

NORTH HAMPTON SCHOOL STUDENT/FAMILY HANDBOOK



2018-2019

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August 2018

Dear North Hampton School students, parents, guardians and families,

This handbook provides you with important and useful information about our school policies, procedures, and services consistent with our Mission Statement and Guiding Beliefs. North Hampton School is proud of our environment in which each student can make the most of the educational opportunities offered.

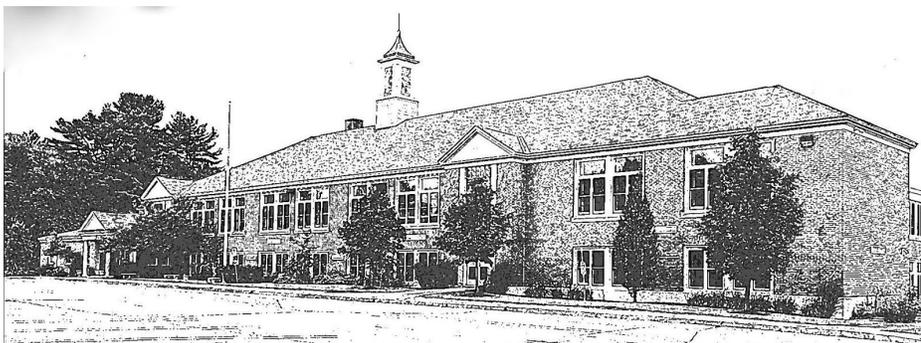
Essential to nurturing this environment is a commitment to creating and promoting opportunities that enable the home/school partnership to flourish, including effective communication between home and school. This Student/Family Handbook is a go-to resource to help NHS students and families understand both expectations and opportunities. The school's improved and updated website, at www.northhamptonschool.org, is an additional resource.

Please don't hesitate to contact either of us, or your child's teacher, with questions or if we could otherwise be of service.

Erik M. Anderson, DA
Principal

Tracy Griffenhagen, MA, CAGS
Assistant Principal/Director of Student Services

Rebecca Carlson, MA
Curriculum Coordinator



North Hampton School
North Hampton, New Hampshire

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MISSION

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GUIDING BELIEFS"

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VISION

*Vj g's wgu' lqt 'r gt uqpcn'gzegnpeg'vj tqwi j 'itkgapi 'hgctpkpi '" "
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ectkpi 'eqo o wpkx'0'*

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*Gcej 'Pqt vj 'J co r vqp'wvf gvu.'y kj 'vj g'lwrrqt v'qhl'wch'r ct gvu'c'cpf 'eqo o wpkx'.'ku'gpeqwt ci gf 'vq' "
vng't gur qpukdkkx' lqt 'f kueqxt kpi 'j kulj gt 'j ki j gw'itkgapi 'hgctpkpi 'r qvgrvkr'y kj kp'c' 'cekkx' 'vj cv' "
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NORTH HAMPTON SCHOOL- 2018 - 2019 School Calendar

*Approved- North Hampton School Board 3/20/2018

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	X	28	29	30	X	

Aug- Students- 3; Teachers- 5

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept- Students-19; Teachers-19

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct- Students- 22; Teachers- 22

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	**	22	X	24
25	26	27	28	29	30	

Nov- Students-17; Teachers-19

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	X					

Dec- Students-14; Teachers-15

January 2019						
Su	M	Tu	W	Th	F	S
		X	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan- Students-20; Teachers-21

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	X	X	X		

Feb- Students-16; Teachers-16

March 2019						
Su	M	Tu	W	Th	F	S
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar- Students-19; Teachers-20

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	X	27
28	29	30				

Apr- Students-17; Teachers-17

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May- Students-21; Teachers-22

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June- Students-9; Teachers-11

Total Days: Students- 177
Teachers- 187

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Early Release Days- NHS (4 days) / SAU 21 (2 days)
- Dec 7th- Transition Day- P/T conferences (6-8); curriculum development (PreK-5)
- First and Last Day of School
- *Dec 21st- early release for Holiday break
*Last day of school (6/13)- early release

The end of Terms 1 and 2 are signified by light blue shading.

SCHOOL HOURS

Preschool

Tuesday through Friday - 8:25 a.m. -11:00 a.m. and 12:15 p.m. - 2:50 p.m.

Grades K-8

Monday through Friday - 8:25 am-2:50 pm

*Children, who are driven to school in private vehicles, walk, ride bikes, etc., should not arrive before 8:15 a.m. Doors open at 8:20 am.

EARLY RELEASE DAYS

Friday, October 5, 2018

Wednesday, October 24, 2018

Friday, November 9, 2018

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Friday, February 8, 2019

Wednesday, April 3, 2019

Friday, May 24, 2019

, Vj wt uf c{. 'Lwp g'35. '423; '*qt 'j g'rcw'f c{ "qh'uej qqm'"

School hours on early release days are from 8:25 a.m. -12:15 p.m. for students in kindergarten through grade eight. The cafeteria staff will be serving lunches and all students will have the opportunity to eat lunch prior to leaving school on early release days.

TEACHER PROFESSIONAL DEVELOPMENT/IN-SERVICE DAYS

Tuesday, November 6, 2018

*Wednesday, November 21, 2018 (compensation day for night conferences)

Friday, December 7, 2018

Friday, January 18, 2019

Wednesday, March 12, 2019

Friday, May 3, 2019

Teacher in-service days are dedicated to staff professional development. They are non-attendance days for students.

CANCELLATIONS AND DELAYED OPENINGS

In the cases of extreme weather, poor traveling conditions or unusual circumstances, school may be canceled or delayed. Information regarding cancellations or delays can be found by watching WMUR Channel 9 Manchester, WHDH Channel 7 Boston, WBZ Channel 4 Boston or listening to the following radio stations: WBZ (AM1030), WERZ (FM107.1), WHEB (FM100.3), WNBP (AM1450), WOKQ (FM 97.5), WTSN (AM 1270), WBYY (FM 98.7), WSHK (FM 102.1), WPKQ (FM103.7), WSHK (FM 105.3). The school will also inform families through our Blackboard Connect System. You may also check the following websites: www.wmur.com and www.sau21.org. Morning preschool will be canceled when there is a delayed opening.

EARLY DISMISSAL FOR WEATHER OR EMERGENCY RELEASE

In the event of an emergency during the school day due to hazardous travel, loss of electric power, heating or water problems, and other health/welfare issues, school will be closed. It is important that parents/guardians plan for and review with their children where they are to go in the event no one is home at the time of any early closing. Each school year parents will have the opportunity to complete a Student Information Form that details parents/guardians wishes in the event of an emergency release. If the Student Information Form is not completed, the student will go home on their regular school bus. Notification of the closure will be made utilizing the Alert Now system. Additional information will be available on local TV and radio stations. Please utilize these resources and refrain from calling the school directly.

