volunteer assignments are arranged through the School Volunteer Coordinators. 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 Health Office, the Library-Media Center, assisting the P.E. program, preparing materials in the teachers' workroom, etc. Whenever possible, a volunteer's interest area or skills will be matched with an assignment. Parents are not encouraged to work as a regular volunteer in their child's classroom unless the classroom teacher requests it.

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

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

## **SNACKS**

All grade level classes have snack time during the day. Please have your child check with his or her teacher regarding specific procedures. Fruits, vegetables and other healthy snacks rather than sweets are strongly recommended.

## **PROGRAMS OFFERED AT South School**

### Art

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

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

Classes are scheduled to have art once a week for 50 minutes in Grades 1 & 2, and 55 minutes in Grades 3-5.

### Counseling

The school counselor's purpose is to oversee the social and emotional needs of all students in a way that will facilitate their academic progress. In order to achieve this goal the following interactive approach, consisting of three major components, has been adopted:

#### Classroom Guidance (Affective Education)

Counselors work with classroom teachers toward development and implementation of varying classroom management and instructional strategies.

#### Small Group Counseling

Groups are formed when students express common needs and the counselor feels that they would benefit from the common experiences shared in a group situation. Groups, which involve topics such as divorce or death, as well as groups to improve peer relationships, enhance self-concepts or deal with stress reduction, have been found to be areas where counselors can be of assistance.

#### Individual Counseling

Children see counselors on a one-to-one basis when parents, teachers and the counselor feel that it is appropriate for the social, emotional and intellectual needs of the child.

In addition to counseling students on any of the above levels, the school counselor acts as a consultant to teachers, parents, administrators and mental health professionals. The school counselor may also be involved in individual intelligence and/or psychological testing.

### E.L.L.

English Language Learner 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 ELL teacher provides services to individuals or small groups in classroom and pullout settings.

## Music

### General Music

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

At the primary level singing and movement to music are stressed. In addition to theory, intermediate level emphasis is on appreciation of all musical styles and the comparison of music to other art forms. Some of the fundamentals studied are: rhythm, meter, tempo, direction, dynamics, form, register, style, intervals, texture and tone color.

All classes are scheduled to have music once a week for 50 minutes for grades 1 & 2 and 55 minutes for grades 3 – 5.

### Chorus

Chorus is open to any student in the fourth or fifth grade that wishes to participate. Blending of voices, intonation, diction, breath control and balance are some of the areas studied. Many styles of music are rehearsed for performances at the winter and spring concerts. Chorus is held during the student's recess time. Some afterschool rehearsals are necessary just before concerts.

### Instrumental Music Program

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

Orchestra is open to fourth and fifth graders who want to pursue learning stringed instruments. Instruction is held before school on a weekly basis. Winter and Spring Concerts are held for both Band and Orchestra.

## Physical Education

The physical education program provides every child with the opportunity to develop and maintain a level of physical fitness, while at the same time meeting the individual needs of every child. In the primary grades (1-3), the emphasis is placed on movement experience, simple

stunts, and organizational games. The children are given the opportunity to explore, create and try out activities without fear. Intermediate grade children (4-5); begin to work towards specialized skills, developmental activities and cooperative group work. Classes are scheduled to have P.E. once a week for 50 minutes in Grades 1 & 2 and 55 minutes in Grades 3-5.

#### Reading/Language Arts

The Language Arts program in Londonderry seeks to foster and support the development of literate and eager communicators. The program encompasses reading, writing, listening and speaking. Opportunities for students to develop to their full potential in these areas are provided in all classrooms. The research-based reading program teaches skills through a wide variety of methods and materials.

The program is facilitated by the Reading Specialists who work as consultants to the staff to model teaching strategies, disseminate new research findings and to monitor student progress. Parents are essential to literacy development and the reading staff is available to support and explain the process of reading and writing to them.

#### Special Curriculum

The focus of Special Curriculum is to meet the needs of Londonderry students which may not be addressed through the regular curriculum and school-sponsored activities. These needs are reflective of high academic ability/creativity/performance and task commitment.

