

**NORTH HAMPTON SCHOOL
PARENT/STUDENT
HANDBOOK
2015/2016**

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Introduction

On behalf of the school staff we would like to welcome students and their families to the North Hampton School. This handbook has been developed to provide you with only the most essential information about our school policies, procedures, and services consistent with our Mission Statement and Guiding Beliefs. We encourage students and parents to read and discuss this handbook together. If you have questions that remain unanswered after reading the handbook, please call the school office (964-5501).

One of the most important goals at North Hampton School is the establishment of an environment in which each student can make the most of the educational opportunities offered. Effective communication between home and school are essential toward achieving this goal. We are committed to making special efforts to create and promote opportunities that enable this communication to occur. Newsletters, regular conferences, special programs, and impromptu contacts are part of these efforts. Our hope is that this student/family handbook will serve as a foundation from which understandings and relationships will grow. An additional resource would be the school's website at www.northhamptonschool.org.

We welcome each family's participation and support and encourage you to visit our school often for a greater understanding of its programs and practices. Working together we can reach our collective and individual goals for our students.

We look forward to a successful school year filled with exciting learning opportunities and personal growth.

Richard Boardman
Principal

Tracy Griffenhagen
Assistant Principal

*North Hampton School
North Hampton, New Hampshire*

MISSION

*Education that empowers individuals to be caring, competent, responsible citizens
who value learning as a lifelong process.*

GUIDING BELIEFS

*We believe our school must be a healthy and safe environment both physically and emotionally
for all.*

*We believe we are educating individuals in the areas of academics, arts, civics and wellness; we
will support and challenge each student to achieve his/her highest potential.*

*We believe there is a shared responsibility and necessary collaboration among students, parents,
educators, school board and community for advancing the school's Mission, Guiding Beliefs and
Vision with a commitment to continuous improvement.*

VISION

*The quest for personal excellence through lifelong learning
is fostered at North Hampton School.*

*Students are compelled to exemplify curiosity and deep thinking within a safe, healthy and
caring community.*

*Each North Hampton student, with the support of staff, parents and community, is encouraged to
take responsibility for discovering his/her highest lifelong learning potential within a facility that
supports best learning practices.*

*North Hampton students are global learning ambassadors who possess the skills and knowledge
to make a positive difference in the world.*

SCHOOL HOURS AND CANCELLATIONS

Schedules

Preschool

Monday 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.

Early Release

There will be only two Early Release Days this year, December 22, 2015 and the last day of school in June, 2016. 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.

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), WNBZ (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: wmur.com, www.sau21.org and www.northhamptonschool.org. Morning preschool will be canceled when there is a delayed opening.

Early Dismissal for Weather and/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 review with their children where they are to go in the event that no one is at 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. Students whose parents have not completed the form will be expected to go home on their bus. Notification of the closure will be made utilizing the Alert Now system. Additional information will be available on local TV and radio stations. We ask that you use these resources and do not call the school directly.

GENERAL INFORMATION

ATTENDANCE

Regular attendance in school is essential to a student's success and is required by state law, NHRSA 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. Whenever 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.

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 telephone (964-5501) 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. *See RSA193;1, 2, 7, and 16*

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 send a note to the school indicating when the child will be picked up. **Children will not be dismissed to a parent from the classroom.** Parents must report to the school office so that the office staff can call for the student to be dismissed and sign them out.

Late Arrivals

Students are expected to be at school by 8:25 a.m. A student arriving after this time is to sign in at the office for admittance into school.

Dismissals

The school day ends at 2:50. At 2:50 p.m. the office will dismiss students who are riding the bus followed shortly by students who walk/bike and who are picked up by their parents. A parent wanting a child dismissed in a manner other than their usual daily routine will need to have sent a note to the classroom teacher. Students without notes will be dismissed with the bus students.

Homework

Homework is an important part of the learning process at North Hampton School. It provides opportunity for students to review, explore and apply new information. Homework also offers students an opportunity to share with parents what they are learning in school. Each teacher and/or grade level team will establish classroom practice with regards to homework.