GENERAL INFORMATION

ATTENDANCE, ABSENTEEISM and TRUANCY

Regular attendance in school is essential to a student's success and is required by state law, NH RSA 193:1. The following lists of circumstances are the ONLY recognized excuses for school absences: personal illness, family illness, death in the family, religious holiday, or legal matters. When a student's absences/tardiness/dismissals interfere with instructional opportunities and/or learning, administration will set up a meeting that will involve parent/guardians and necessary staff.

"Duty of Custodian. Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session." (RSA 193:2)

NHS District policy **Attendance, Absenteeism and Truancy (J-JH)** clearly outlines district expectations regarding attendance and administrative procedure regarding truancy.

www.sau21.org/sau/images/North_Hampton/Policies/Section_J/JH_Attendance_Absenteeism_and_Truancy.pdf

ABSENCES

If a student is going to be absent or tardy from school (not here by morning attendance), the office staff should be notified by either telephone (964-5501) or Pickup Patrol (*ugg'dgrqy 'lqt 'o qt g'lpht o cvkqp'qp' Rkcmr 'Rcvt qn*) before 8:20 a.m. If the office staff is not notified and the student is absent, the school will make every effort to contact home, work, or an emergency number(s) to assure the student's safety. In the unlikely event we are unable to account for your child, the North Hampton Police will be notified to assist us. The school nurse should be notified if the student is sick with a communicable disease such as chicken pox, strep throat, or pneumonia. **Any absence other than an excused absence is considered truancy.** A student who skips or leaves a class without permission after reporting to school is truant. Any student who is absent from school without the knowledge and permission of his/her parents or school authorities is truant. Absences, even with the approval of the parents, which are excessive and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures will be instituted. *Ugg'TUC'3; 5<3.'4.'9.'c'pf '38"*

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TRUANCY

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Ten half-days of unexcused absence during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline

PICK UP PATROL

PickUp Patrol is a home to school communication site that parents use to inform the school about changes to their student's normal day. This program replaces the need for writing notes for your student.

You should use PickUp Patrol for the following (but not limited to);

Reporting your student absent (This should be done by 8:20am)

Reporting your student tardy (This should be done by 8:20am)

Reporting your student as an early dismissal (This should be done by 8:20am)

Reporting a change to your student's after school plans or bus (This should be done by 2:20pm)

On the school website, there is a "button" that will take you to the Pickup Patrol login page. More detailed information on how to use/access PickUp Patrol will be sent home on your student's first day of school.

APPOINTMENTS FOR STUDENTS

Parents are expected to make every effort to schedule their child's appointments (e.g. doctor, dentist) outside of school hours. If an appointment during the school hours is unavoidable, the parents are requested to either send in a note to the school or enter the information into Pickup Patrol indicating when the child will be picked up. **Children will not be dismissed to a parent from the classroom.** Parents, please report to the school office. The office staff will call for the student to be dismissed to the Main Office.

LATE ARRIVALS

Students are expected to be at school by 8:25 a.m. A student arriving after 8:25 a.m. is considered tardy and is required to sign in at the Main Office for admittance into school.

DROPPING OFF AN ITEM

If you are dropping off an item for your child, the item(s) are required to be bagged and identified with the name of the student and their classroom teacher. Leave the item with the office personnel and your student will be notified. *Rrgcug'f q'pqv'dt kpi 'vj g'kgo *u+'vj g'erc uat qgo.* Since interruptions are very distracting for both children and teachers, if you need to speak with your child's teacher, please contact them before or after school, or via e-mail, to make a mutually convenient appointment.

LOST AND FOUND

To avoid loss, all clothing and personal items brought to the school should be labeled with the student's name. Students, with permission from a staff member, may look for lost articles during non-instructional times. **A *Nqw'c'pf 'Hqwpf* bin is located in the gym lobby.** Parents may also check the *Nqw'c'pf 'Hqwpf* to look for and/or retrieve clothing that belongs to their child. *Nqw'c'pf 'Hqwpf* items will be bagged and donated on the last Thursday of each month.

BUILDING SECURITY

ENTERING DURING SCHOOL HOURS

For the safety and security of our students and staff, North Hampton School is a secured building during the hours of 8:25 a.m. and 2:50 p.m. No staff member is allowed to open the front (or any) door for any person(s) waiting outside to enter the school building. All visitors during school hours will need to enter through the front main entrance, sign in at the Main Office, indicate your destination as a visitor or guest and obtain a Volunteer or Visitor's nametag. You will then be buzzed into the main lobby of the school.

Nametags are to be worn at all times while on school property. Any non-staff member seen in the building without a pass will be asked to return to the office to get one. Be sure your sign-in information is clear and complete. Visitors to classrooms will need the prior approval of the principal and/or teacher(s). NHS is accountable for all people in the building during any emergency or emergency drill.

CHILD CUSTODY MATTERS

North Hampton School honors protective custody issues (custodial rights, restraining orders, etc) pertaining to the well being of any child. However, unless the office is in possession of legal documents prohibiting access to a student, he or she will be released to either parent or anyone else for whom the legal or custodial parent has given written permission.

If there is a restraining order or court ordered limited access against either parent, it is the responsibility of the custodial parent to supply the office with a copy of the legal documentation. If the legal situation changes the office must be notified in writing.

REQUIRED FACULTY REPORTING POLICIES

There are numerous emergency and safety situations that the school is obligated to report to public safety officials. In order to ensure student safety, staff members are **required** to report incidents or and/or violations of:

- Suspected abuse, sexual abuse and neglect (RSA 169-C)
- Hazing (RSA 193-E)
- Bullying (RSA 193-E)
- Safe Schools Zone act (RSA 193-D)
- Harassment (RSA 354-A)
- Smoking and Tobacco (RSA 126-K and 155:66)
- Drug Free School Zone (RSA 193-B:2)
- Workplace Safety that all hazardous or unsafe circumstances must be reported immediately to the principal or designee

All faculty and staff members assume the responsibility of being appropriate role models for students.

BICYCLES, SKATEBOARDS, ROLLERBLADES

If families choose to let their children ride a bicycle, skateboard or roller blade to school, they **MUST** wear a helmet and obey the rules of the road and/or the school AT ALL TIMES. If the rules of the road are not obeyed and/or a student is not wearing a helmet, the bicycle (skateboard, roller blades) will be held until the parent can come to pick it up and the student's bike riding (skateboarding, rollerblading) privileges may be suspended. Skateboards and roller blades must be stored in the office during school hours. Scooters and bicycles must be parked at the bike rack and **locked**.

BUS DROP OFF/BUS PICK UP

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A.M. BUSES: Five Buses will pull up along the sidewalk and two buses will pull alongside them; one in front of the crosswalk and one behind the crosswalk. Once all buses are positioned, the duty teacher will ask for students to disembark from the bus. Students will be allowed to enter into the building through both the east and west doors with duty teachers assisting the students as they enter the building.

