Northwood School

Student & Family Handbook 2021-2022

Home of the Lakers

NORTHWOOD SCHOOL
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Northwood, NH 03261
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Nate Byrne
Superintendent SAU #44

Jocelyn Young
Principal

Michael Ling
Curriculum Director

Adrian Alford
Assistant Principal

August 30, 2021

Dear Northwood Families,

Welcome to the 2021-2022 school year at Northwood School! We are looking forward to welcoming students back to school for what will hopefully be a much more typical school year than last year!

At Northwood School, all adults and children are here to learn and grow. The scholastic values that guide the work in our learning community are inspiration, innovation, and inquiry. We strive to create an environment in which all learners are excited and energized in their learning; to be both inspired and inspiring. We encourage all learners to try new things, take risks, and learn from both successes and mistakes. We aim to put a positive spin on the word "fail" and consider it to mean the "First Act In Learning." And finally, we value being curious, asking questions, and finding out as much as we can about how this wonderful world works.

Despite the many challenges we faced in the last year and a half, Northwood School has continued to be focused on continual improvement. Our teachers are dedicated to working together to ensure rich, relevant, and empowering educational experiences for students. We are proud of our recent accreditation through the New England Association of Schools and Colleges and will be focusing our efforts this year to strengthen our alignment with the rigorous standards of accreditation.

We are excited to further develop strong partnerships with our families as we work together to prepare our students for the future. Thank you for sharing your kid with us everyday and supporting Northwood School. We are looking forward to a wonderful year!

Respectfully,

Jocelyn Young
Principal

Michael Ling
Curriculum Director

Adrian Alford
Assistant Principal

NORTHWOOD SCHOOL ADMINISTRATION
2021-2022

Nate Byrne, Superintendent of Schools
Jocelyn Young, Principal
Adrian Alford, Assistant Principal
Michael Ling, Curriculum Director

NORTHWOOD SCHOOL BOARD MEMBERS

Brian Winslow, Chair
Jen Frye, Vice Chair
Krysie Berry
Amanda Roy
Sarah Carri

SAU 44 PHONE NUMBERS

Phone: 942-1290
Fax: 942-1295

NORTHWOOD SCHOOL PHONE NUMBERS

Phone: 942-5488
Fax: 942-5746

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SCHOOL DISTRICT CALENDAR

SCHOOL ADMINISTRATIVE UNIT #44
NORTHWOOD SCHOOL DISTRICT
SCHOOL CALENDAR
2021-2022
Approved by the School Board 2/18/21

	M	T	W	TH	F
AUGUST		**TW**	**TW**	**TW**	X
2	30	31			
SEPTEMBER					
21			1	2	3
	X	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	
OCTOBER					X
19	4	5	6	7	8
	X	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
NOVEMBER	1	2	3	4	5
18	8	9	10	X	**PC**
	15	16	17	18	19
	22	23	**ER**	X	X
	29	30			
DECEMBER			1	2	**TW**
16	6	7	8	9	10
	13	14	15	16	17
	20	21	22	**ER**	X
	X	X	X	X	X
JANUARY	3	4	5	6	7
20	10	11	12	13	14
	X	18	19	20	21
	24	25	26	27	28
	31				

	M	T	W	TH	F
FEBRUARY		1	2	3	4
15	7	8	9	10	11
	14	15	16	17	18
	X	X	X	X	X
	28				
MARCH		1	2	3	4
22	7	**R**	9	10	11
	14	15	16	17	**TW**
	21	22	23	24	25
	28	29	30	31	
APRIL					1
16	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	X	X	X	X	X
MAY	2	3	4	5	6
20	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	**TW**
	X	31			
JUNE			1	2	3
11	6	7	8	9	10
	13	14	**ER**	*16	*17
	*20	*21	*22	*23	*24
	*27	*28	*29		

August 24-26	Teacher Workshop
August 27	No school
August 30	School opens
September 6	Labor Day
October 1	No school
October 11	Columbus Day
November 11	Veterans Day
November 12	Parent Conferences
November 24	Early Release
November 25-26	Thanksgiving Recess
December 3	Teacher Workshop
December 23	Early Release
December 24 –Dec 31	Winter Vacation
January 17	MLK/Civil Rights Day
February 21-25	February Vacation
March 8	Remote instruction day
March 18	Teacher Workshop
April 25-29	April Vacation
May 27	Teacher Workshop
May 30	Memorial Day
June 15	Last Day/Early Release

August through January 96
February through June 84
Total Instructional Days 180 Days
Required by State Statute

Grades Close: December 3, March 11, June 15
Progress Reports: Oct. 15, Jan. 28, April 22
Report Cards (sent home): December 10, March 22, June 22

PC - Parent Conference Day - No School: November 12
TW - Teacher Workshop Days - No School
Aug. 24, 25, & 26, Dec. 3, March 18, May 27
ER- Early Release Days for Students/Staff:
November 24, December 23, June 15
* May be used to make up snow days
R – Remote Instruction Day
March 8

ARRIVAL/DISMISSAL TIMES

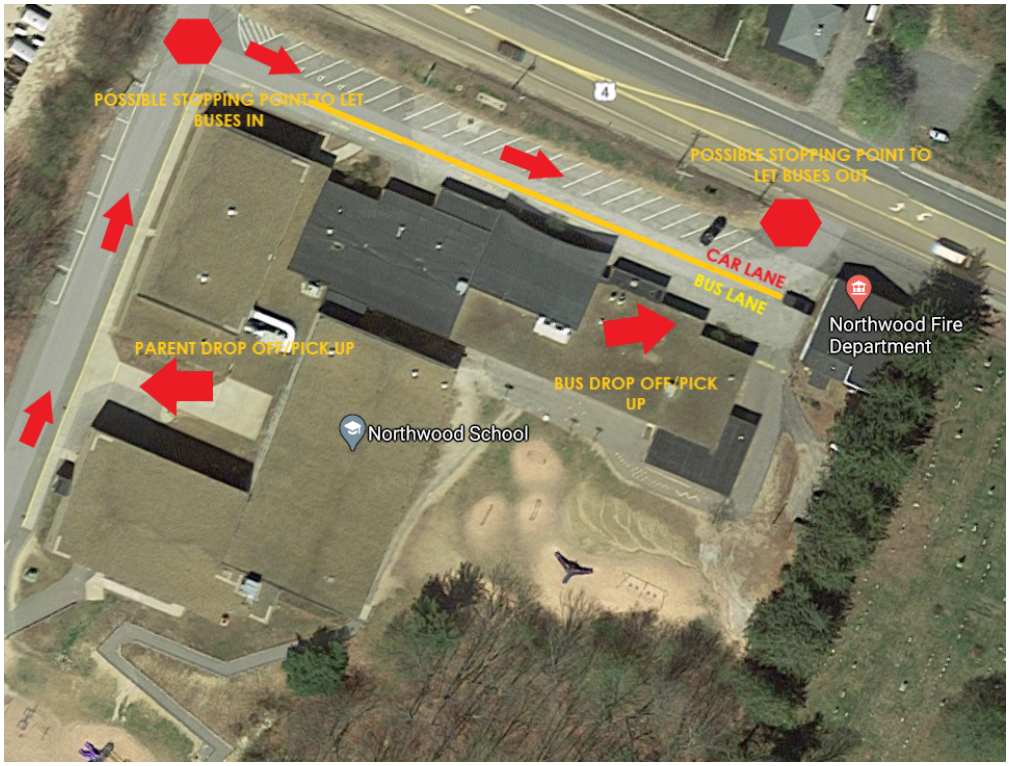
Students arriving at 7:45 may proceed to the TBD area and wait in designated grade level areas until 8:05. Students may not walk around the building before 8:05 unless they have permission to come in earlier for a meeting with a teacher. Upon entering the building for 8:05, students in K-4 walk to breakfast or to their classrooms to leave their backpacks by their classroom door and then proceed to morning recess (for recess, students in K-2 use the upper playground, students in 3-5 use the lower playground, and students in 6-8 use the courtyard). Students in grades 5-8 may proceed directly to breakfast or recess at 8:05. On days with inclement weather, students will wait quietly in the hallway outside of their homeroom. When the bell rings at 8:30, students report to their homeroom. Students who arrive in their homeroom after the 8:35 a.m. bell are marked tardy, unless they are arriving by bus. Tardy students must sign in at the office or they may be marked absent for the day.