Dropping off an Item

If you are dropping off an item for your child, the item(s) must 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 if it is an unexpected drop off. *Please do not bring the item(s) to the classroom.* Interruptions are very distracting for all children and teachers. If you need to speak with your child's teacher, please contact them before or after school 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. Parents may also check the Lost and Found to look for and/or retrieve clothing that belongs to their child. PAL Volunteers will return labeled items to the classroom throughout the course of the year. Unlabeled and unclaimed articles will periodically be donated to a welfare agency.

North Hampton School Gift Giving Guide

Over the past years so many of you have been generous in giving gifts to our staff for various occasions such as birthdays, holidays or the end to the school year. While we appreciate your gratitude for the work we all do, we never want anyone to feel any pressure to 'gift' a staff member and we don't want to feel uncomfortable as staff members on the receiving end of your generosity.

As a whole staff, we suggest the following: In lieu of gifts to staff members, you may consider making a contribution in his/her name to our Scholarship Fund which assists students in need with funding for field trips and/or special enrichment opportunities. An acknowledgement of your gift will be sent to the staff member you wish to honor by your contribution.

Little parties to celebrate an event/holiday can certainly be held as long as parents and guardians are not solicited to provide a gift or funds for a gift. There should be no obligation felt by anyone involved.

We hope you will respect our staff decision on this issue. Thank you in advance for your understanding of our request.

HEALTH AND SAFETY

Building Security - Entering the Building 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. Anyone wanting to enter the school building during these hours will need to enter through the front main entrance, sign in at the office indicating your destination as a visitor or guest and obtain a Volunteer or Visitor's badge. You will then be buzzed into the main lobby of the school.

Badges 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). Do not sign in and move to any location beyond the office if you are not expected or do not have an appointment. NHS is accountable for all people in the building during any emergency or emergency drill.

Custody/Restraining Orders

It has become necessary to address the legal issue of custodial rights, restraining orders, etc. Please note that unless the office is in possession of legal documents prohibiting access to the student, he or she will be released to either parent or anyone else that you have given written permission.

If there is a restraining order or 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 situation changes the office must be notified.

Required Faculty Reporting Policies

There are numerous emergency and safety situations that the school is obligated to report. 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

It is expected that all faculty and staff members assume the responsibility of being appropriate role models for students.

Permission for After-School Activity

If at any time your child will be attending any after-school activity that is a variation of the child's ordinary schedule, a note must be sent to school giving permission for him/her to attend. For example, if your child is to walk home with a friend or ride a different bus, a note is required. If your child is going to attend an after-school athletic event as a spectator, a note is required. If the activity is for an extended period of time, such as a North Hampton Recreation Program, please state the starting and ending dates of each activity so we have this information on file in the office. It will not be necessary to write a note each week if you have written one for the entire program time. A note will be needed if for some reason your child will not be attending the activity on a certain date.

Bicycles, Skateboards, Roller blades

Students are encouraged to ride a school bus to and from school. 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 AT ALL TIMES while on school grounds. 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.

North Hampton School Administration works closely with the North Hampton Police and Fire Departments as well as First Student to look at improving the safety of both bus and car traffic at the school. The configuration of our access roads and parking area presents a safety challenge at arrival and dismissal time. Please read our procedures below. We urge you to follow them carefully. ***We do highly encourage students to ride the bus*** but know that there are times that parents do need to transport students to school.

Arrival and Dismissal Procedures

Busses will be staged for both drop off and pick up in front of the building. Car traffic will be staged by the gym. Dismissal will first be for those students who attend the After School Program at the Y. Bus and car pick-up students will then be dismissed. Students who walk or bike to and from school will be dismissed and held in the front lobby by a duty teacher until the busses have left the staging area. Once the busses have left the front of the building walkers/bikers will be allowed to leave.