P.M. BUSES: All seven busses will line up in the same configuration for drop-off but they will be staged numerically. Bus numbers 1, 3, 5-7 will line up by the sidewalk. Bus 2 will be to the right of the crosswalk and bus 4 will be to the left of the cross walk. Students will be dismissed from the two front doors and walk along the sidewalks to their buses. Students who ride buses 2 and 4 will be required to use the crosswalk to access their bus. Once all buses are loaded the duty teacher will allow the buses to move. Buses 1, 3, 5-7 will move first followed by buses 2 and 4. **AT NO TIME WILL ANY STUDENT BE ALLOWED TO WALK BETWEEN BUSES EXCEPT AT THE BLUE CROSSWALK.** The North Hampton Police Department will assist with this process and will facilitate getting the buses onto Atlantic Avenue.

PARENT DROP OFF/PARENT PICK UP

CAR DROP OFF: It is imperative that cars proceed in a single line into the driveway by the gym, all the way to the stop line that is located near the garage in the rear corner of the parking area. This will ensure there is as much space as possible for all parents to safely drop their children, and at the same time will prevent cars from blocking the buses that need to exit the front driveway. At 8:20 the duty teachers will begin to assist students in exiting their cars if required. Parents are expected to remain in the vehicle. Students may only exit the vehicle from the passenger side directly onto the sidewalk. **Do not let your child out on any part of the driveway that is not right next to the sidewalk.** As cars leave the area they will move forward in order to safely allow other students to exit the car onto the sidewalk. Students should enter the building and go directly to their classrooms. School staff will be there to supervise the children before school from 8:20 to 8:25.

CAR PICK UP: The same procedures are to be adhered to as above. As cars are loaded, you will be allowed to exit the school parking lot until the buses are loaded and ready to depart. At that time car traffic will be stopped and buses will be allowed to depart. Parents need to stay with their vehicles in order to promote the safe, efficient flow of traffic. **School personnel or North Hampton police officer(s) will delay you briefly while allowing the buses to exit the front driveway and proceed back onto Atlantic Avenue.**

PARKING IN FRONT OF THE SCHOOL: After buses have departed the school, parking will be allowed in the front of the building if there are no open parking spaces. Cars must be out of this area by 2:15 on a regular school day and at 12:00 on an early release day. Thank you for your cooperation.

*Pqtvj 'J co r vqp 'Uej qqrnCfo lpkatcvkqp 'y qtmu'equgr' 'y kj 'ij g'Pqtvj 'J co r vqp 'Rqrleg'epf 'Hkg'
Fgrctw gpw'cu'y gml'cu'Hktw'Uwf gpv'iq'eqpwpwqur' 'lo rt qxg'ij g'lc'lgv' 'qhdqy 'dwu'epf'ect 'tchhe'cv'
y g'lej qqr0'*

FIRE LANE

The Fire Lane must be free of vehicles at all times. It is NEVER acceptable for a non-emergency vehicle to be parked in this area.

SAFETY DRILLS

Safety drills are required by law and practiced regularly at school in case of fire or other emergencies. When the alarm sounds, a recorded message warns the student to stop all work immediately and follow the direction of the teacher. Students are expected to leave their classroom, remain with their class, and return to their classrooms in a responsible and orderly manner. A student separated from his/her class during the time of a drill or an emergency should report to the nearest teacher for directions. Shelter in place drills and/or unwelcome intruder drills may also be conducted during the school year.

HEALTH RESOURCES

HEALTH SERVICES

A school nurse is on duty during school hours. She provides a variety of medical assistance and services for students. Community updates regarding communicable diseases, health information, and common illness among children are paramount in her duties to secure a healthy school environment for all students and staff.

A documented physical exam is required every two years for students participating in school sports. For students who have had a physical exam as part of their routine checkup, parents can obtain a form from the school that can be submitted for sports participation.

HEALTH ISSUES

If a student becomes too sick to remain in school or is injured and requires medical treatment, the nurse will make every effort to notify parents/guardians so appropriate arrangements can be made.

Parent/guardians, who are picking up a child who has become ill, are required to enter the building to sign their child out from the nurse's office, prior to the student being dismissed.

When parents/guardians cannot be reached and an illness or injury requires medical attention, school officials will act *kp'rqeq'rc'gpku* and secure medical care. Only emergency First Aid may be given at school.

If a student has had a throat culture to determine strep throat, he/she may NOT return to school until he/she has a negative result or has been on antibiotics for at least 24 hours.

If a student has vomited, he/she may not return to school for 24 hours after the last episode.

If a student has a fever of 100°F or greater, he/she may not return to school until the student has achieved a normal temperature without medication.

More specific recommendations can be found on the North Hampton School website under the "Nurse's Corner".

SCHOOL INSURANCE

For a modest fee, students may participate in an insurance plan that provides coverage while attending school and while traveling to and from school. For a slightly higher fee, a 24-hour coverage is available. More information on the school insurance is available at www.isi1959.com. When on the website, click on Accident/Disability, click on Student Accident, click on New Hampshire Enrollment. Forms are also available at the school.

MEDICATION

A parent/guardian of a student requiring prescription or nonprescription medications at school must sign a medication release form (available through the school nurse). **The medication must be delivered in the original pharmacy-labeled container by the parent/guardian to the school nurse.**

BEHAVIOR RATING SCALES

If you need a staff member to complete behavior rating scales or any other information for an outside evaluator or physician, please make sure the form is brought to the main office, with your child's name, grade, teacher(s) who should complete the form, evaluator/physician's name, phone number, and fax. Our office will time stamp these forms with the understanding the involved staff member(s) will complete the form within 5 business days and either mail it or fax it directly to the evaluator/physician. If you have any questions, please call Tracy Griffenhagen, Director of Student Services/Assistant Principal, at 603-964-5501.

BEHAVIORAL EXPECTATIONS AND STUDENT DISCIPLINE

North Hampton School is a positive, caring and safe atmosphere and environment where all students and adults feel valued, respected and enthusiastic about learning and sharing ideas. We want our students to not only be educated academically, but also to value teamwork, collaboration and the opinions and points of view of others. We want students to feel positive about themselves through their self-discipline, positive choices and accomplishments.

FOSTERING SELF-DISCIPLINE

Fundamental to North Hampton School's mission is empowering students to be caring, competent, responsible citizens who value learning as a lifelong process. Toward this end, we treat our students as individuals, worthy of respect and capable of making good choices. We have two distinct aims: (1) to help create and maintain a safe and positive learning environment for all students and (2) to teach and develop self-discipline within each student. Both aims are synergistically related in that each promotes the other. Although correcting misbehavior is often necessary and appropriate, the goal of developing self-discipline is kept in the forefront. The following practices are embedded in our daily interactions with our students with the objective of upholding our mission. "

Y g'lat kcg'iq'lj qy 'wpeqpfkqpcitctg.'t gurgev'tpf 'lwrrqt v0 Young children and adolescents are more likely to respect, listen to, and act like the adults they care about and respect. By demonstrating warmth and respect, educators act as models and provide the support that students need to learn from their mistakes.