Please be aware that there is no student supervision provided by school personnel before 7:45 a.m. Students should not be on the playground or in the building before 7:45 a.m unless they have an arranged meeting with a teacher.

Arrival (Parent drop off): Students arriving to school by car are to be dropped off at the courtyard entrance. Parent vehicles MUST enter the campus via the Bow Street entrance. We ask that all parents access Bow Street via the lower Bow Street access on Route 4 (i.e., please do not use the intersection that is right next to the school). The main entrance to the school will not be accessible between 7:30 and 8:30 or 2:45 - 3:45 except by buses.

Once your child has exited the vehicle, drive up and around the front of the school. **It is important to note that buses may be entering via the main entrance. A staff member will be directing traffic in that area and will motion for you to stop if a bus is approaching the school's entrance. Please drive slowly and be prepared to stop**.

Dismissal (Parent pick up): Dismissal begins at 2:50pm. The traffic pattern for pick up will be the same as for drop off. Please enter school grounds via Bow Street and pull up to the courtyard. Please remain in your vehicle. A staff member will approach your vehicle to ask who you're picking up. They'll radio for the student(s) and will send them out to your car.



Changes to a student's regular pick up procedure may be changed or altered using PickUp Patrol (https://www.pickuppatrol.net/). If your child is going to be absent or have a change in their usual dismissal, please use the program to notify us of those changes. If for some reason you are unable to use PickUp Patrol please contact the office (603-942-5488, nwsoffice15@northwood.k12.nh.us) so we can assist you.

The school playground and fields are open to the residents of Northwood when school is not in session, but children under the age of twelve must be supervised by an adult per Policy #KFB. The playground and fields are closed during normal school hours (7:45 a.m. until 2:50 p.m., Monday through Friday, when school is in session).

ASSEMBLIES/CEREMONIES/SPECIAL EVENTS

It is the school's intent to avoid the promotion of religion in pageants, plays, recitals, productions, discussions, aesthetic displays, and dramatic activities. This does not preclude teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the school since insights in this area can enhance mutual understanding needed by all citizens in a pluralistic society.

Each morning, the Pledge of Allegiance is recited on the public address system. Everyone is asked to rise and encouraged to participate. People in hallways or areas where there are no flags should show proper respect by standing still and either reciting the Pledge or remaining silent.

ATHLETIC PROGRAM

Any specific questions about requirements, scheduling, coaching and/or regulations for any of the following athletic programs may be addressed to the athletic director, Samuel Langdon. This is a listing of the opportunities available at Northwood School for those interested in athletics. On the next page is a list of the general guidelines for participation in Athletic Programs sponsored by Northwood School.

Fall

Interscholastic

- Boys' Cross Country (grades 5-8)
- Girls' Cross Country (grades 5-8)
- Boys' Soccer (grades 6-8)
- Girls' Soccer (grades 6-8)

Intramural

- Girls' Soccer (grades 3-5)
- Boys' Soccer (grades 3-5)

Winter

Interscholastic

- Boys' Basketball (grades 6-8)
- Girls' Basketball (grade 6-8)

Intramural

- Girls' Basketball (grades 3-5)
- Boys' Basketball (grades 3-5)

Spring

Interscholastic

- Baseball (grades 6-8)
- Softball (grades 6-8)
- Track (grades 5-8)

NORTHWOOD STUDENT ATHLETE GUIDELINES

(See School Board Policies JJH and JJIC)

1. The athletic program is an integral part of the school curriculum and comes under the authority of the administration to the same degree as do all other phases of the curriculum.
2. District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, rules for student participation, and of annual sports schedules. Northwood School is a member of the Southeast League and is governed by rules that are subject to School Board approval.
3. No student may start practice for any athletic team until written consent is obtained from the parent/guardian.
4. All Northwood School student-athletes are required to have an annual medical physical on file with the school's health office, clearing them for participation in interscholastic sports with no restrictions.
5. Accident or injury insurance for students engaging in interscholastic athletics shall be the responsibility of the parents/guardians.
6. Students must maintain passing grades in all classes to be eligible to play sports, including tryouts. Eligibility is determined by the most recent report card or mid-term progress report. Students who have received failing grades in the past marking term are ineligible until passing grades at the next progress report. If a student is failing at progress report, the student must establish an improvement plan with the teacher. The student athlete will be eligible at a point in time that the teacher signs off that a passing grade is being maintained.
   **If applicable, a summer school grade counts as the most recent grade for eligibility.*
7. All students trying out for an athletic team must attend all scheduled tryouts, practices, and games unless previously excused by the coach. If special circumstances arise, the parent/athlete must arrange a prior meeting with the coach. The coach will then notify the Athletic Director of any special situations. The Athletic Director will meet with administration and either approve the circumstances or not.
8. Any student who has an after school detention is not permitted to attend a scheduled practice or game and must miss the practice or game to meet this obligation. A mandatory help session must also be attended by the student but with no practice or game punishment to the athlete. They may participate when the help session has concluded.
9. Any student who receives multiple disciplinary measures will have his/her athletic eligibility reviewed by the Athletic Director and administration. A school suspension may result in an athlete's removal from the athletic team, pending review of the suspension by the Athletic Director and administration.
10. Northwood School has a zero tolerance policy concerning drugs, tobacco, and alcohol. Any student caught using, possessing, or is in the presence of drugs, tobacco, or alcohol will be subject to immediate dismissal from the team pending review by the Athletic Director and administration.
11. Proper conduct and respectful behavior are required of all team members when playing at home or traveling to other schools.
12. Appropriate dress is required of all team members and coaches on game days as determined by the coach. Each athlete is responsible for appropriate attire at games and practices. Each athlete is responsible for maintaining the good condition of his or her uniform. Any uniform that is lost or destroyed by an athlete will result in a bill for the estimated cost of the uniform.
13. All students must ride the bus to and from all games unless arrangements have been made with the coach. Previous written permission must be obtained to ride with someone other than the student's guardian.
14. Students may participate in two school-sponsored athletic teams during one season under the following conditions:
    - Students must have made the honor roll during the previous quarter in order to be eligible to participate in two sports.
    - If a team must make cuts during try-outs, then no students will be eligible to participate on both teams.
    - In all cases, students must be approved by the Athletic Director and administration.
15. Sports schedules and field conditions are dictated by the league. The maximum number of games that each team may play is restricted to the number of games in league play, including league tournament.

16. Athletic games and practices:
    a. Minimum of four instructional games/practices per week for each sport (weather permitting).
    b. Maximum time per practice is limited to two hours.
    c. No Sunday practices.
    d. Practices during vacations are not mandatory and must be cleared by administration. Students will not be penalized for not being able to attend a vacation practice.
17. The Northwood School Board reserves the right to charge fees for interscholastic athletic participation.
18. The recommended number of players per team:

Basketball A Team:	12 players
Basketball B Team:	12 players, plus 1-3 instructional players at Athletic Director's discretion.
Soccer Teams:	18 players, plus 1-3 instructional players at Athletic Director's discretion.
Baseball/Softball:	15 players, plus 1-3 instructional players at Athletic Director's discretion.
Cheerleading:	Coach and Athletic Director's discretion.
Cross Country:	unlimited.

ATTENDANCE

Regular and punctual patterns of attendance are required of each student enrolled at Northwood School by School Board Policies JH and JHB. Every effort must be made by students, parents/guardians, teachers, and administrators to keep absences to a minimum. There are only two types of absences:

- **Excused Absences_-_**With a *written* parental note for absence due to illness, death of a relative, observance of religious holidays, or emergencies. Students may be granted an excused absence for special or extenuating circumstances with prior administrative approval.
- **Truancy_-_**An *unexcused* absence or a determination by the Superintendent (or his designee) that an excessive number of unexcused absences have been used by a student. (RSA 193:1)

Tardy_- Students who are late to school without a note may be subject to detention. Three tardies are considered one absence and consequences from excessive absences can include after school detention and/or consequences determined by the absence policy. Students who are absent, tardy, or dismissed early for any reason will not be allowed to participate in or attend any school sponsored event or athletic activity on the day of the absence, tardiness or dismissal unless approved by the principal or assistant principal. Students who are absent for 20 or more days during the school year may be required to repeat that grade.