Special Curriculum provides programs such as K.E.Y. (Keys to Enriching Youth), Math Enrichment, Core Literature and School-Wide Enrichment. These programs serve students from a variety of interests, backgrounds and abilities.

The K.E.Y. program provides skills and activities leading to in-depth investigations of real-world problems for identified fourth and fifth graders. Math Replacement promotes intellectual autonomy, confidence, collaboration and reflective mathematical thinking for identified students in grades 4 & 5. School-wide Enrichment provides manipulatives, reproducibles and in-service workshops to enrich the classroom environment and overall effectiveness of each teacher.

### **SPECIAL EDUCATION SERVICES**

South School 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. The goal is to have every student 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 each grade-level team to help in implementing the inclusion model school-wide. They also serve as Special Education (SPED) consultants to the grade-level teachers.

#### Speech and Language:

Focuses on communication: how students understand language-based information and how they express their ideas with language.

Occupational 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 motor response (e.g. getting the directions for an art project and completing it).

Grade-Level Support:

This support focuses on developing the student's academic success by working through their learning style strengths. Students are taught strategies and techniques for learning, as they become aware of their own learning strengths and weaknesses. The program provides replacement and tutorial Language Arts and Math support in grades 1-5 as needed.

Self-Contained Classes:

Provide replacement language arts and/or replacement mathematics instruction, as well as support in the regular classroom for science and social studies if needed. These classes are separated by grade.

Each of these programs, with the teachers and educational assistants that provide them, offer specific skill instruction and learning style strategies designed to meet the individual needs of each student in the various curriculum and social areas. Contact [dsetterlund@londonderry.org](mailto:dsetterlund@londonderry.org) for more information.

## **STUDENT ACTIVITIES**

In addition to the activities already described, South School is proud to offer the following activities:

Cross Country

Open to students in grade five, the Cross Country Programs from L.H.S. and L.M.S. are introduced to students during a six-week period in September and October. Students train two afternoons per week and participate in a district-wide three elementary school meet in mid October. Accomplishment, self-improvement and good health practices are the emphasis of this program.

Destination Imagination

D.I., formerly known as Odyssey of the Mind, is available to students in grades 2-5. It provides problem-solving competitions for teams of students that develop teamwork and higher levels of creative and evaluative thinking.

Intramurals

The South School offers an after school sports program during the winter months. The program offers a variety of activities including intramural games, volleyball, floorhockey, and aerobics. The program is open on a rotating basis for each grade level, giving the children the opportunity to select the activity they wish to participate in with other age appropriate students.

Wee Deliver

Wee Deliver is an internal mail delivery program established with the Londonderry Post Office, which is run by our third grade students. Students, teachers, and parents can write letters to any student or staff member at South School place them in the large mailbox in the front lobby, and the third graders will gather, sort, cancel and deliver it. It is a great way for students to learn letter writing etiquette.

## **STUDENT CLUBS**

Students may also participate in the following clubs.

- Chess Club (Gr. 1-5)
- Drama Club (Gr. 4 & 5)
- Apprentice Gardeners (Gr. 3 & 4)
- Safety Patrol (Gr. 5)
- Student Council (Gr. 5)
- Jump Rope (1-5)

## **SUSPENSION/EXPULSION FROM SCHOOL (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, and 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 will result.

### **TRANSFERS**

Please notify the school office if you are planning to move. If you are moving to another home within the South School district, the school will need to be aware of your new address and whether there has been a change of telephone number. If you are moving from the South School district, the office will assist you with the transfer of student information to the new school that your child will be attending. Your child's records will be mailed to the new school. You will need to sign a Release of Information form here at South School and a Request for Records form at your new school before the records will be forwarded.

### **TELEPHONE NUMBERS**

Please notify the school of any home or business telephone changes. This is necessary in case of emergency. Children will be allowed to call home at the teacher's discretion. South School recently introduced an automated phone answering process. All teaching staff members have voice mailboxes, which can be accessed using the main school phone number, 432-6956. Teachers are unable to receive calls directly in their classroom but your message will be recorded and the teacher or staff member will return your call. Secretaries, administrators, the school nurse and other staff members who do not work full time in classrooms can be reached directly. Emergency calls to staff members should be made to the school secretaries (ext. 5200, 5201, and 5202) to insure that your call or message is immediately forwarded in person.

