

NORTH HAMPTON SCHOOL
PARENT/STUDENT
HANDBOOK
2016/2017

TABLE OF CONTENTS

Introduction

North Hampton School Mission Statement, Guiding Beliefs and Vision

School Hours and Cancellations

- Schedules
- Early Release
- Cancellations and Delayed Openings
- Early Dismissal for Weather and/or Emergency Release

General Information

- Attendance
- Absences
- Pick Up Patrol
- Appointments for Students
- Late Arrivals
- Dropping Off an Item
- Lost and Found

Building Security

- Entering the Building During School Hours
- Custody/Restraining Orders
- Required Faculty Reporting Policies
- Bicycles, Skateboards, Rollerblades
- Bus and Parent Drop Off and Pick Up
- Fire Lane

Health Resources

- Health Services
- Health Issues
- School Insurance
- Medication
- Behavior Rating Scales

Student Expectation, Rights and Responsibilities

- Behavior Guidelines
- First Student Bus Rules

- Dress, Appearance and Attire
- Outdoor Clothing
- Dress Code
- Snacks
- Materials and Equipment
- Personal Invitations
- Telephone Use by Students
- Valuables
- Vending Machines

Fostering Self Discipline / Correcting Misbehavior

Extracurricular Programs and Activities

- North Hampton Recreation Department
- YMCA Program
- Athletic Programs
- Plays and Performances
- Participation Responsibilities

Communication and Community Involvement

- School Board
- People Active in Learning (PAL)
- North Hampton School Community Partnership

Services and Resources

- School Nutrition Program
- Library Media Center

Pupil Services

- Preschool Program
- Title 504 Identification and Plans
- Special Education
- SAU 21 Criteria for Special Education Evaluations
- Title IX
- Guidance and Counseling

School Policies and Procedures

- Pupil Safety and Violence Prevention
- Dangerous Weapons/Guns Free School Act
- Possession and/or Use of Drugs and Alcohol and Tobacco
- Technology
- Transportation
- Harassment / Hazing

Student Records

Access to Pupil Records

Procedures for Student Withdrawal and Request for Records

Safe School Zone

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. 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
Director of Special Services
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. Doors open at 8:20 am.

EARLY RELEASE

Friday, October 28, 2016

Friday, December 23, 2016

Friday, June 8, 2017 (or the last day of school)

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 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 either telephone (964-5501) or Pickup Patrol (see below for more information on Pickup Patrol) 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*

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 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.

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. Unlabeled and unclaimed articles will be donated to a welfare agency.

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. 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 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

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

BICYCLES, SKATEBOARDS, ROLLERBLADES

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 - it is essential these are followed. ***We do highly encourage students to ride the bus*** but know that there are times that parents do need to transport students to school.

BUS DROP OFF/BUS PICK UP

A.M. BUSES: 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. BUSES: 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.

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.

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. 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.

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 100F 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, 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, 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 Special Services/Assistant Principal, at 603-964-5501.

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.

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.** (Please refer to the dress code for further details).

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

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.

NORTH HAMPTON DRESS CODE

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. 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.

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

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. 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.

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

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. 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. 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.

VENDING MACHINES

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

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 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.

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.

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 Jim O'Hara, 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 Jim for details.**

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.

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 5-8 are encouraged to participate. As information becomes available, the school will send home information.

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, starting at 6:00 pm. 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.

NORTH HAMPTON SCHOOL COMMUNITY 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

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.

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, audiotope, 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 on-going 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 Special 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 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. Please call the office for the most updated tuition and waiting list information.

504 IDENTIFICATION AND PLANS

POC is Tracy Griffenhagen, Director of Special 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 Special 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 Tracy Griffenhagen, Director of Special Services / Assistant 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 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.

Please see the North Hampton School website, under "Bullying Prevention"
<http://northhamptonschool.nh.nhs.schoolinsites.com>

DANGEROUS WEAPONS/GUNS 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, ALCOHOL, & 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 (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.

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 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 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. Annual report cards.
3. Evaluations and/or correspondence.
4. Other teacher evaluation instruments.
5. 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. 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.