It is the responsibility of the parent/guardian to:

- Call the school office (942-5488) or email NWSOffice@northwoodschoolnh.org before ~~7:50AM~~ *8:30AM* to report each student absence. (Messages given the night before or very early in the morning will be recorded by the answering machine.)
- Submit a written note to the school office following every student absence regardless of whether or not you reported the absence by telephone. *Email or use of Pick Up Patrol are also acceptable forms of written documentation of student absences.*

It is the responsibility of the student to:

- Collect, complete, and promptly return assignments and homework given during his/her absence.
- Bring the note explaining the absence written by his/her parent to school on the day of his/her return of school.

It is the responsibility of the school to:

- Call the home of any absent student when a parent has not reported the student's absence.
- Maintain accurate records of absences, tardiness, and dismissals.

Statutory References: RSA 193:1 RSA 193:1,2,7 and 16

BAND AND GLEE CLUB

The music department offers a band program for beginning and intermediate band students in grades 5-8. Small group lessons and band rehearsals are usually held during a designated time and/or a student's related arts period for grades 5-8. Glee club is scheduled after school and open to students in grades 5-8.

BICYCLES

Children are allowed to ride bicycles to school if the following rules are observed:

- Parents/guardians must send signed, written permission to the main office.
- All bicycles shall be parked in the bicycle rack and remain there throughout the entire school day.
- Bicycle riders shall walk their bikes on school grounds during arrival and dismissal times.
- Students must supply their own locks and lock their bicycles before entering school.

ROUTE 4 IS A MAJOR HIGHWAY. USE CAUTION AT ALL TIMES.

BIRTHDAYS

If your child's birthday falls on a school day, you may send in a snack for the class to share. Please check with the teacher about any food allergies or sensitivities and coordinate with the teacher to plan the best way to send the snack into school. Please limit the size and sugar content of the snack. *Please do not send in homemade items; due to food allergy concerns, all items need to have clearly labeled ingredients.*

BOOKS, SUPPLIES, AND LAPTOPS

Textbooks and library books, as well as calculators and other small learning tools, may be loaned to students by members of the professional staff. All assigned textbooks will be taken home and covered. Student agendas, textbooks, workbooks, paper, pencils, crayons and other necessary school materials will be given to students to complete assigned tasks. Students must take proper care of all books and materials**,** whether they are loaned or given to them by the school. Parents/guardians are expected to pay the cost of replacement in cases involving loss, willful damage, or destruction.

Starting at the end of the 2019-2020 academic year Northwood School became a 1 to 1 computer school. Every student K-8 had their own computer device provided by the school. Currently, grades K-1 use iPads while grades 2-8 use Chromebooks. The 2021-2022 academic year we will bring back our Chromebook Take Home program for families in grades 6-8. Students in grades 6-8 who wish to take their computers home after school, weekends, and holidays may do so. This program is voluntary and requires a $35 insurance cost. Students and families will be given information on this program before the start of school in August.

CAFETERIA SERVICES

The Food Service Director at Northwood School is Christopher Volkmann. Anyone with questions or concerns about the school meal program is encouraged to contact Christopher Volkmann between the hours of 7:00 a.m. and 2:00 p.m. at 773-1625. Parents/guardians may deposit money into their child(ren)'s account in the following manner

FREE AND REDUCED LUNCH APPLICATIONS

Applications for free and reduced-price meals will be sent home on the first day of school. By law, a short amount of time is allowed for processing new applications. To avoid having your application returned or rejected, please fill it out carefully and return the completed application to school promptly. Any child approved for either free or reduced meals is eligible for both breakfast and lunch. Milk for snack time (available to students in grades K-5) must be purchased, if it is desired, by those eligible for either free or reduced-price meals.

SCHOOL LUNCH PROGRAM
The school lunch program sends monthly menu calendars to all students. Menus are also available online on our website www.northwood.k12.nh.us under the Meals tab. Menus may occasionally change without prior notice, but this usually happens only when there has been an unexpected cancellation of school. Prices are as follows:

Lunch	Free
Cold Lunch Milk	Free
Snack Milk	Free
Reduced Cost Lunch	Free

Parents are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. If you log into the schoolpaymentportal.com website, there is a section to restrict items your student is allowed to purchase.

COLD LUNCH
Students may bring their own lunch to school. Please do not send in food that needs to be heated up. Beverages such as soda and coffee are not allowed to be brought to school. Beverages such as juice or sparkling water may be brought to school to be consumed during lunch (or snack time) only.

BREAKFAST PROGRAM
Breakfast is available to students from 8:05 a.m. to 8:30 a.m. Students who are eating breakfast at school should go directly to the gym for breakfast (or when they arrive to school if later than 8:05). Students may not go to recess before eating breakfast but may go to recess after breakfast if time permits. An "on the go" option (bag breakfast) may be available for students who arrive to school late. Prices are as follows:

Breakfast	Free
Reduced Cost	Free

CANCELLATIONS/DELAYED OPENINGS

If it should become necessary to delay opening of the school or close the school for any reason, we will implement our notification system which will call you, post on our Twitter page @Nwesh, and the following radio stations will be asked to make an announcement: WOKQ 97.5, WTSN 1270AM, WHEB 100.3 FM, and WERZ 107.1 FM. WMUR-TV will also carry the announcement on www.wmur.com.

- No after-school or evening activities will be held when school is cancelled or when an emergency dismissal is necessary.
- After-school or evening activities will be held if a delayed opening is called.
-

CO-CURRICULAR ACTIVITIES

In addition to athletics, Northwood School offers many activities to students after school. Co-curricular activities will be announced as plans are developed. Activities may include*:* Yearbook Club, Drama, Games Club, Snowshoeing Club, and Art Club. Co-Curricular activities are designed for specific grade level groups that vary among grades K-8. Although co-curricular activities are voluntary, encouraged, and free for the designated age group of Northwood students (see Board Policy # JJH), there are student participation guidelines that will be enforced by the adult responsible for each activity:

- Any student who has a detention or mandatory help session during a scheduled co-curricular activity must miss the activity to meet this obligation.

- Students who are absent, tardy, or dismissed early for any reason will not be allowed to participate in or attend any school sponsored activity on the day of the absence, tardiness, or dismissal from school. (See Board Policy JH/JHB).
- When school is cancelled or dismissed early for an emergency, no after-school activities will be held.
- When a delayed opening is called, after-school activities will be held.
- The School Board reserves the right to charge fees for co- and extra-curricular programs.
- Student groups will be allowed to raise funds for school related activities with Board approval. Funds raised shall be deposited into the school's Student Activity Account. No school funds shall be kept in a personal checking or savings account.
- Student unions or groups will be permitted. These should promote or pursue specialized academic, athletic, social service, and social activities. Students wishing to form clubs or begin new activities must receive permission from the administration and School Board. Proposals for the creation of a student group should be put in writing and submitted to the principal. Approval for such clubs will be dependent on the availability of a staff member to supervise.
- Eligibility requirements for students in grades 5-8 to participate in a co-curricular or extra-curricular activity are the same as those outlined in Policy #JJH.

NORTHWOOD SCHOOL COMMUNITY COMPACT

Northwood School community members value and benefit from clear, frequent, and honest communication. To that end, we commit to . . .

- Keep our focus on what will help our students succeed.
- Communicate respectfully, clearly, consistently, in a timely manner, and cheerfully whenever possible;
- Presume positive intentions;
- Pay attention to ourselves and others (be aware of what you're saying, how it's said, and how it's being perceived by others);
- Support, encourage, and recognize one another's efforts and achievements;
- Respect one another's time;
- Collaborate, share data, value feedback, and utilize one another as resources; and
- Respect differences of opinion and keep emotion out of disagreement

COUNSELING SERVICES

School counseling is a service that is available to all students. Counselors work with whole classes on a variety of issues such as cooperative learning, responding to peer pressure, and/or setting limits. The counselors may also meet with small groups or individuals. Individual students and/or parents/guardians may also seek advice from the school counselor on an issue he/she wishes to keep private or confidential. Regardless of the setting or the content of the sessions, the counselors are advocates for children. The counselors' goal is to serve as a resource for maximizing students' academic and social/emotional success. Decisions derived from counseling must be acceptable to both the student and parent/guardian.