### **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, LEO-21, or other local cable or broadcast channels and /or displayed at the District or a school Web site. 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 name when individual students are shown. Additionally, photos, student artwork, projects or performances may be displayed.

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

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

### **VISITATIONS**

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

### **WEATHER**

Please remember the New England adage, "If you don't like the weather, wait five minutes and it will change." Dress your child so that he/she can play in the snow, and be ready for sudden drops in temperature. During the winter, students wishing to play in the snow out on the field or on the equipment must be wearing snow pants and boots. Shoes and sneakers may be left in the classrooms so that boots are not worn all day. Students may not wear just their socks in school.

**APPENDIX**

**PERMISSION TO WALK OR RIDE A BIKE TO SCHOOL**

Please complete and return to school if you wish to have your child walk or ride a bike to school.

Date \_\_\_\_\_

I give permission for \_\_\_\_\_  
student's name

To walk to/from school on \_\_\_\_\_ or to walk to/from school  
date(s)  
all year.

Or ride his/her bike on \_\_\_\_\_ or to ride his/her bike all  
date(s)  
year.

Parent/Guardian \_\_\_\_\_  
Signature

**Londonderry School District**

**JHCD-E**

6A Kitty Hawk Landing, Londonderry, NH 03053

School Year

**PARENTAL PERMISSION FOR OVER THE COUNTER MEDICATION**

<u>Last Name</u>	<u>First Name</u>	<u>Date of Birth</u>	<u>Phone#</u>	<u>Grade</u>	<u>Home Room</u>
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The school nurse has a limited supply of over the counter medication that may be dispensed with written parental permission. Students requesting medication must be evaluated by the school nurse and may receive medication for minor muscle aches and pains or discomfort due to the common cold, headache, toothache, and menstrual cramps. The school nurse may contact you to discuss the frequency of your child's request for medication, or to recommend follow up care with your health care provider. This form must be completed in full each school year by a parent or guardian. All other over the counter medications must be approved by the nurse and supplied by the parent or guardian.

Check off each medicine that you give permission for your child to receive. and CROSS OUT any that should not be given.

Acetaminophen (generic Tylenol) per label directions  
 Ibuprofen (generic Advil) per label directions

- Anti-itch creams and lotions  
(hydrocortisone/ generic calamine)
- Cough drops/ chloroseptic spray
- Antibiotic ointments for minor cuts and scrapes

- Oragel/ Ambesol
- Antacids (Tums, Pepto Bismol)

I give permission for the school nurse, a substitute nurse, or any other member of the school staff designated by the principal, to administer the medications that are checked off above. By signing this form, I agree to hold harmless and indemnify the Londonderry School District and any staff member for any and all losses that may be occasioned as a result of taking this medication, including adverse reactions. The first dose of *over* the counter medication will not be given prior to 10:00AM without parent verification that an earlier dose was not given at home. I **understand that the use of ibuprofen or acetaminophen is limited to three doses in one month and a doctor's evaluation and medication order will be required if my child needs to take analgesics more frequently.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

Adopted: August 29, 2017

# South Elementary School PBIS Behavioral Expectations

- **RESPECT**
- **RESPONSIBILITY**
- **SAFETY**

## **What is PBIS?**

PBIS is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning. Utilizing school-based data and information, along with a commitment to maintaining up-to-date best practice strategies, the PBIS process guides a school through the development of strategic teams that are trained to positively impact behavior at three key behavioral tiers.

## **What are the potential benefits of PBIS?**

Schools across the country from Oregon and Washington to Illinois and New York and New Hampshire are finding that PBIS reduces misbehavior, office referrals, detentions and suspensions, increases prosocial behaviors and results in enhanced learning outcomes for students. Data at schools committed to PBIS also shows that teachers' knowledge, skills, and attitudes relating to behavior and discipline improve as a result of training, technical assistance, and consultation. Recent research has shown that PBIS also increases instructional time and administrator efficiency and improves school climate, student-teacher interactions, and family school relations.