Y g'lat kxg'iq'tgeqi pñ g'lpf kxlf wcnf Hñgt gpegu'lp'qwt 'lawf gpnu0' Children differ in countless ways including their natural capacity for self-discipline. Students have different temperaments and personalities and some require more supervision, guidance, and patience than others. Through these practices, we work to encourage students who rely on external controls to monitor their behavior to develop intrinsic controls to develop thoughtful and responsible citizenship.

Y g'lat kxg'iq'lp xqncg'lawf gpnu'lp'f gekuqp/o cnkpi 0''

Research indicates that schools have fewer behavior problems when they have students who think that the school rules are clear, and fair. Student perception of fairness is most high when they participate in the development of school or classroom expectations and agree to them. Although agreement is not always possible, attempts to obtain agreement will improve students' adherence to reasonable rules

Y g'lat kxg'iq'b qf gñij g's wcnkñgu'y g'y cpv'lawf gpnu'iq'r quagui'c'u'cf qñgwgpu'c'pf'c'f wnu.

Learning to solve problems and behave appropriately is reinforced when adults model effective thinking skills and related emotions (e.g. empathy, pride, regulation of anger)

Y g'lat kxg'iq'lp hñwg'lp ut wvñqp'c'pf'f hñwñuñqp'qhñkñek'ñc'pf'go qñkñpc'ñkñgo r gñgpeku'y t qwi j qwv'y g'' ewt t kewnwo 0''

Throughout the days of school, there are many opportunities in various curriculum areas and class meetings to discuss social and moral issues and to develop strategies to solve social and moral problems.

Y g'go rj cuñ g't gur quñkñkñkñ'iq't'qpgau'qy p'c'ewkpu0'

Whenever possible we encourage students to problem solve how to “fix” their mistakes, including damage to property or others' hurt feelings. Adults advise the students when necessary and help strategize appropriate steps to prevent similar mistakes. Monitoring behavior is a shared process, again highlighting the importance of self-discipline.

CORRECTING MISBEHAVIOR

All children make mistakes – it is part of the natural learning process – we are supposed to learn from our mistakes and not repeat them in the future. To accomplish this learning, it is important for all adults (teachers and family members) to emphasize how misbehavior negatively affects others and the importance of acting responsibly.

We emphasize taking responsibility for our own mistakes. Each behavioral situation or need for disciplinary consequences is examined individually, in light of the child(ren) involved, the severity of the specific event or number of occurrences, and the ability of the child(ren) to participate in problem solving the situation.

Adapted from *Developing Self-Discipline and Preventing and Correcting Misbehavior* by [George G. Bear](#), [Maureen A. Manning](#), [Albert R. Cavalier](#)

CONDUCT (Student Self-Regulation protocol)

It is our goal to promote a positive school culture and insure a safe, trusting, respectful, and diversified school environment; so our approach is explained, expected, and utilized in order to protect and promote this culture and environment. Teachers and staff help children take “time” to control inappropriate behavior, analyze it, become responsible for it, and plan alternative behaviors that will be more positive and appropriate. Throughout the school, this process may be utilized in the following manner:

First Instance: The student is asked to process or think about why he or she was asked to take a moment to pause and reflect. Once the student has thought this out, he or she approaches and speaks to the teacher, discussing the inappropriate behavior and expressing (in the student's own way) a plan for appropriate behavior. The student will then participate in the regular course of the class.

Second Instance: The student is asked to reflect in a designated area in a neighboring classroom or instructional space. As appropriate, the student writes (or draws) a plan that explains the inappropriate behavior and how he or she will resolve it. Once the plan is completed, the student returns to the classroom, shares the plan with the teacher, and resumes participation in the class activity.

Third Instance: The Principal or another designated adult helps the student to control behavior, analyze it, become responsible for it, and develop and discuss a plan in order to correct it. Upon completion of the plan, the student returns to class, discusses the plan with his or her teacher, and resumes involvement in class activities.

Fourth Instance: A fourth instance would result in the Principal or designee contacting the student's parent/guardians and removing the student from the learning community. At home, the student, with parent/family assistance, is expected to work out a plan for his or her appropriate involvement in school activities upon his or her return the following day. This plan will be shared with the administration and the student's teacher.

Encouraging student self-regulation and self-reflection helps to not only promote a positive culture and learning environment, but also avoids negative, disruptive, and/or punitive confrontations between teachers and students; helps students take responsibility for their actions; and develops better personal/social management skills. The specific steps within this protocol may be modified depending upon individual circumstances.

EXPECTATIONS AND DISCIPLINARY CONSEQUENCES

BEHAVIOR GUIDELINES

In any school setting (classrooms, cafeteria, hallways, learning media center, buses, playground, etc.) or at any school-related function, we expect all students to:

- Display behaviors that show respect for other students, adults and property
- Cooperate with others
- Be honest
- Follow all safety rules
- Respect the rights of others to feel emotionally and physically safe

ASSEMBLY BEHAVIOR

Frequent assembly programs are held at North Hampton School. These programs offer a unique opportunity for our students to see and hear their fellow students perform, as well as to enjoy outside programs. Guests to the school will be treated respectfully. We expect appropriate behavior at all school activities. Behavior includes:

- Staying seated when expected
- Refraining from talking or shouting out
- Engaging in respectful applause
- Walking in and out of assembly areas in an orderly fashion with classroom teachers

PROHIBITING BULLYING, CYBERBULLYING and HARASSMENT

North Hampton School is committed to providing our students a safe learning environment free from bullying. We will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. Our response to bullying actions will include, when appropriate, referral to the North Hampton Police Department. All reports of bullying will be promptly investigated by the school administration.

State law defines **bullying**, in part, as “the repeated use by a perpetrator of a written, verbal, or electronic expression, or physical act or gesture or any combination thereof, directed at a victim that causes physical or emotional harm or damage to the victim’s property; places the victim in reasonable fear or harm to himself or of damage to his property; or creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially or substantially disrupts the education process or the orderly operation of a school.”

State law defines **cyberbullying** as bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include: a) the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying and b) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

RESPONDING TO A REPORT OF BULLYING

If any student, staff member or adult witnesses an incident involving bullying, it should be reported immediately to an adult in the building. All adults will report incidents of bullying to administration. Bullying is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent it from recurring. North Hampton School is committed to protecting a complainant, and other similarly situated individuals, from bullying in the future. Please see the North Hampton School website, www.northhamptonschool.org, under “Bullying Prevention”.

HARASSMENT/HAZING

The North Hampton School District seeks to provide an educational environment in which everyone may work and learn in an atmosphere of respect for the dignity and worth of all. This environment must be free from harassment and bullying. Both federal and state laws, as well as local district policy ensures harassment will not be tolerated.

If at any time a member of the North Hampton School community feels harassed or feels that another member of the community is harassed, the matter should be reported to a trusted teacher, parent/guardian or administrator as soon as possible. The administration or designee will investigate all accusations of harassment. This includes physical, verbal, sexual, racial, etc.