CURRICULUM/GENERAL COURSE OF STUDY

All students receive regular instruction in the core areas of English language arts, math, social studies, and science. In K-5, students generally remain with one classroom teacher for instruction in all academic areas. In grades 6-8, students change classrooms and/or teachers for instruction in each subject area. Groups are generally heterogeneous although students in grades seven and eight who have demonstrated sufficient progress in mathematics may be eligible for placement in an accelerated math course. Regular instruction in music, art, physical education, library, health, and technology is provided by teachers with appropriate certification in these areas.

CURRICULUM NIGHTS

Curriculum nights are held each year to provide students opportunities to display and present their projects and educational progress to parents/guardians and to interested community members. Teachers are available as a resource for the students on the curriculum nights and to provide information on the curriculum, but they are not expected or available to hold individual conferences with parents/guardians during this time.

DAILY SCHEDULE

7:45	Supervision in gym begins
7:45	First buses begin to arrive
8:30	First Bell
8:35	Tardy Bell/AM Announcements
11:30 - 12:05	7/8 Lunch/Recess
12:00-12:25	K/1/2 Lunch
12:25-12:50	K/1/2 Recess
12:35-1:10	5/6 Lunch/Recess
1:05 -1:30	3/4 Lunch
1:30-1:55	3/4 Recess
2:50	PM Announcements/Dismissal Bell
3:00	2nd Dismissal Bell

DANCES

School dances may be held during the year at designated times. Only students who attend Northwood School or are Northwood residents who homeschool will be permitted to attend; no guests will be allowed. Tickets may be purchased during designated times the week of the dance. Absolutely no tickets will be sold at the door unless approved by an administrator prior to the start of the dance. Once students enter the dance, they will not be allowed to leave unless accompanied by a parent/guardian.

DISCIPLINE

Northwood School's Approach to Student Discipline

According to educator Ruth Charney, "The word discipline is derived from the Latin root *disciplina*, meaning *learning*." It needs to be associated with positive acts and feats of learning, rather than negatively associated with punishment. Teaching discipline requires two fundamental elements: empathy and structure. Empathy helps us know the child, to perceive his/her needs, to hear what he/she is trying to say. Structure helps us set guidelines and provide necessary limits.

Northwood School's disciplinary procedures are aligned with school board policies and are designed to ensure the physical and emotional safety of all community members. Please read this section carefully with your child to ensure that he/she understands his/her rights and responsibilities.

PREMISES – Our Approach to Discipline

- Discipline is to help each child develop behaviors that support learning.
- External discipline leads to internal discipline--self-control--which becomes the foundation for self-approval and self-acceptance.
- Children need to share in responsibility and decision-making that affects their education.
- Discipline is encouraged by an orderly classroom.
- Discipline is a form of instruction (it is not punishment); individual needs sometimes dictate individual programs.
- Student behavior is function-based. Students are trying to meet their needs to obtain or avoid something. It is our role as adults to try to identify the function and tailor our teaching and response to the behavior in accord with the child's needs.

SCHOOL VALUES

- Be Respectful
- Be Responsible
- Be Safe

PROACTIVE STRATEGIES – Recognizing Positive Behaviors and Addressing Negative Behaviors

- Reinforcing – noticing and encouraging
- Reminding – helping to remember
- Redirecting – focus on rules and expectations

LOGICAL CONSEQUENCES – Means to Respond to Unexpected Behaviors

- You break it, you fix it
- Abuse a privilege, lose a privilege
- Take a break (time out)

TAKE A BREAK – Time to Regain Self-Control

- Minor disturbance or offense
- Student needs reminder or redirection
- Time out from activity
- Opportunity to regain self-control

BACK ON TRACK – Office Managed

- Unable to regain self-control with a break
- Continuation of misbehavior
- Out of control, unsafe, or disruptive of others' learning
- Willful power struggle
- Must demonstrate readiness to rejoin activity, make apology of action, meet behavioral expectations
- Sending teacher makes parent/guardian contact

SCHOOL SUSPENSION – Exclusion from Classroom or School

- *Gross* misconduct
- *Refusal* to conform to the reasonable rules of the school
- Suspension decision made and communicated to parent/guardian by school administration
- Re-entry meeting required (for out-of-school)
- Re-entry meeting includes parent/guardian and adult(s) involved

Northwood School Behavior Matrix

Area / Event	Be Respectful	Be Responsible	Be Safe
Bathroom	-Keep personal space -Use voice level 0-1 -Use materials as intended	-Sign out/sign in with classroom procedure -Use materials as intended -Flush -Report concerns to an adult immediately -Be timely	-Use walking feet -Keep hands, feet and objects to self -Keep feet on the floor -Keep water in sink -Wash hands with soap and water
Cafeteria	-Say please and thank you -Allow anyone to sit with you	-Keep personal space while in line and seated	-Use walking feet -Eat your own food

	-Use kind words -Use voice level 0-2	-Know your lunch number -Keep space clean -Remain seated while eating -Raise hand for assistance -Clean up after yourself	-Use utensils appropriately -Clean up spills -Keep hands, feet, and objects to self
Fire Drill	-Keep personal space -Keep pace with the group	-Walk directly to the school exit -Follow adult directions to proceed to designated area -Face forward	-Voice level (0)while walking and waiting for instructions -Walking feet
Hallway	-Use voice level 0-1 -Keep personal space -Follow adult directions -Use smiles and waves to greet friends and teachers	-Have a pass (grades 5 - 8) or adult permission -Face forward and look ahead -Use walking feet -Follow adult directions	-Keep shoes tied -Use walking feet -Stay to the right -Keep hands, feet, and objects to self
Indoor Recess	-Use voice level 0-2 -Use kind words and actions -Invite and include others -Share toys and games -Show good sportsmanship -Follow adult directions	-Use materials as intended (including technology) -Clean up your area before moving to a different activity/end of recess -Follow adult directions	-Use safe hands and body -Ask permission to leave the room -Use walking feet -Keep doorways clear -Report unsafe behavior
Outdoor Recess	-Follow adult directions -Invite and include others -Use kind words and actions -Show good sportsmanship -Respect nature and school property	-Follow adult directions -Use equipment and belongings appropriately -Take care of equipment and belongings when finished	-Stay in designated areas -Use safe hands and body -Stop and listen when directed or signaled -Report unsafe behavior

Voice Level	**Level 0**	**Level 1**	**Level 2**	**Level 3**
	Silent Voice (No talking)	Quiet Voice (Talking softly)	Partner Voice (Regular talking)	Outside Voice (Talking Loudly)

Northwood School Behavior Definitions

Minor	**Major**
A low level concerning behavior that repeats within the course of a day after teacher has intervened. *If the concerning behavior stops after teacher intervention, it is not a minor and does not need to be documented.	A single, high intensity concerning behavior or series of minor behaviors that do not stop despite teacher intervention.

Behavior	**Minor**	**Major**
Inappropriate language	Unintentional use of profanity not	Verbal, body, or written language including

	directed at an individual.	profanity directed at/about individuals, slurs, and/or reference to topics that are inappropriate for school.
Disrespect	Using words or actions that convey low-intensity disregard for a person (e.g., rolling eyes).	Using words or actions that convey high-intensity disregard for a person (e.g., arguing with an adult).
Disruption	Low level actions or utterances that disrupt the learning environment (e.g., making noises).	Actions or utterances that cause interruption of an activity or class that is persistent and intended to draw attention (e.g.,sustained loud talk).
Defiance/non-compliance	Brief or low-intensity failure to respond to adult requests (e.g., not completing work).	Repeated or aggravated refusal to follow adult directions (e.g., crumpling up work).
Technology violation	Low intensity unauthorized use of electronic device (e.g., checking messages on cell phone).	Use of an electronic device to view, create, or access content that is not appropriate for school (e.g., content involving alcohol or drugs).
Property damage/vandalism	Intentional misuse of property (e.g., intentionally breaking pencils).	Intentional misuse or damaging of property that is valued at $10 or more (e.g., ripping the pages out of a text book).
Physical aggression	Non-serious but inappropriate physical contact (e.g., pushing, horseplay).	Actions involving serious physical contact where injury may occur (e.g., punching or kicking with force)
Harassment/Teasing/Taunting	Verbal or written messages or gestures that result in hurt feelings and/or embarrassment of another person.	Verbal or written messages or gestures that are hurtful and involve threats, intimidation, and/or obscenities.
Theft	Student is in possession of, has passed on, or is responsible for removing someone's property without their permission. Property includes inexpensive and common items such as pencils, erasers, etc.	Student is in possession of, has passed on, or is responsible for removing someone's property without their permission. Property includes items of monetary or emotional value.
Lying/Cheating/Forgery	Intentional delivery of a message that is untrue; Violation of rules relating to doing one's own work on practice assignment.	Violation of rules relating to doing one's own work on summative or high-stakes assignment; Signature of another person's name to an official document and/or use of someone else's email to send messages without identifying themselves.
Bomb threat/False alarm	none	Delivery of a message of possible explosive materials being on/near campus and/or pending explosion; Pulling of fire alarm when no threat of fire is present.