## South Elementary School PBIS Reinforcement Plan

### **Positive Approach:**

A staff member will recognize students for behaving in an appropriate way by acknowledging them with a Respect, Responsibility, or Safety sticker. Students will be asked at monthly All School Meetings to stand if they have received a sticker for respect, responsibility, or safety. Class recognition can be received also. Any staff member may award a class with a certificate for appropriate behavior by the whole class. The Mystery Hawk will also recognize three classes for their positive behavior at the monthly All School Meeting. Class certificates are located in the PBIS bin in the hallways.

As we target certain behaviors to improve, the staff will get a teaching tool to use with students to teach expected behaviors. Target behaviors come from areas on the behavior matrix. The teaching tools will be the same for all grade levels and taught by all classroom teachers. But, all staff members need to be familiar with these teaching tools so all can follow up with students and be aware of behavioral expectations. All staff will have stickers to recognize students' appropriate behaviors. The behavior matrix will be hung in specific areas of the school to remind students and staff of expected behaviors.

### **Discipline Approach:**

When a student behaves inappropriately a staff member completes a Behavior Report. The Behavior Reports will be used to track data on the student behaviors as well as identifying particular targeted areas that need to be worked on.

- Conferences with Student
- Parent Contact \_\_\_\_\_
- Loss of Privilege \_\_\_\_\_
- In School Suspension (\_\_\_\_\_ days/hours)
- Out of School Suspension (\_\_\_\_\_ days)
- Contact with \_\_\_\_\_
- Other \_\_\_\_\_

None  Peers  Staff  Teacher

Substitute  Unknown  Other

with administrator

\*\*\*\*\*

**Date:** \_\_\_\_\_

Three minors within 5 school days equals a major.  
 Once, parent contact, and signature.

**TARY SCHOOL**

ISIBILITY	SAFETY
nds use appropriate ater/paper	* Walk * Use equipment appropriately * Keep hands and feet to self
lean ur destination ody off walls/doors an	* Walk * Face front and stay to the right * Keep hands and feet to self * Hold door for those behind you
eady to learn v directions m clean	* Walk * Remember personal space * Use materials/equipment safely
r lunch/recess an	* Walk safely and quietly * Receive permission before leaving the cafeteria * Use utensils appropriately * Keep hands and feet to self
adult directions	
the playground v adult directions quietly with your	* Keep hands and feet to self * Line up quietly with your class * Use equipment properly * Receive permission before leaving the playground * Dress appropriately for weather
v adult directions	
Be on time and prepared	
* Head directly to your destination * Pack/Unpack promptly	* Maintain personal space * Keep pathways clear * Stay on sidewalk when entering/exiting bus * Handle belongings appropriately
* Listen to and follow adult directions * Show appreciation appropriately	* Stay in your assigned place * Maintain personal space
* Listen to and follow driver's directions * Be prepared/punctual to enter/exit the bus * Keep bus clean	* Once seated, face forward, stay seated * Keep belongings, hands, and feet to self * Keep aisle clear
* Enter and leave office quietly * Wait patiently until the nurse is able to speak with you	* Listen to the nurse's directions * Follow the nurse's health instructions
* Be ready to listen * Be prepared to learn * Be cooperative with others * Use a low voice	* Enter the library only if you will be using the library * Use school hallways to get to other parts of the school
* Enter/Exit only on pathways * Use benches, sculptures, tables, birdbath, birdhouses, and feeders appropriately	* Walk only on pathways * Keep away from curbs * Sit on benches

Office

**Pink - Parent**

the building  
\* Use kind words to others

**Assemblies/  
Special Events**

\* Sit on your bottom  
\* Look and listen to presenter  
\* Look for quiet signal and share it with others

**Buses**

\* Use kind words to others  
\* Thank your driver  
\* Use indoor voices  
\* Share seat with others