CAFETERIA BEHAVIOR

- Students are to walk in the cafeteria.
- Students are to stay at their tables until they have been dismissed for trash disposal or recess
- Students need to speak in soft voices when in the cafeteria so that others may enjoy their lunches.
- When students need something they should raise their hands. An adult will come to help.
- The cafeteria is a good place to practice general good manners. Remember to say “Please” and “Thank You” to the people who are serving or helping. It is important for students to leave their table and floor area clean for others.

CORRIDOR BEHAVIOR

Students are expected to walk quietly and respectfully in hallways and in stairwells and behave appropriately when traveling through the school.

RESPECT FOR THE SCHOOL and GROUNDS

We are proud of our school and expect that students will help maintain it. Our expectations are:

- Students will assist in keeping clean the school grounds, halls, cafeterias, bathrooms and all other parts of the school.

FIRST STUDENT BUS RULES

1. Follow the driver's instructions.
2. Do not eat, drink or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, alcohol, weapons, etc.) off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisle clear and do not litter, write on or damage the bus.

SCHOOL BUS DISCIPLINE PROCEDURE

The Principal or Assistant Principal may discipline students for unacceptable behavior on school buses as follows:

- o Verbal warning
- o Written warning to parents
- o Temporary loss of bus privileges
- o Indefinite loss of bus privileges

Because the nature of misbehavior may vary greatly, the Principal/Assistant Principal may use the above disciplinary measures in any order.

SCHOOL SUSPENSIONS

By authorization of the Superintendent of School and the North Hampton School Board, the Principal may use suspension from school (up to 10 school days) as a necessary tool to maintain order and/or for serious offenses. Suspension should be used only when other means of discipline have failed to affect the desired result.

- A student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages property is subject to suspension.
- The student shall be given, by the Principal, a written notice of the charges, an explanation of the evidence, and a chance to present his or her viewpoint prior to suspension.
- The Principal or Principal's designee shall notify parents via telephone as soon as possible, and arrangements shall be made for a hearing to be held, if possible, on the same day.
- Both parties' views of the suspension shall be documented and placed in a suitable file.
- The school official must advise the student and parent immediately following a hearing of his/her decision, and the reasons therefore.
- When serious circumstances warrant, the Superintendent may suspend the student for any appropriate additional time, including an indefinite suspension under certain circumstances related to violent incidents or illegal substances.

The student will be allowed to make up work missed.

The following infractions will result in suspension at the discretion of the Principal:

- Smoking in the building or on school grounds
State law prohibits the use of any tobacco product in the school or on school grounds (to include e-cigarettes and vape paraphernalia). Violation of this statute shall be a fine not to exceed \$100 for each offense. Students found to be in violation of the statute may also have to attend to a tobacco education course through the NH court diversion program and face possible suspension from school.
- Fighting or assault of another person
- Throwing any objects that may cause injury (rocks, pieces of metal, snowballs)
- Disrespect toward staff through vulgar or abusive language/gestures
- Vandalism/destruction of school property – plus payment of damages
- Possession of beepers, fireworks or weapons (including knives)
Dangerous weapons are not permitted on school property, in school buildings, on school buses, or at any function held under the name of the North Hampton School. The policy, JICI, requires referral to the criminal justice or juvenile delinquency system. The administration is authorized to suspend any student possessing a dangerous weapon or firearm for a period of time not to exceed twenty school days. The administration will refer such cases to the North Hampton School Board for possible further action to include additional suspension or expulsion.
- Gambling
- Possession of drugs/alcoholic beverages
Individuals found in possession of, sale of, or use of narcotic drugs, controlled drugs and/or cannabis, or intoxicating liquor on school property will be prosecuted to the fullest extent of the law.
- Bullying, hazing and ANY type of harassment of another student
- Pulling a false alarm

Following a third suspension of any kind, a student, accompanied by his/her parent and Principal, will be referred to the Superintendent of Schools, SAU # 21

ANY COMMENTS OR THREATS TO PERSONNEL OR TO BUILDING SAFETY (WRITTEN OR VERBAL) WILL BE TAKEN SERIOUSLY. DISCIPLINARY ACTION WILL RESULT.

**DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS OR SECTION 504
ACCOMMODATION PLANS**

The Section 504 Accommodation Plan or Individual Educational Plan (IEP) of every special needs student indicates whether the student can be expected to meet the regular discipline code or if a modification is required. If a modified discipline code is required, it is written into the IEP. When it is known that the suspension(s) of a student with special needs will accumulate to ten days, a review of the IEP will be held. The student's TEAM will make a finding as to the relationship between the student's misconduct and the handicapping condition and either: design a modified program for the student; or write an amendment to provide for the delivery of special education services during the suspension and any needed modifications of the IEP relative to discipline code expectations.

When a suspension constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP – **“a manifestation determination.”**

- A. If district personnel, the parent, and other relevant members of the Team determine that the behavior is **NOT** a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:
 - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
- B. If district personnel, the parent, and other relevant members of the Team determine that the behavior **IS** a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

Regardless of the manifestation determination, the district may place the student in an **interim alternative educational setting** (as determined by the Team) for up to 45 school days:

- a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
- b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards.

NORTH HAMPTON SCHOOL DRESS CODE

Students are expected to wear clothing that is safe and comfortable for each learning situation (classroom, physical education class, recess, etc.).

The purpose of the dress code below is to provide clear guidelines so that a student's choice of clothing will not distract others from the central purpose of school -- learning. This dress code applies to students at all times when they attend school or any school-sponsored field trip or event – such as after school presentations and concerts.

- ❖ Students may not wear clothing with writing, slogans, pictures, or symbols that are inappropriate (e.g. references to drugs, alcohol, sex, weapons, offensive language, violence etc.)
- ❖ Students may not wear clothing that exposes undergarments or inappropriately exposes the body:
 - Students may not wear tank tops with spaghetti straps, nor may they wear one-shoulder shirts, halter-tops, or strapless tops. Tank top straps need to be at least 1 inch wide. Necklines and/or armholes must not be too revealing, exposing undergarments and/or body parts.
- ❖ Students may not wear pants in a sagging manner, such that skin, body parts, or undergarments are visible or uncovered.
- ❖ Hats are not permitted during school hours and need to be stored in a locker or book bag.
- ❖ Heelies are not permitted in school.

Parents should take an active role in helping their children and adolescents to select appropriate clothing. **A student's appearance should not disrupt the educational process.**

If clothing is determined to be inappropriate, a parent/guardian will be contacted to bring a change of clothing to the school or the student will provide a clean change of clothing.

We thank you for respecting this policy and exercising good judgment in planning appropriate attire for school and school events.

CLOTHING FOR PHYSICAL EDUCATION and the OUTDOORS

Sneakers are mandatory in physical education for students in preschool through grade eight. For safety purposes, students in grades six through eight will change clothing for physical education classes.