Sexual harassment	none	Conducting unwelcome sexual comments or sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature
Weapons	none	Student is in possession of any weapon readily capable of causing bodily harm or is using an object as a weapon.
Out of Bounds	Leaving classroom/designated area without pass/permission.	Leaving building without pass/permission.

NORTHWOOD SCHOOL CONSEQUENCES & INTERVENTIONS

Consequences for infractions may range from minor to extensive depending on the nature of the infraction. Whenever possible, consequences imposed by both teachers and administrators will be directly related to the nature of the offense (e.g., you break it, you fix it; zero grade for cheating, etc.) Consequences and interventions are also designed to be supportive and help to address the root cause of a child's unexpected behavior.

Consequences and interventions may include, but are not limited to: zero grade, parent contact, loss of privilege, restorative justice, *graduated sections*, detention, in-school suspension, out of school suspension, restitution, report to police, referral to school counselor, and/or community service within the school.

Any student who is serving a detention or suspension on the day of an extra-curricular activity, an athletic event, or practice will not be allowed to participate or attend that activity or event. Suspended students are not allowed on school property before, during, or after school on the day(s) of the suspension.

Repeated infractions of the school rules by the same student(s) may result in further disciplinary action, including in-school or out-of-school suspension, denial of recess, exclusion from field trips without a parent/guardian as chaperone, exclusion from extra-curricular events, and/or reports to the police.

DUE PROCESS
Students facing discipline will be afforded all due process rights given by law. The Superintendent or his/her written designee is authorized to suspend any student for ten days or less for violations of school rules or policies. Should the Superintendent desire to suspend a student for more than ten days, such student will be afforded a hearing before the school board. In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules. Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language or presented orally upon request.

BULLYING

POLICY #JICK - PUPIL SAFETY AND VIOLENCE PREVENTION – Bullying
See also JBAA, JIC, JICD, IHBA

I. Definitions (RSA 193-F:3)

1. <u>Bullying</u>. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

(1) Physically harms a pupil or damages a pupil's property;
(2) Causes emotional distress to a pupil;
(3) Interferes with a pupil's educational opportunities;
(4) Creates a hostile educational environment; or
(5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

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

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

Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting
A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.

2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Pupils From Retaliation
If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protected against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))
This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))
The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.
In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e))

Staff and Volunteers
All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Students
All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.

2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.

3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.

2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.

3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.

4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))
In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))
The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))
The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))
1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.

2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of emails, text messages, website pages, or other similar electronic communications.

4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:

- Description of incident, including the nature of the behavior;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The characteristics of parties involved, (name, grade, age, etc.);

- The identity and number of individuals who participated in bullying behavior;
- Where the alleged incident(s) occurred;
- Whether the conduct adversely affected the student's education or educational environment;
- Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
- The date, time and method in which parents or legal guardians of all parties involved were contacted.

6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.

8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.

9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))
Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:
- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:
- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment

- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l)
The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m)

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.

2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.

3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

4. In accordance with the Family Educational Rights and Privacy Act and other laws concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. School Officials (RSA 193-F:4, II(n)
The Superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy.

XVII. Capture of Audio Recordings on School Buses
Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVIII. Use of Video or Audio Recordings in Student Discipline Matters
The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Legal References:
RSA 189:70, Educational Institution Policies on Social Media
RSA 193-F:3, Pupil Safety and Violence Prevention Act
RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed
NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

REVISED BY THE BOARD
April 7, 2016

HAZING
POLICY #JICFA - HAZING
It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Northwood School Board shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Northwood School Board.
"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.
"Endanger the mental health" shall include**,** but is not limited to, any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Northwood School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in the school district.

Legal Reference:
RSA 631:7, Student Hazing
New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

ADOPTED BY THE BOARD
September 5, 2013

WEAPONS

POLICY JICI - PROHIBITING WEAPONS ON SCHOOL PROPERTY

The federal Gun-Free School Zones Act prohibits any individual from knowingly possessing a firearm that has moved in or otherwise affects interstate commerce in a school zone. A "school zone" is defined as the grounds of a public school and the property within 1,000 feet of the public school. A "firearm" is (1) any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or silencer; or (4) any destructive device which includes any explosive, incendiary or poison gas.

For the purposes of this Policy, the term "weapons" shall in addition to "firearms" as defined above also include BB-guns, pellet guns, paintball guns, electronic defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), martial art weapons (as defined in RSA 159:24), replicas, and any other object or substance which in the manner it is used, or threatened to be used, is capable of producing death or bodily injury.

Visitors, faculty, staff, students, and volunteers are strictly prohibited from bringing any firearm or weapon, whether visible or concealed, into any school building, onto school property or a school bus, or to any school-sponsored event.

A violation of this Policy by any person will result in an immediate report to the principal, who shall in turn notify the police and Superintendent.

A student violation of this Policy will result in immediate confiscation of the weapon and notice to the student's parents or guardians. The student shall also be subject to discipline up to and including suspension or expulsion from school. The Administration is authorized to suspend any student possessing a weapon or any object used as a weapon while in school buildings, on school property, while riding a school bus, or at any function held under the name of the Northwood School District, for a period of time not to exceed twenty school days. The Administration will refer all such cases to the School Board for possible further action to include additional suspension or expulsion. If the student violation involves a firearm, the School Board shall expel that student from school in accordance with RSA 193:13, III, and, in accordance with the requirements of the federal Gun-Free Schools Act, any such expulsion shall continue for a period of not less than one (1) year, subject to the authority of the Superintendent to modify such expulsion requirement for a student on a case-by-case basis. If the student violation involves the possession of a pellet or BB gun, rifle, or paintball gun or other weapon as defined in this Policy, the student may be expelled by the School Board under RSA 193:13, II.

Pursuant to the provisions of 20 U.S.C. §7961 of the Gun-Free Schools Act, the School Board requires the Superintendent to contact local law enforcement authorities and the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

A faculty, staff, or volunteer violation of this Policy shall be subject to discipline, up to and including dismissal.

Members of the public who violate this Policy will be reported to law enforcement authorities.

The Superintendent of Schools, or designee, shall have the authority, pursuant to RSA 193:13, III and the Gun-Free School Zones Act and Gun-Free Schools Act, to grant written authorization to a student or other person to possess a firearm or other weapon on school property. Any such authorization shall be requested in writing, and if the authorization is requested on behalf of a student, it shall be signed by a parent or guardian. The authorization, if granted by the Superintendent, must be issued in writing in advance of the possession. Any such authorization shall identify the student or other person, the weapon or firearm, the purpose of the possession, the location on school grounds where the weapon or firearm shall be kept, and time frame(s) of the authorization.

The only persons who are exempt from this Policy are law enforcement personnel. Other individuals may be exempted by the Gun-Free School Zones Act.

All students will receive written notice of this Policy once annually.

Statutory Reference :
Gun-Free Schools Zone Act (18 U.S.C. §921, et seq.)
Gun-Free Schools Act (20 U.S.C. §7961)
RSA 193-D
RSA 159:20
RSA 159:21
RSA 159:23
RSA 159:24
Ed. 317

REVISED BY THE BOARD
August 20, 1998

DISMISSALS AND TARDINESS

Appointments for non-school activities and doctor's appointments should be made outside the school day. Both student dismissals and tardiness cause a disruption in the educational process for Northwood students and staff. It is disruptive to the entire class when a student is called to the office for dismissal or arrives late and needs a pass to enter class. A shortened school day also puts the affected student at an educational and organizational disadvantage. Because a full school day is recognized as essential for beginning and ending learning activities for *all* students, Board Policy JHB and state law RSA 193:1 require students to arrive at school on time and stay at school until regularly scheduled dismissal time.