**Nurse's Office**

\* Respect others' privacy

**Library/Media Center**

\* Enter/Exit quietly  
\* Use library materials in a quiet manner  
\* Care for library material properly at all times (in school/at home)

**Polyd Habitat**

\* Use indoor voices in the garden  
\* Use eyes to enjoy plants and animals

**Choices Form**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

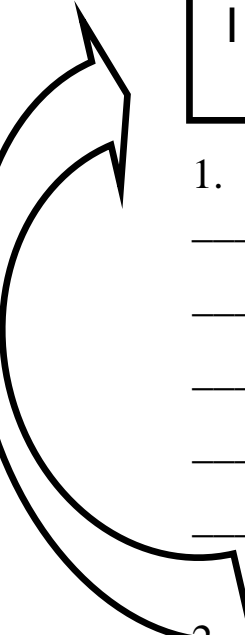


## South School Code of Conduct

I will be **Respectful.**

I will be **Responsible.**

I will be **Safe.**



1. What happened?

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2. Put a check in front of the expected behavior.

3. What would you do differently next time?

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## What is #LderryPOP at South School?

Part of our district wide college and career ready goal has been focused on POP: P – Perseverance, O – Ownership, P – Practice. All six schools are collaboratively working on instilling a growth mindset in our students through POP. Growth mindset is based on the work of Carol S. Dweck, Ph.D. Through many years of research and analysis, Dweck has found that people with a growth mindset tend to lead more successful and fulfilling lives. Her work is helping us to teach children how to have and demonstrate perseverance and ownership.

What's the connection between "growth mindset" and the district's college and career ready goal through POP? A growth mindset accepts that effort matters, mistakes are healthy, failures lead to learning, and challenging work helps your mind grow. In Michael Jordan's words, "I've missed over 9,000 shots in my career. I've lost almost 300 games. Twenty-six times I've been trusted to take the game-winning shot... and missed. I've failed over and over and over again in my life. And that's why I succeed."

Throughout the year, teachers have taken steps to be informed on how to foster a growth mindset in our students. We have done workshops using [mindsetkit.org](http://mindsetkit.org), some have read Carol S. Dweck's *Mindset* book or *Mindsets in the Classroom* by Mary Cay Ricci, and others have learned how to change their own language in order to praise the process and not the product.

If you follow the district's and/or staff's twitter accounts, you will see us use #POP, #growthmindset, #collegeandcareerready, and #LderryPOP. These hashtags represent and showcase the fine work our teachers and staff are doing to provide our students with opportunities to improve their POP skills!

### What Kind of Mindset Do You Have?



I can learn anything I want to.  
When I'm frustrated, I persevere.  
I want to challenge myself.  
When I fail, I learn.  
Tell me I try hard.  
If you succeed, I'm inspired.  
My effort and attitude determine everything.



I'm either good at it, or I'm not.  
When I'm frustrated, I give up.  
I don't like to be challenged.  
When I fail, I'm no good.  
Tell me I'm smart.  
If you succeed, I feel threatened.  
My abilities determine everything.

Created by: Reid Wilson @wayfaringpath © 2014 Icon from: thenounproject.com

Londonderry School District  
2020-2021 School Year

Handbook Addendum - School District Reopening Plan

The following addendum is in being added to the Student Handbooks of each of the schools in the Londonderry School District as a means of facilitating the reopening of schools under the conditions of the District Reopening Plan, approved by the School Board at the August 4, 2020 School Board Meeting.

To the greatest degree possible, the District and individual schools will adhere to existing rules regarding student and staff conduct, though we do acknowledge that there are extenuating circumstances associated with this global pandemic.

These rules are intended to provide specific direction to staff, students and families regarding expected behavior for the upcoming school year. They are being presented to the School Board for approval, and if so approved will remain in place until the Board would rescind them after the COVID-19 Pandemic has been resolved.