Weather permitting, students are expected to go outside during scheduled recess times and for other classroom-related activities. To ensure their comfort and health, students should come to school each day with clothing appropriate to the season (for example, boots and jackets during the winter). Conversely, for health reasons, outdoor clothing (jackets, boots, etc.) should not be worn indoors.

SNACKS AND OTHER FOODS

Students are **NOT** to chew gum on school property, unless deemed necessary through an Individualized Education Plan or an accommodation as part of a 504 plan. Neither soda or candy is allowed for either snack or lunch. Energy drinks, such as Red Bull, are prohibited.

To ensure the safety of all students, in adherence to School Board policy, birthdays and other celebrations will be acknowledged with non-food celebrations.

All school snacks, lunches and other foods are to be consumed in either a classroom or the cafeteria. Food shall not be used as an incentive, outside the defined use of an IEP or 504 plan as part of a behavior plan.

The following is a link to the NHS District Wellness Policy:

www.sau21.org/sau/images/North_Hampton/Policies/Section_J/JLCF_Wellness.pdf

MATERIALS AND EQUIPMENT

Students are expected to be prepared for school. They should have all the books, projects, clothing, lunch money, etc., they will need for the day. If parents need to drop off items, they need to be labeled with student name and homeroom and brought to the Main Office.

PERSONAL INVITATIONS

Unless all students (in the classroom for primary grades, the grade level for middle school students) are being invited to a non-school activity, personal invitations and notices for non-school activities cannot be sent home with students.

TELEPHONE USE BY STUDENTS

During the school day, students may use the school phones to call families for the following purposes only:

1. An emergency
2. Cancellation of an after school activity which necessitates a change in transportation

For student athletes, we encourage families to sign up for email/text notification of changes to athletic events. If you have advised your student what to do in the event of a change this will minimize classroom interruptions.

3. Students are allowed to bring cellphones to school only for use after school. Cells phones are to remain off and secured throughout the school day. If cell phones are used without staff permission, the phone will be confiscated and remain in the office until the end of the school day.

VALUABLES

It is recommended that students leave all valuables at home. The school does not accept responsibility for lost, damaged, or stolen articles. Personal property brought onto school grounds and/or into school by a student shall be at the risk of the student and his/her guardians. If the whole or any part is damaged, destroyed, misplaced, lost or stolen, no part of the loss or damage shall be charged to or borne by the school.

PLAYGROUND GUIDELINES

The playground area includes the lower baseball field, the hardtop area behind the gym, the swing area, the Jaguar Jungle, and grass areas up to the tree line, but not including the woods.

When choosing an activity, students need to take the safety of others into consideration. The school's behavior expectations will be adhered to and any activity, which involves contact, is not allowed (for example, wrestling, tackle football, fake-fighting, throwing snowballs).

Playing or games which involve any type of equipment (fixed such as the Jaguar Jungle or game related such as playing football) should be played in an appropriate and safe manner and in the areas designated, following any specific rules (see next page) dictated by that use of equipment (hard balls are not allowed).

The rules for use of the Jaguar Jungle are as follows:

1. One person on a slide at a time. Sliders need to go down feet first and on their bottoms. There is no walking up the slide.
2. The log roll should not be touched if someone is on it.
3. There is no crawling under the low bridges.
4. Sitting only on the seesaw.
5. Three at a time on the tire swing.
6. Stairways, slides or poles are to be used to come off the bridges. No jumping off.
7. Four at a time on the spring square.
8. If students cannot reach a piece of equipment, they should not use it. No one is allowed to lift another student onto a piece of equipment.
9. Slow down the swings and get off, do not try to jump off.
10. Standing or sitting on top or outside the rails of any piece of equipment is not safe and therefore not allowed.
11. The blue swing is designed for special purposes and is for students with special permission only.

EXTRACURRICULAR PROGRAMS AND ACTIVITIES

There are many options for extracurricular programs and activities geared to providing opportunities for a variety of interests and age groups. Students interested in participating in any of these programs and activities must accept responsibility for their own social and academic behavior. Participation in extracurricular programs and/or activities is contingent upon consistent attendance and reliable behavior. Chronic absenteeism and/or chronic misbehavior will be cause for the administration to suspend or deny a student's participation.

NORTH HAMPTON RECREATION DEPARTMENT

North Hampton Recreation Department sponsors many programs, some of which occur in the North Hampton School. To find out more information, please contact Joe Manzi, Recreation Director at 603.964.3170 or go online to the website: www.northhampton-nh.gov. **The recreation department offers before-school care. Please contact Joe for details.**

YMCA AFTER-SCHOOL PROGRAM

The Southern District YMCA/Camp Lincoln, Inc. provides this program. The program is housed at the North Hampton School and is available for children ages 5-15 after school. As part of the program, children are offered a variety of activities such as; social time, creative time, outdoor playtime, homework time, and projects. Families seeking to enroll their children in the after school program may pick up a brochure that outlines the specifics of the program at the school office or may call the YMCA directly at 642-3361. Families seeking before school care should contact the YMCA for information about availability.

ATHLETIC PROGRAM

A variety of fall, winter and spring sports are available to all middle-school students. Fall sports include soccer, field hockey, volleyball and cross-country. The North Hampton School winter sport is basketball. Spring sports are baseball, softball, and track. The goal of these programs is to provide students the opportunity to have fun, to develop individual and team skills, and to value sportsmanship. Participation varies according to students' interests. The specific requirements of playing a particular sport are outlined by the coaches prior to students joining the team. Typically, students playing a sport receive a contract outlining expectations and their responsibilities. This includes a reminder to student athletes that academics come first. Parents are strongly encouraged to sign up at www.highschoolsports.net to receive up to the minute notices of game and practice cancellations and changes. More information will be sent home with your student athlete.

PLAYS AND PERFORMANCES

Each year the North Hampton School offers an after-school Spring Musical. Students in **grades 6-8** are encouraged to participate. As information becomes available, the school will send home information.

PARTICIPATION RESPONSIBILITIES

Unless prior permission has been obtained from the administration, to be eligible to attend or participate in any school-sponsored extracurricular activity (dances, sports, school plays, practices, etc.) students must arrive at school no later than 11:00am (or attend for a minimum of 3 ½ hours before an afternoon medical appt.) on the day of the activity is scheduled.

Coaches, advisors, and chaperones will provide families with the ending time of the activity. Because coaches and advisors may not be available for extended periods after the activity, it is essential for families to pick up children promptly at the end of the activity they are attending. A written note is required for students who are being picked up by families other than their own.

Students may not attend an evening presentation or performance without direct adult supervision.

COMMUNICATION AND COMMUNITY INVOLVEMENT

SCHOOL BOARD

The North Hampton School Board meets the third Thursday of each month, starting at 7:00 pm. The public and press are invited to attend all regular meetings. Attending board meetings is an excellent opportunity for all residents to get to know more about the school's programs, practices, and procedures. In accordance with RSA 91-A:2, the agenda is posted in at least two locations prior to each school board meeting and it is also available at the meetings. The agenda always allows suitable time for members of the public who wish to speak before the Board to share their remarks.