- Dismissed and tardy students must bring a written permission/excuse from a parent/guardian to the school office. Unauthorized and/or excessive absences from any class, study hall, or activity for which the student is scheduled in the school day may be considered truant (Board Policy #JHB)
- Missed class work and homework assignments become the student's responsibility to collect and complete.

EARLY DISMISSALS:

- Please do not request early dismissals between 2:20 pm and 2:50 pm. This is the block of time that staff prepare all students for dismissal and bring closure to the day's activities.
- If you cannot avoid the need for an early dismissal, please use PickUp Patrol (https://www.pickuppatrol.net).
- Students being dismissed early will be called to the office after the designated adult arrives.
- Any adult picking up a child for early dismissal must register on the sign-out form before leaving.

TARDINESS:

- All students who arrive in homeroom after the bell at 8:35am. are considered tardy. (Students arriving on a delayed bus are not considered tardy). Tardy students are to bring a written note of explanation, signed by the parent/guardian, to the office upon arrival, or no later than the following day (email is fine too). Please be aware that the written note/email is for documentation and record keeping; it does not "excuse" the student from the relevant consequences for being late to school.
- If you cannot avoid a child being tardy to school, please notify the office. The school calls to confirm all absences within a reasonable time at the start of the school day. The school answering machine operates all night, allowing for messages from parents/guardians regarding an absence and/or tardiness. (A phone call does not negate the need for a written note.)
- Tardy students must sign in at the office as soon as they arrive.
- Tardy students must obtain an office pass admitting them into class.

DRESS CODE

Students are expected to dress appropriately. The staff and administration share the responsibility for maintaining the standards of the student dress code. If there are any questions or disagreements concerning the student dress code, the administration will be the final interpreter of what constitutes appropriate dress. Inappropriately dressed students have a choice of borrowing suitable clothing from either the nurse's or school counselors' supply of extra clothes or calling a parent/guardian for a change of clothes. Depending on the severity of the infraction, s/he may be required to remain in the main office until appropriate clothing is obtained. Non-compliance or repeated offenses to the dress code policy will result in a written disciplinary report and further consequences determined by the administration. The following dress code guidelines apply:

- Head gear (hats, bandanas, etc.) will not be worn in school. Students in grades K-4 may wear hats while traveling in and out of the building (arrival, transition to recess, dismissal, etc) to avoid loss of items. Students in grades 5-8 must remove hats upon entry to the building.
- Shoes must be worn at all times. Students may not wear slippers, steel toe or carbon toe boots in school. All shoes should be comfortable and safe.
- Shirts must cover the midriff. Underwear shirts will not be worn as an outside shirt. Halter tops and shirts with thin (spaghetti) straps will not be allowed in grades 5-8.
- Shorts and skirts must be an appropriate length. The hem of shorts or a skirt must be as long as or longer than the length of the student's thumb when standing. Any rips or tears in the fabric of garments (e.g., distressed jeans) must also be below the level of the student's thumb when standing.
- Excessively ripped or torn clothes are not allowed.
- Articles of clothing with inappropriate pictures or lettering are not allowed (including clothing which advertises alcoholic beverages, alcohol-related messages, gender bias or sexual messages, smoking, drugs, or violence/weapons.)
- Clothing, jewelry, and accessories which pose hazards to the welfare, health, property, or safety of students and others will be not be allowed (heavy chains, steel toed work boots, spiked leather items).
- Pajama bottoms will not be allowed except on administrator approved "Pajama Days."

For some field trips, special events and outdoor activities, adjustments to the dress code may be necessary. In such instances, the adult responsible for the activity will explain what exceptions will be permitted.

EARLY RELEASE AND TEACHER WORKSHOP DAYS

Early Release Days and Teacher Workshop Days are noted on the School Calendar on the school website, www.northwoodschoolnh.org. The faculty and administration have limited time to work together on curriculum and school-wide improvement issues so we make every effort to use the early release and professional days as efficiently and effectively as possible. Dismissal from school is at ~~12:25 PM~~ *12:30 pm* on the Early Release Days. Lunches are served before the students are dismissed.

EDUCATIONAL RECORDS

The information on the collection, maintenance and dissemination of pupil records is based on Board Policy JRA and the Federal Family Education Rights and Privacy Act (F.E.R.P.A) of 1974.

Parents/guardians are to have access to their child's cumulative records upon request and after a mutually convenient appointment has been arranged with the teacher or the principal. (The appointment may not exceed 45 days after the initial request has been made.) Pupil records are not to be reviewed alone by a parent, but only in conference with the teacher and/or principal.

RELEASE OF STUDENT RECORDS will occur if and when:

- The student's parent/guardian provides a signed written consent form. The written consent must be specific, stating that the school is requested to release specific record*s* (i.e. health, permanent record, and/or special education records), and state to whom they are to be released. Each request for consent must be handled separately. Blanket permission for the release of information will not be accepted.
- A court order requires such release.

When data for outside research purposes is released, it should be in such a form that no individual student is identifiable. Records may not be released to any person other than the person who collected the information and may be released to that person only for the use for which it was collected.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR THE NORTHWOOD SCHOOL DISTRICT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.**

Parents or eligible students should submit to the building principal or building director of guidance a written request that identifies the record(s) they wish to inspect. The building principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.

2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's rights of privacy.**

Parents or eligible students may ask the School District to amend a record generated by the School District that they believe is inaccurate, misleading, or in violation of the student's rights of privacy. They shall make such requests in writing, dated and addressed to the building principal or building director of guidance. Such requests must clearly identify the part of the record they want changed and shall specify why it is inaccurate, misleading or in violation of the student's rights of privacy.

If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. If the parents request a hearing, it shall be conducted by the Superintendent of Schools or his/her designee.

3. **The right to consent, or to deny consent, to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent of a parent or eligible student, is disclosure to "school officials with a legitimate educational interest." The terms "school official" and "legitimate educational interest" are defined in the Appendix to this notice.

The School District may disclose without consent "directory information," which is information not generally considered harmful or an invasion of privacy if disclosed. Directory information includes:

Name and address of the student
Field of study
Weight and height of athletes
Most recent previous school attended
Date and place of birth
Participation in officially recognized activities or sports
Date of attendance degrees and awards

Parents may request that the School District refrain from making all or some of this directory information on their child available to the public. Such requests must be filed with the building principal in writing, dated and signed by the parent, by the third Monday of September. Each such request shall expire on the third Monday of September of the following year.

Upon request, the School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.**

The Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independent Avenue SW Washington, DC 20202-4605

APPENDIX TO ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR THE NORTHWOOD SCHOOL DISTRICT

NORTHWOOD SCHOOL DISTRICT POLICY ON DISCLOSING STUDENT RECORDS TO SCHOOL OFFICIALS WITH A LEGITIMATE EDUCATIONAL INTEREST

The federal Family Educational Rights and Privacy Act of 1973 (FERPA), 20 U.S. Code Section 1232g, and the U.S. Department of Education's implementing regulations, 34 Code of Federal Regulations Part 99, generally prohibit school districts from disclosing personally identifiable educational records on students without prior written parental consent. However, these laws include several exceptions. One of those exceptions allows school districts to disclose personally

identifiable educational records to "school officials with a legitimate educational interest" without obtaining parental consent.

The U.S. Department of Education's FERPA regulations require that a school district specify the criteria that the district uses for determining who is a school official and what constitutes an educational interest.

The Northwood School District has adopted the following criteria.

I. The following are "school officials":

A. Employees of the School District, including but not limited to the following
   1. Those that work directly with the student or who play a consultative role, and their support staff.
   2. Building principals, assistant principals, other school administrators and their support staff.

B. Employees of N.H. School Administrative Unit 44 (SAU 44), including but not limited:
   1. The Superintendent of Schools.
   2. The Assistant Superintendent of Schools.
   3. The Director of Special Education.
   4. School psychologists and evaluators.
   5. Special education team members.
   6. Employees assigned to maintain records.
   7. Secretarial and clerical staff assisting any of the above.