1. The wearing of cloth face masks and other related personal protective equipment:
  - a. Students and staff are expected to wear cloth face masks within the school building each day
  - b. Masks will be worn in such a manner that they cover the mouth and nose, thereby reducing the spread of respiratory droplets.
  - c. Masks will be required to adhere to the appropriate public health guidelines, (CDC and NHDPH). At present, that requires:
    - i. Two-ply fabric
    - ii. Covers the nose and mouth
    - iii. Does not have a vent through which air is expelled
  - d. The District will provide training to all staff in the appropriate wearing and removal of masks prior to the school year. This training will include appropriate times and places for 'mask breaks' during the day.
  - e. Any person not adhering to the face mask rule will be instructed to put one on immediately by an appropriate staff member or supervisor. Refusal to do so will be considered insubordination and addressed as such through existing disciplinary processes.
  - f. The School District will provide at its expense, five appropriate cloth face masks for each student electing to attend school in-person. Families are expected to launder these masks regularly.
  - g. Any family who holds some form of overall objection to the wearing of protective face coverings will be accommodated through enrollment in remote learning.
2. Calculating attendance during remote learning time.

- a. As parts of our student body enter remote learning, we will be calculating their attendance for a school day based upon their participation in classwork, assessments, or other forms of learning activities.
- b. For 'live' activities, students will be counted as in attendance when they log on and join on whatever platform is in use. (MS Teams, Google Meet, etc.)
- c. Remote Learning attendance will be applied to Remote Day learning at LHS, Full or Temporary Remote students K-12,
- d. While the LHS Attendance Policy will remain in force, the administration reserves the right to deem 'excused' absences during remote learning that are technology access, logistics challenges, or other similar challenges that are beyond the control of the student.

### 3. Selection of In-Person Learning or Remote Learning

- a. One key element of the Reopening Plan is to provide parents the option of selecting either in-person learning or remote learning for their students. Parents will be asked to make an initial choice by virtue of an online survey, which will be used for class composition and staffing purposes. Once school begins, there will be a two week 'grace' period during which parents may make a change in their child's selection. We ask that parents enter into this program carefully, as a significant shift in enrollment will necessitate a reconfiguration of staff.

### 4. Temporary Remote Learning (by necessity)

- a. There may be circumstances in the course of the year that require an individual student, or small group of students, to enter into remote learning temporarily. Possible examples might be through quarantine or illness. In these cases, students would remain enrolled in their existing classes and complete work remotely to the best of their ability. They would rejoin their existing class or schedule upon their safe return to school.

### 5. Behavioral Expectations in Remote Learning

- a. Students are expected to adhere to all elements of the District's Technology Acceptable Use Policy when learning remotely. Any misuse of technology or inappropriate behavior will result in the issuing of consequences as deemed appropriate by school administrators.

### 6. Parent Volunteers and Building Access Protocol

- a. During the initial implementation of the District Reopening Plan, parent volunteers, or other appropriate visitors to schools will not be permitted in classrooms. We appreciate the many acts of generosity by our volunteers, and we anxiously await the opportunity to welcome them to our schools once again, when it is safe to do so.
- b. Any parents or visitors to the school who may have business to discuss within the main office will be required to self-check prior to arrival, to be temperature screened prior to being admitted, and will be required to sign the District Health Screening form. Visitors will be required to have an appointment, unless there is some form of urgent business, at the discretion of building administrators.

7. Open Campus at LHS: As a means of decreasing the number of students passing in hallways and in common areas, LHS Seniors will be granted privileges to leave campus during periods in which they are not scheduled for academic classes. They will be required to adhere to the following:
- a. Students are expected to sign in and out to document their attendance.
  - b. Appropriate conduct will continue to be expected of students
  - c. LHS Administrators will have the ability to revoke these privileges should a student engage in inappropriate or unsafe behavior.

These regulations have been developed in accordance with applicable guidance from the CDC, the NH Department of Public Health, and the NH School Reopening Guidelines. As has been the case since the inception of this pandemic, that guidance evolves as more information becomes available to the scientific community. The District reserves the right to amend or add to these regulations on an ongoing basis, as we receive subsequent updates from these organizations.

Guidance for participation in cocurricular activities within the School District, and in conjunction with other districts, is contained under separate cover, and will likewise be updated as conditions and safety standards are updated.