Although email/voicemail is a convenient use of communications, it is not always possible for teachers to check their emails/voicemails during the day. Any communications that deal with your child's early dismissal or afternoon plans (going home with a friend for example) should be made beforehand (the day/night before), not the day of. Your child should come to school with a note for the teacher the day of the event alerting them of their plans. Emergency change of plans should be made through a phone call to the office not the classroom.

BUS DROP OFF/BUS PICK UP

A.M. BUSSES: Five Busses will pull up along the sidewalk and two busses will pull along side them; one in front of the crosswalk and one behind the crosswalk. Once all busses 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 into the building.

P.M. BUSSES: Again, the busses will line up in the same configuration for pick up 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 busses. Students who ride busses 2 and 4 will be required to use the crosswalk to access their bus. Once all busses are loaded the duty teacher will allow the busses to move. Busses 1, 3, 5-7 will move first followed by busses 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 busses 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 busses 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 asked to remain in the car. Students may only exit the car from the passenger side directly onto the sidewalk. **Do not let your child out on any 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 only.

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 busses are loaded and ready to depart. At that time car traffic will be stopped and busses will be allowed to depart the school ground. Parents are once again encouraged to stay with their vehicles in order to promote the safe, efficient flow of traffic.

In any situation with the drop-off or pick-up of children with cars, police officer(s) will delay you briefly while allowing the busses to exit the front driveway and proceed back onto Atlantic Avenue.

LATE ARRIVALS: Once busses have departed in the morning parents may pull in the front driveway and drop their child to come into the building.

PARKING IN FRONT OF THE SCHOOL: After busses 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. We encourage you to pay attention to these times, as we prefer to not interrupt instructional time asking that cars be moved.

Fire Lane

The Fire Lane must be free of vehicles at all times. Vehicles, even those attended, should not be parked in this area.

Emergency 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. When parents/guardians cannot be reached and an illness or injury requires medical attention, school officials will act in loco-parentis 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.

School Insurance

For a modest fee, student 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, then Student Accident, then New Hampshire Enrollment. Forms are also available at the school.

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.

Lock down drills are also conducted during the school year.

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.**

Outdoor Clothing

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. Caps and hats are considered outdoor clothing and are not to be worn in the school. Students should remove them upon entering the school.

Snacks and Other Foods

All school snacks, lunches and other foods are to be consumed in either a classroom or the cafeteria.

PLAYGROUND GUIDELINES

Boundaries

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.

Activities

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).

Equipment

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 on to 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.

STUDENT EXPECTATIONS, RIGHTS AND RESPONSIBILITIES

Our goal at North Hampton is to create a positive, caring atmosphere where all students and adults feel valued and respected. We strive to have a safe and creative environment where students and staff feel enthusiastic about learning and sharing ideas. We want our students to not only be educated academically, but also be prepared for the future by learning teamwork, communication skills, and acceptance of others. We want students to feel positive about themselves through their choices and accomplishments. Most importantly, we want our students to develop self-discipline skills.

Behavior Guidelines

In any school setting (classrooms, cafeteria, hallways, learning media center, busses, 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
- Behavior that results in physical contact is not allowed

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.

Dress, Appearance and Attire

Students' clothing and accessories should be safe and comfortable for each learning situation (classroom, physical education class, recess, etc.) they are engaged in throughout the day. 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.

We ask students to exercise good judgment in planning appropriate and neat dress for school. Parents should take an active role in helping their children and adolescents to select clothing. A student's appearance should not disrupt the educational process. Clothes and accessories that are considered disruptive include, but are not limited to: immodest clothing, shirts with offensive language or graphics that promote drugs, alcohol, gangs, etc. If clothing is determined to be inappropriate, either a parent will be contacted to bring a change of clothing to the school or the student will be required to return home to change clothing. Hats/hoods are not allowed to be worn indoors for health reasons. Helys (with wheels in the shoes) are not allowed to be worn in the school building or on the school grounds.