C. Employees of any regional special education consortium that may be contracted to participate in any way involving a student's program, including but not limited to:
   1. The Executive Director.
   2. Psycho-educational staff and evaluators.
   3. Placement coordinators.
   4. Program directors.

D. Individuals and organizations under oral or written contract with the School District, the SAU, or outside agencies, who are providing services or advice related to the education of one or more students of the School District, or who are performing a special task, including but not limited to evaluators, consultants, auditors, attorneys, experts, and therapists.

E. Appointed and elected officials of the School District, including but not limited to school board members.

F. Individuals and entities assisting the School District in legal matters, including but not limited to insurance brokers, insurance agents, insurance companies, insurance adjusters, claims representatives, legal counsel for the school district, expert witnesses, and experts consulted to provide the school district's legal team with advice.

G. A parent or student serving on an official committee such as a disciplinary or grievance committees or assisting another school official in performing his or her tasks.

II. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Examples include:

A. Matters related to the provision of services to one or more students, supervising services, selecting services, evaluating services, funding services, and budgeting for services.
B. Evaluating, assessing, or monitoring one or more students.
C. Disciplining one or more students.
D. Governance and administration of the school district.

E. Legal matters involving the school district or any students in the school district.

ELECTRONIC DEVICES

Students are not permitted to use radios, cameras, tape recorders, CD players, iPods, MP-3 players, handheld video games, cell phones, or similar electronic/communication devices without adult approval. Students may wear a SmartWatch for the sole purpose of identifying time and not texting or making calls. Faculty and staff may approve use of student-owned electronic devices only for educational purposes in school. For students in grades K-5, cell phones must be turned off and in students' backpacks during the school day unless approved by an adult. For students in grades 6-8, teachers may develop and communicate procedures for students to carry their cell phones between classes to allow for use for educational purposes during class. In absence of a teacher-developed procedure, students at these grade levels should keep their phones in their backpack or locker. Students are not to check their messages during the day or use their phones for social media. These restrictions, per School Board Policy JICJ, apply during lunch and recess as well. Students who remain for after school activities may use electronic devices after receiving permission from a supervising adult in a designated area determined by that adult. Please note that this policy applies even for communication with parents/guardians. Students are not permitted to use their phones or other devices to send or receive messages or calls from parents/guardians during the school day. If you need to contact your child, please call the main office at 942-5488.

Cell phones and devices will be confiscated if the student violates this policy.

First Offense	Confiscation of the device to be picked up by the student at the end of the day.
Second Offense	Same as first with an added written warning
Third Offense	Confiscation of the device to be picked up by the parent/guardian from the main office accompanied by a write up.
Beyond Third Offense	Additional consequences will be determined if the student continues to violate the no use policy. Parent/guardian notified once device is confiscated.

EMERGENCY DISMISSALS

A potentially dangerous internal condition, or an unpredictable hazardous weather condition, may necessitate an unscheduled Emergency Dismissal from school. When an Emergency Dismissal is called, or when you think one might be called, **please do not call the school, nor ask your child to call you from school.** At such times, the school phones are reserved for emergency personnel only.

When an emergency dismissal is necessary, our notification system will be implemented. The information for making the calls to the parents/guardians is obtained from the Emergency Dismissal Form**.** Parents/guardians are strongly encouraged to promptly notify the school office of any changes in workplace or schedule, family structure, emergency telephone numbers, and/or emergency contact names and/or numbers. The parent/guardian should frequently make sure that their child(ren) knows what to do and where to go if the parent/guardian is not at home when an Emergency Dismissal occurs.

EMERGENCY INFORMATION

During the year, if any changes occur in your address, telephone number, work telephone number, or emergency name of neighbor or relative, please notify the school office. This is extremely important for the nurse and/or office staff to promptly locate the authorized family member, or designated substitute, in case of *any* type of emergency. The nurse also needs to know about changes in a student's health needs and/or medications. The information will not be released to anyone other than authorized staff member except with your written consent or under compulsion of the law.

ENRICHMENT

Northwood School offers a variety of opportunities and challenges for students seeking enrichment in their basic education. Students in grades 5-8 may choose to participate in a variety of musical programs, extracurricular clubs and intramurals, (some of which are also open to students in grade 3-4), athletic programs, and student leadership activities.

FIELD TRIPS

The school encourages field trips as a means of helping students learn about the world in which they live. Teachers and parent/guardian chaperones will be assigned on each trip to provide adequate supervision. Parents/guardians wishing to chaperone must have completed a background check. This process takes approximately 3-4 weeks - please plan accordingly. Parents/guardians who serve as chaperones may not bring any other children with them on the trip. Volunteer forms are available in the school office. The nurse is also involved in planning any field trips to ensure adequate medical coverage will be available. Before each trip, permission slips will be sent home to parents/guardians. These must be signed by a parent/guardian and returned to the school before a student will be allowed to go on a trip.

Parents/guardians will be informed in sufficient time to meet the cost of admission or any other financial requirements. Transportation to any off-site field trip will be by bus. All students will ride on the bus to and from the field trip, unless prior written notice has been given to, and approved by, the principal. With the principal's approval, students may be dismissed to the custody of their parent/guardian at the conclusion of the field trip. (Board Policy # IJOA.)

If you do not wish your child to participate in a scheduled field trip, please notify your child's teacher or the office. Any student who does not wish to attend a field trip, (or who has been denied permission to participate by a parent/guardian or by the administration), is required to attend school that day. The student shall be given an educational assignment to complete at school, which is related to the learning results expected from the field trip.

GRADING AND REPORT CARDS

STANDARDS BASED GRADING:

The state of New Hampshire has adopted curriculum frameworks that outline what students should know and be able to do at each grade level. These frameworks are academically rigorous, and they are designed to prepare students for both college and the evolving 21st century job market. Northwood School is committed to meeting the high expectations set by the New Hampshire Department of Education. As a result, we are aligning our grading practices with the learning outcomes set by the state and we are also changing the level of mastery. Many other schools across the state are making similar shifts in their grading practices, especially at the high school level. Therefore, eighth grade Northwood students will be treated equitably during the admissions process if they decide to explore different high school options.

RANKING PERIODS AND SCHEDULE:

Report cards are issued three times a year. Progress reports are issued mid-way between each trimester for students in grades 5-8. Grades "pause" midway through a trimester in order to view student progress and are available to view online through the Alma Student Information System online grade book. Report cards are issued approximately one week after marks close, at the end of each semester. First semester report cards will be provided during parent/teacher conferences in December. Additional conferences are encouraged and may be requested by a parent/guardian or by the teacher.

1st Trimester Progress Reports (Gr. 5-8)	October 15, 2021
1st Trimester Ends, Grades Close	December 3, 2021
1st Trimester Report Cards Issued	December 10, 2021

2nd Trimester Progress Reports (Gr. 5-8)	January 28, 2022
2nd Trimester Ends, Grades Close	March 11, 2022
2nd Trimester Report Cards Issued	March 22, 2022

3rd Trimester Progress Reports (Gr. 5-8)	April 22, 2022
3rd Trimester Ends, Grades Close	June 15, 2022
3rd Trimester Report Cards Issued	June 22, 2022

Our 2021-2022 report card is built on three key features. First, we streamlined our reporting on academics in grades 5-8 by transitioning from a percent-based grading structure to a 4-point scale. This is in line with our movement toward reporting on competencies. The large number of numerical scores possible in a percent system (0% to 100%) allow for the greater influence of subjectivity and diminish reliability (Guskey, 2015). A competency-based system, on the other hand, is designed to show where a student is in a learning progression. Second, we expanded our performance indicators to include an "X". It has a value of "0" (zero). This will be used if evidence of learning is nonexistent. For example, an "X" would be recorded if a student did not submit any portion of an assignment despite efforts to work with the student and his/her parent/guardian. Finally, we will continue to separate reporting on behaviors from reporting on academics. No numerical value will be tied to behaviors. Below is a summary of our academic and behavioral indicators.