E-MAILS and TELEPHONE CALLS from the school

NHS administration and office staff will share important school related information weekly via Blackboard Connect or CampusSuite Notifications. These calls/messages, and others from the school, are an important means of school/home communication. Please take the time to listen to phone messages and/or read email messages.

PEOPLE ACTIVE IN LEARNING - PAL

PAL is a nonprofit organization, whose purpose is to enhance the educational experience of students at the North Hampton School, and to provide a forum for communication between the school, parents and community at large. All North Hampton parents, educators and community members are considered to be PAL members. Meetings are held monthly, September through June at the school and are open to all.

NORTH HAMPTON SCHOOL COMMUNITY PARTNERSHIP

An effective communication partnership among students, parents and the school is vital to ensuring the actualization of our Mission:

*Gf wecwkp'vj cv'go r qy gt u'kpf kxf wcu'vq'dg'ect kpi . 'eqo r gvppv.'t gur qpukdrg'eksk/ gpu''
y.j q'xcwmg'rgct p kpi 'cu'c' 'hgrqpi 'rt qegu0'*

We encourage our parent/guardians to speak with their children about their experiences at school and visit the website for up-to-date and archived information, including links to the classrooms, the events calendar, and the School Board. Throughout the year there are also regularly scheduled opportunities for parents to 'attend' school – Curriculum Nights, presentations, conferences, concerts, and sporting events...to name just a few.

Importantly, please do not hesitate to contact your child's teacher at any time you have a question or concern. If there is an issue that concerns your child, the teacher should be the first communication step and will work with parent/guardians to resolve any concern. Should the issue remain unresolved, the parent and/or teacher may seek the involvement of administration. Matters not successfully resolved by

the Principal, will be referred by either party to the Superintendent of SAU 21. Subsequently, an issue that is not satisfactorily settled at the Superintendent's level may be brought before the NHS School Board. Issues that are dealt with early rarely move beyond the parent/teacher team level.

SERVICES AND RESOURCES

SCHOOL NUTRITION

A variety of nutritious breakfast, lunch, and a la carte offerings are served each day in our school. A salad bar that provides a complete lunch is available to students in grades three through eight. Each year the school will provide information regarding the cost of breakfast/lunch for the current school year. At the beginning of each month a menu is sent to each family. The menu is also posted on the school website.

Families may purchase breakfast/lunch for their children by the year, month, week or day. A bar-code system is in effect for all students. This system works on a debit basis. We encourage prepayment amounts that cover a student's lunch over extended periods of time. Families will be notified when the account balances are getting low (\$5 or less). If a student's account should reach a negative amount, he/she will not be allowed to purchase snacks, extra portions, or milk/water until the negative balance is resolved.

Free and reduced-priced breakfast/lunches are available to students unable to pay the full price of meals according to federal criteria based on family size and income. Applications are available on the school website, in the School Nutrition department, or may be obtained in the school office any time during the school year.

Students with allergies, food intolerances, or special dietary needs are required to complete a "special meals prescription form." This form, along with a letter of explanation to your health care provider, is available on the school website, the School Nutrition department, and in the school nurse's office.

Please see the School Nutrition section of the NHS website for more detailed program information. Additional information specific to student nutrition is contained in the NHS District Wellness Policy: www.sau21.org/sau/images/North_Hampton/Policies/Section_J/JLCF_Wellness.pdf

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

LIBRARY MEDIA CENTER

Resources

The Library Media Center offers a plethora of resources available to all students and staff. Print resources include over 20,000 books, magazines and pamphlets. Students can access the library inventory via Destiny, our electronic database. Multimedia resources include audiobooks on CD or iPods for all ages, DVDs, study prints and puppets. Electronic resources include online encyclopedias and a variety of information resources which provide students and staff with up-to-date information covering a wide range of curricula studies. All electronic materials are accessible from anywhere 24 hours a day. Most students find it easiest to access these resources via our school web page Eboard link. Training in accessing resources is available to all students and staff and may be arranged individually or in groups. We work to help all learners develop an understanding of available resources and how to locate desired information in the most effective manner for each learner.

Circulation

All students and staff are encouraged to take out materials for both personal and educational use. As part of our ongoing teaching of responsibility, materials are signed out for a particular length of time. We work with students and teachers to return the books by the due date but no student will be denied access to the library based on a lost or missing book. Repeated challenges with either late or lost materials will be handled on an individual basis to help develop responsible, self-directed learners.

Preschool - Grade 2: Library books are borrowed for a one-week period and can be renewed. We work with students to make good choices and to develop a broad range of reading materials, including fiction, non-fiction and “just right” books.

Grades 3-4: Library books can be borrowed for a two-week period and can be renewed. Age appropriate magazines may be checked out for one week.

Grades 5-8: Library books may be borrowed for a two-week period and can be renewed. Magazines may be checked out for one week.

Reference Books: All are available for circulation although students are asked at checkout to return them as soon as possible to make them more generally available. Books may be placed on reserve by a teacher, limiting circulation for a specific project work time.

PUPIL SERVICES

PRESCHOOL PROGRAM

Point of Contact (POC) is Tracy Griffenhagen, Director of Student Services/Assistant Principal, 964-7237. The North Hampton Jolly Jaguar Preschool provides a safe and nurturing environment that promotes the social, emotional, physical and cognitive development of preschoolers who are developing typically and those that may have special needs. Students enrolled in the program will experience a variety of learning opportunities. These will include large-group instruction as well as opportunities to experience structured small-group activities focusing on language, fine and gross motor skills, general knowledge, play and social skills. Parents are expected to provide transportation. Please call the office for the most updated tuition and waiting list information.

504 IDENTIFICATION AND PLANS

POC is Tracy Griffenhagen, Director of Student Services / Assistant Principal, 964-7237

Section 504 of the Rehabilitation Act of 1973 is a civil rights act that protects the rights of individuals with handicaps. Public schools must provide accommodations and services for students with special needs. Students in preschool, elementary, secondary and adult programs may receive accommodations or services. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
2. Has a record of such an impairment or;
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the North Hampton School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

School districts must make reasonable accommodations to allow students an opportunity to successfully participate in school and school-related activities. It is not the intent of Section 504 to provide program(s) that are fundamentally different from existing opportunities.

SPECIAL EDUCATION

POC is Tracy Griffenhagen, Director of Student Services/Assistant Principal, 964-7237

Special education services are provided in accordance with the federal statute, PL 94-142, which holds that every child is entitled to a free and appropriate education regardless of learning, physical, or other disabilities. Special education services are rendered to those students who have been identified as educationally disabled and meet the criteria as outlined in the New Hampshire State Standards. For more information, the North Hampton School website, under "Parent Resources" has many sites that can be helpful to families: <http://northhamptonschool.nh.nhs.schoolinsites.com/?PageName=bc&n=102962>. A copy of the SAU 21 Special Education Manual can be found here:

http://images.pcmac.org/SiSFiles/Schools/NH/NorthHampton/NHS/Uploads/DocumentsCategories/Documents/SAU21_Special_Education_Policies_and_Procedures_Manual-adopted_2015-11.pdf

SAU 21 Criteria for Special Education Evaluations

The State and Federal special education laws require that the Districts of SAU 21 evaluate children with disabilities who are in need of special education and related services. The district usually evaluates children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a reevaluation.