North Hampton School Dress Code for Grades 6-8

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 afterschool 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, etc.)
- ❖ Students may not wear clothing that exposes undergarments or inappropriately exposes the body:
 - Skirts may not be shorter than 3 inches above the knee. If in doubt about where the knee begins, this can be measured at home by kneeling on the floor and measuring up from the floor.
 - Shorts may not be shorter than 6 inches above the knee. If in doubt about where the knee begins, this can be measured at home by kneeling on the floor and measuring up from the floor.
 - 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. Bra straps must be covered. Necklines and/or armholes must not be too revealing, exposing undergarments and/or body parts.
 - Students may not wear leggings without a suitable long top that is not shorter than 6 inches above the knee.
- ❖ Students may not wear pants in a sagging manner, such that skin, body parts, or undergarments are visible or uncovered.
- ❖ Students may not wear hats or caps in the building during the school day, unless that head apparel is part of a student's customary religious attire or there is a medical reason.

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

Gum, Soda and Candy

Students are **NOT** to chew gum on school property. We request students not drink soda or eat candy for snack or lunch. Power/energy drinks such as Red Bull are prohibited from consumption by students.

Materials and Equipment

Students are expected to be responsible for being 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 items off they must be labeled with student name and homeroom and placed in the front office for student pick up. Families should avoid interrupting instructional time by delivering forgotten items once school is in session.

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, distribution of 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

Use of the school phone for these purposes will be at the discretion of an adult in charge. 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 cell phones to school only for use after school. Cells phones are to remain off and secured throughout 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. Radios, MP3 players, laser pointers, personal computers, disk players, televisions, pagers, beepers, and other electronic games/devices or audio/video related equipment is not permitted in school. If such an item is brought to school, other than for purpose noted below, it will be held until the end of the day, or if deemed necessary, until arrangements are made for a parent to pick it up. On occasion, teachers may allow specific equipment to be brought on field trips. Students and their families will be advised of this exception prior to the trip.

GRADE 7 AND 8 ONLY: Typically NHS discourages the use of i-pods, compact disks and MP3 players at school for a number of reasons. Often this equipment can interfere with classroom learning or become damaged, lost or stolen. Yet research has shown that in a studio art environment, the use of music can facilitate right brain function and help develop artistic dispositions and skills. In other words, music can help focus, limit distractions and create an atmosphere conducive to an artist studio. The studio art room will continue to allow the use of i-pods/MP3 players in grades **7 and 8** only during appropriate individual work times. The use of these players will not interfere with classroom instruction. Signed permission slips will be required. NHS will not be responsible for damaged, lost or stolen personal equipment such as i-pods, MP3 players or compact disk players. Continuing this practice is dependent on the mature and responsible choices of the students in a controlled environment. For further information on the research or questions contact the school.

Vending Machines

Students may purchase water from the vending machine in the gym lobby before and after school.

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.

With respect to discipline 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. This understanding is critical for all involved in effective discipline. The following practices are imbedded in our daily interactions with our students with the objective of upholding our mission.

We strive to show unconditional care, respect and support. 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

We strive to recognize individual differences in our students.

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.

We strive to involve students in decision-making.

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

We strive to model the qualities we want students to possess as adolescents and adults.

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)

We strive to infuse instruction and discussion of social and emotional competencies throughout the curriculum.

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.

We emphasize responsibility for one's own actions.

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 to emphasize how misbehavior negatively affects others and the importance of acting responsibly.

As noted above, we emphasize each child taking responsibility for his/her mis-steps – as is developmentally appropriate. Each situation is examined individually – in light of the temperaments of the child(ren) involved, the severity of the specific event, its one-time or repeat occurrence, and the ability of the child(ren) to participate in problem solving the situation.

The adults witnessing or learning of the incident may make a decision to engage in discussion with the child at that moment, or refer the child(ren) to their teacher and/or the administration for processing of the incident. There are many factors involved in this referral decision as there are many factors involved in making the decision to notify and/or involve parents (or, in some cases, the police) in the investigative and corrective phases.