The Districts of SAU 21 are committed to ensuring that each child's IEP team bases its decision on high quality, reliable and educationally sound special education evaluations.

As a result, the district has established the following list of criteria for all special education evaluations. These criteria consequently apply to all evaluations conducted by school district personnel, all evaluations the district asks outside contractors to conduct and all independent evaluations parents expect the school district to review, consider, and/ or fund.

Unique circumstances may justify deviation from these criteria. If a parent or district staff member is made aware of such unique circumstances, they should immediately inform the student's case manager or the district's special education director.

1. The evaluation must comply with the relevant provisions of the State and Federal special education laws, including 34 C.F.R.300.301-300.311 and NH Code of Administrative Rules Ed 1107.
2. The evaluation must be conducted in New Hampshire, by an evaluator whose principal office is located in New Hampshire, unless there is no qualified evaluator in New Hampshire.
3. The evaluator must hold a valid license from the State of New Hampshire in the field related to the known or suspected disability. The evaluator must have extensive training and experience in evaluation in the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the district must be satisfied that the evaluator has extensive training and experience related to the known or suspected disability.
4. The cost of the evaluation shall not exceed the usual and customary rate for such evaluations.
5. The school district will not pay for the evaluation until it receives the evaluator's report.
6. The evaluator must review relevant educational records.
7. Unless otherwise determined by the child's IEP team, the evaluator must either: (a) observe the child in one or more educational settings; or (b) make at least one contact with the child's general education teacher for the purpose of determining how the child is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.
8. The evaluator must be permitted to directly communicate and share information with members of the IEP team, the district's special education director, and the director's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the IEP team, the district's special education director, and the director's designees.
9. The district shall be entitled to inspect and obtain copies of the evaluator's records, including any records created by third parties. However, for purposes of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g(a)(4)(B)(i), records will not be deemed accessible to any school personnel other than the evaluator, unless and until the district exercises its right to inspect or obtain copies of those records from the evaluator.

TITLE IX

POC is Erik M. Anderson, Principal, 964-7237. Title IX was passed in 1972 and prohibits discrimination against girls and women in federally funded education, including athletic programs. North Hampton follows all guidelines under Title IX.

GUIDANCE AND COUNSELING

The goal of the school-counseling program is to help students have the best possible educational experience at NHS. Some of the counseling services provided to meet this goal include:

- 1) Individual and Group Counseling - Any student may request to meet with the counselor. Students can make an appointment by speaking to a counselor, leaving a note in the counselor's office, talking to a teacher. Parents may also contact the counselor directly.
- 2) Counselors meet with Teachers, Parents, Administrators and others to provide assistance so that the school year will be a successful experience.
- 3) Classroom Presentations and Lessons- The guidance counselor provides direct and interdisciplinary instruction as part of our Socio-Emotional Learning (SEL) curriculum.
- 4) Educational Orientation and Planning - The guidance counselor assists new students to become familiar with North Hampton School and provide assistance to 8th graders when selecting suitable courses for high school.

SCHOOL POLICIES AND PROCEDURES

All North Hampton School Board policies can be found at www.sau21.org. Click on School Board Information then North Hampton School District Board. Under that section you can access North Hampton School Board Policies. Policy books are also available to reference at both the SAU office and North Hampton School. We encourage you to pay particular attention to Section J: Students. We have included here short descriptions of several important policies and procedures for your reference. Please read the complete policies found on the SAU website.

TECHNOLOGY

The North Hampton School strongly supports the use of technology in the education of all students. We view technology as a tool for learning, productivity, and for sharing information with others in the school environment and around the world. We are committed to teaching students to use this technology in the ways that will enhance their education and equip them with the skills necessary to being responsible citizens. As a means of ensuring appropriate use of technology, students are expected to assume certain responsibilities and behaviors. The North Hampton School has a Board-approved acceptable use Internet policy (JICL-R) that is renewed annually between the school and the parent. At the beginning of the school year, each family will receive a copy of the policy for thoughtful consideration. A parental signature is required for your child to use the school internet. In grades 6-8 both students and parents will also sign an acceptable use Internet policy.

TRANSPORTATION

Bus transportation is provided to all students in grades K-8, in accordance with the North Hampton School's Policy on pupil transportation. The buses are owned and operated by First Student (964-2322). Each student is assigned to a specific bus route and must ride the assigned bus only, unless permission has been granted through the school office. To ensure that the ride to and from school for each student takes place in a comfortable and safe environment, students are to adhere to behavior guidelines expected in all school settings while waiting at bus stops and on the bus. On the student information sheet (distributed at the beginning of the school year), parents may request notification if the buses depart more than 20 minutes late from the school grounds.

STUDENT RECORDS

The Educational Rights and Privacy Act of 1974 requires that public schools adhere to the following standards regarding the collection, maintenance and dissemination of students' records:

The following types of information are collected and placed in a student's file:

1. Diagnostic, aptitude and achievement tests.
2. Annual report cards.
3. Local/State/Federal assessment results
4. Health records.

ACCESS TO PUPIL RECORDS

The eligible student (18 years or older) and his/her parent or legal guardian, shall have access to the student's record. If copies of any document in the record is requested, the school may charge a reasonable fee. Authorized school personnel shall have access to student records. In general, no information in a student record can be disseminated without the specific informed written consent of the

student's parent or guardian. Under FERPA, the school is required to make education records ready for review by the parent or eligible student within 45 days of a request. If you are the parent of a student who receives special education services under the IDEA, the school also must comply with a request to view your education records without unnecessary delay and before certain events required by the IDEA such as any meeting regarding an individualized education program (IEP) or any due process hearing or resolution session.

For further information regarding the Protection of Pupil Rights Amendment (PPRA) and parental access to instructional materials, please access this website:

<http://familypolicy.ed.gov/content/model-notification-rights-under-protection-pupil-rights-amendment-ppra>

PROCEDURES FOR STUDENT WITHDRAWAL And REQUEST FOR RECORDS

To ensure we have accurate information about students and to expedite the release of records to a student's new school, families should provide notification as soon as possible regarding student withdrawal. All records will be forwarded once NHS is in receipt of the Records Release form sent from the student's new school.

SAFE SCHOOL ZONE

In accordance with New Hampshire RSA 193, and "act of theft, destruction, or violence in a safe school zone shall be reported immediately to a school or police authority". In addition to more serious crimes, the law specifies the violations or criminal assault as defined in RSA 631:2-a, and criminal mischief under RSA 634. Under a memorandum of understanding, the North Hampton School and the North Hampton Police Department work together regarding violations.