In closing, we all believe that families want what is best for their children and want to work cooperatively with the school in fostering self-discipline in their children. We encourage you to communicate with your child's teachers and learn about the behavior expectations in classrooms. The practices outlined above are easily adapted to the home. Then all constituencies are working together to promote caring, competent, responsible citizens.

Credit: Practices adapted from **Developing Self-Discipline and Preventing and Correcting Misbehavior** / Edition 1

by George G. Bear, Maureen A. Manning, Albert R. Cavalier)

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 all responsibility for their own social and academic behavior.

After-School Enrichment Program

The After-School Enrichment Program is offered to students in grades one through eight (occasionally, classes occur which are appropriate for kindergarten and preschool students). The Enrichment Program provides diverse opportunities for students to pursue their interests and passions or explore topics that they would like to find out more about. It also provides a vehicle for students to apply strategies and skills they have learned during their academic classes. Likewise, students learn strategies and skills during their after-school classes that they can apply in their daily academic classes.

Athletic Programs

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. Auditions take place in mid-December. Anyone who auditions is guaranteed a part in the production. Rehearsals begin in January with meetings once a week. In March, rehearsals are twice a week and last until the final week, when they increase to everyday. Students and parents interested in joining the production to help with sets, make-up, special effects, costumes, etc., are welcome and encouraged to participate.

Participation Responsibilities

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.

Unless prior permission has been obtained from the administration, students must attend school on the day of the activity is scheduled in order to participate or attend any school-sponsored extracurricular activity (dances, sports, school plays, practices, etc.).

Students may not attend an evening presentation or performance without adult supervision. We expect those adults and students to stay together during the evening's presentation.

COMMUNICATION AND COMMUNITY INVOLVEMENT

School Board

The North Hampton School Board meets the third Thursday of each month. Several meetings throughout the year are designated to discuss and disseminate information directly related to Curriculum and Instruction. 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 the remarks of the members of the public who wish to speak briefly before the board.

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. PAL also organizes several other informal meetings such as coffees with the principal, which allows residents to learn more about the school and ask specific questions they may have related to the school.

North Hampton School Communication Partnership

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

*Education that empowers individuals to be caring, competent, responsible citizens
who value learning as a lifelong process.*

We encourage our parents/guardians to talk with their children about their daily school experience and visit the website for up-to-date and archived information. There you will find links to the classrooms, the events calendar, the school board, and much more! We also encourage our parents/guardians to attend the early fall Curriculum Nights sponsored by each grade level, during which you experience the comfort of knowing your child's teacher(s) first hand and hearing about the curriculum plan for the year. Throughout the year there are regularly scheduled opportunities for parents to 'attend' school – presentations, conferences, concerts, and sporting events...to name just a few. We would like all parents/guardians to know, however, that you should 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. Should the issue remain unresolved after such meeting, the parent and/or teacher may seek the involvement of administration. This process is the correct channel of communication within a school community and it continues with other sequential steps in the process. If there is a matter that cannot be successfully resolved by the principal, it will be referred by either party to the Superintendent at the Central Office. Subsequently, in accordance with proper communication channels, an issue that is not satisfactorily settled at the Superintendent's level may be brought before the NHS School Board. As outlined, this is the customary channel of communication for public school systems. We thought it was important for everyone to be aware of the process, however we know from practice that issues that are dealt with early rarely move beyond the parent/teacher team level. Where our children/students are concerned, we must all be clear and timely communicators with each other.

SERVICES AND RESOURCES

YMCA School's Out 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.

Food Services

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. **Children who are allergic to milk may have juice with their lunch. In order for this to occur, the child's physician must fill out a form, available in the cafeteria office. This form must be updated yearly.**

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 -- a week, month, or for several months. Families will be notified when the account needs to be repaid. If a student's account should reach a negative \$5.00 amount, he/she will not be allowed to purchase snacks from their account until a payment is made.

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 sent to all households at the beginning of the school year or may be obtained in the school office any time during the school year.

Morning snacks will be available for purchase in the cafeteria during the time students enter the building. No snacks will be available from the cafeteria after this time.

Health Services

A school nurse is on duty during school hours. She provides a variety of medical assistance and services for the students. Community updates re: communicable diseases and education regarding usual 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 should have the form provided by the school filled out by the doctor and sent to the school's health office.

LIBRARY MEDIA CENTER

Resources

The Library Media Center offers many different types of resources: Subscriptions to online encyclopedias and a wide variety of information resources provide students with up-to-date information covering a wide range of curricula studies. Training in accessing these resources is available to all students and staff and may be arranged individually or in groups. Print resources include over 20,000 books, magazines and pamphlets. Multimedia resources include books on tape, books on CD or iPods for all ages, video/DVDs, study prints and puppets, some of which are for in-house circulation only.

Circulation

All materials are to be returned on or before their due date. Once the items are recorded on the overdue list, all library privileges cease. Materials must be returned or paid for before privileges resume.

Preschool - Grade 2: Most library books can be borrowed for a one-week period and can be renewed.

Grades 3-4: Most 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: Most 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 circulate and 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 and circulation limited.

An overdue list is updated weekly and students receive notices from their homeroom teachers concerning their obligations. Once any student's name is placed on the list, he/she is no longer able to access the privilege of signing out any new materials, until the obligation is fulfilled. If the books or other media are lost, the student is responsible for the replacement cost.

PUPIL SERVICES

Preschool Program

Point of Contact (POC) is Tracy Griffenhagen, 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 in a child-centered environment. 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. The tuition is \$75 per week. Scholarship funds are available based on eligibility.

504

POC is Tracy Griffenhagen, 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, 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.

Title IX

POC is Tracy Griffenhagen, Assistant Principal, 964-7237 or Mike Caron, 964-5501

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 this school. Some of the counseling services provided to meet this goal include:

- a. Individual and Group Counseling - Any student may request to meet with a counselor. Appointments can be made by a student speaking to a counselor, leaving a note in the counselor's office, talking to a teacher, or by parents contacting a counselor. Students will be seen at the earliest possible time. Groups are held in the counselor's office and the classroom.
- b. Counselors meet with Teachers, Parents, Administrators, and others to provide any possible assistance so that the school year will be a successful experience.
- c. Life Skills and Classroom Activities - Counselors provide instruction in the classroom to promote self-esteem, emotional health, interpersonal skills and decision making.
- d. Educational Orientation and Planning - The guidance counselors assist in helping new students to become familiar with North Hampton School and provide assistance to 8th graders in 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.

Pupil Safety and Violence Prevention – Prohibiting Bullying and Cyberbullying

Students are prohibited from bullying and cyberbullying actions or communications directed toward 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.

Dangerous Weapons/Gun Free School Act

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 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 School Board for possible further action to include additional suspension or expulsion. The policy, JICI, requires referral to the criminal justice or juvenile delinquency system.

Possession and/or Use of Drugs and Alcohol and Tobacco

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. State law prohibits the use of any tobacco product in the school or on school grounds. 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.

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 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.

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 busses, which serve our students, 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. Students must remain seated properly at all times when the bus is in motion and follow the directions of the driver. Students are not allowed to eat or drink on the bus. You will be given the opportunity on the student information sheet (distributed at the beginning of the school year) to request notification if the busses depart more than 20 minutes late from the school grounds.

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.

Individuals who believe they are being harassed or bullied are advised to report the incident as soon as possible to a person in authority at the school. Reporting individuals have the right to expect the report will be investigated and corrected if necessary.

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 to be collected and placed on file:

1. Diagnostic, aptitude, capacity and general achievement tests.
2. Written statements such as pupil profiles prepared by classroom teachers and reports prepared by specialists.
3. Evaluations and/or correspondence.
4. Samples of student work.
5. Other teacher evaluation instruments.
6. 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 and may have copies of any information in the record. 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.

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. 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.