Performance Indicators for Reporting on Academics		
E - exceeds	4.0	Exceeds the expectations of the standard.
M - meets	3.0	Meets the expectations of the standard.
P - progressing	2.0	Progressing toward the expectations of the standard.
N - not yet	1.0	Not yet meeting the expectations of the standard.
I - insufficient	0.5	Insufficient evidence to determine progress toward the standard.
X - nonexistent	0.0	No evidence.
N/A	---	The student is not accountable at this time.
S/U	---	Satisfactory/Unsatisfactory

Performance Indicators for Reporting on Behaviors	
C	Demonstrates consistently.
O	Demonstrates often.
I	Demonstrates inconsistently.
D	Does not yet demonstrate.

HONOR ROLL: Grades 5-8

High Honors: "E" or A (93-100) using traditional percentage grades.

Honors: "M" and "E" or A and B (80-92) or above using traditional percentage grades.

At the end of each trimester and at the end of the school year, student grades on the report card are averaged together to give the student an overall GPA. Standards-based classes are based on a 4 point scale and traditional classes are based on a 100 point scale. We convert all traditional classes to a 4 point scale, then average with the rest of the standards- based classes to calculate an overall GPA. This number is used to determine eligibility for honor roll status as listed above.

Students earning High Honors and Honors will be recognized with certificates, provided in a timely manner following the dissemination of the report cards, for trimesters one through three. Students receiving high honors and honors during the third trimester will be notified on their final reports cards sent home one week following the close of school. Students receiving high honors and honors will also be represented in the publication of the local town newspaper as well as other social media that is applicable.

ACADEMIC PROBATION

When a student receives one or more failing grades *(*"I" or "X" for standards-based grades or "F" for traditional grades) on a report card, or on a subsequent progress report, parents/guardians are strongly encouraged to make an appointment through the counselor's office to arrange a parent/guardian/teacher/student conference. The student's eligibility to participate in athletics or extra-curricular activities for the remainder of the season will be revoked until a plan of improvement has been put in place and executed to the teacher's satisfaction. When a student receives one or more "P" ratings (standard grades) or Ds (traditional grades), a parent/guardian may choose to withdraw the student from athletics or after school activities until the student's grades improve. The school will not impose further consequences.

HARASSMENT

Racial and sexual harassment are forms of discrimination that violate Section 703 of Title VII of the Civil Rights Act of 1974, as amended, 42 U.S.C. et seq. The Northwood School District prohibits employees and students from conduct and/or communications that may perpetrate sexual violence or racially or sexually harass another employee or student. (For the full text, see Board Policy #JBAA.)

Any person who believes he/she has been the victim of racial or sexual harassment or sexual violence by a student or by an employee of the Northwood School District, or any third person with knowledge or belief of conduct which may constitute harassment or sexual violence should report the alleged acts immediately to the appropriate Northwood School District Official. Within the Northwood School, the official is the building principal, Jocelyn Young. Upon receipt of an oral or written report of alleged harassment, the principal must notify the Superintendent of Schools immediately, without screening or investigating the report. (If the complaint involves the principal, the report should be given directly to the Superintendent of Schools.)

The superintendent, Nate Byrne, has been designated by the Northwood School Board to serve as the district's Human Rights Officer. He can be reached at the Superintendent's Office at 23A Mountain Ave. in Northwood, or by telephone at 942-1290. Upon receipt of a report or complaint of racial or sexual harassment or sexual violence, the Human Rights Officer shall immediately authorize an investigation. This investigation may be conducted by Northwood School District Officials or by a third party designated by the Northwood School District. The investigating party shall provide a written report of the status of the investigation within ten working days to the Superintendent of Schools.

In determining whether alleged conduct or communication constitutes harassment or sexual violence, all of the facts and surrounding circumstances will be reviewed, including:

- The nature of the comments
- The actions which occurred
- The conduct of both parties

- The reports of any witnesses, observers and/or bystanders
- The relationships between the parties involved
- The context in which the alleged actions occurred

The Northwood School District will take such disciplinary action it deems necessary and appropriate, based on the results of the investigation. Disciplinary actions may include warning, suspension, or immediate discharge to end racial and sexual harassment or other harassment and sexual violence and prevent its recurrence. Furthermore, the Northwood School District will discipline any individual who retaliates against any person who reports alleged racial or sexual harassment, or other harassment or sexual violence.

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action and/or seeking redress under criminal statutes and/or federal law.

HEALTH REQUIREMENTS FOR ATTENDANCE AT SCHOOL

COVID-19 SCREENING:

Parents/guardians are responsible for screening students for symptoms consistent with covid-19 prior to sending them to school. Students who are exhibiting unexplained symptoms may be tested at school or at a local testing facility. If you are concerned about your child's symptoms and would like a rapid test to be administered at school, please contact the school nurse. Students who develop symptoms while at school will be evaluated by the nurse and the parent will be contacted. Parent permission is required before testing can be administered. The school reserves the right to send students home in instances where covid-19 is suspected. Additional covid-specific procedures will be announced as conditions evolve.

IMMUNIZATION

New Hampshire state law requires a specific number of shots and boosters to be on file with the school nurse BEFORE entry into school for all students. The main office and the School nurse have copies of the specific requirements for each age group. Please consult with the nurse if you have any questions.

PHYSICAL EXAM

A report of a physical exam *must* be on file before a student begins kindergarten. Transfer students may attend school for a limited period of time without this report. If there is no physical exam on file within thirty days of enrollment or transfer, proof of a medical appointment must be presented to the school, or the child may be excluded from school. (RSA 200:32.)

New Hampshire RSA 200:32 states: "There shall be a complete medical examination by a licensed physician of each child prior to, or upon first entry into the public school system, and thereafter as often as deemed necessary by the local school authority, provided no medical examination shall be required of a child whose parent or guardian objects thereto, in writing, on the grounds such medical examination is contrary to his religious tenets and teachings."....

STUDENT ILLNESS AT SCHOOL

It is the parent's/guardian's responsibility to assess a student's health before sending him/her to school, especially if the student has been unwell the day before. Sick children should be kept out of school for their own well-being and for preventing the spread of illness. Sick children should be kept at home until they have fully recovered and are fever free for 24 hours. According to the Centers for Disease Control and Prevention, the following guideline is suggested: the fever should be gone without the use of a fever-reducing medicine, such as Tylenol®. A fever is defined as 100° F/37.8° C or greater. In the event the student becomes unexpectedly ill while at school, the school will do its best to care for the student until the parent/guardian can pick him/her up. It is the parent's/guardian's responsibility to maintain up-to-date contact phone numbers on the Emergency Information Form. Please send, in writing, any changes in your Emergency Information Form to the School Office.

MEDICINE AT SCHOOL
When a student is taking medication(s), the parent/guardian should make every effort to arrange for medication to be taken outside of the school day. When it is necessary for medication to be administered to a student during the school day the following policy will be enforced.

For the student's and school's safety, NO STUDENT MAY CARRY MEDICATION AT SCHOOL with the exception of asthma inhalers and EpiPens**.** Asthma inhalers and EpiPens may only be carried by the student after appropriate paperwork is on file with the school nurse. This paperwork reflects written approval from both the prescribing healthcare practitioner and the parent/guardian to both take the medicine and to carry it.

An adult must bring the medication to the school nurse and fill out the paperwork before it is either stored in the nurse's office or given to the student to carry.

Over the counter medications must be in the original container. The medication administration form (from the nurse's office) must be filled out and signed by the parent/guardian.

Prescription medications must be in the original container with the prescription label in place. The medication administration form (from the nurse's office) must be completed (by the parent/guardian or doctor) and have both the parent's/guardian's and the health practitioner's signatures.

In lieu of the medication administration form, a complete note from the parent/guardian must include the following information: the name of the child, name of the medication, the amount of medication to be given, the time to give the medicine, and the start/stop dates of the days to administer the medicine. This must be signed by the parent/guardian and, if a prescription medicine, signed by the health practitioner.

INFECTIOUS GERMS
To maintain a healthy school environment the school asks for your cooperation in regards to communications about any infectious diseases of importance. The information about your child will remain confidential, but the presence of the infection (without identifying the child's name), if it is pertinent to the safety of other school members, will be shared. Good examples of illnesses to report are strep throat, bacterial conjunctivitis (pink eye), chicken pox, impetigo, head lice, etc. If said conditions become known during the school day and the student is present in school, the school nurse and/or administration reserves the right to send the student home until a medical note is received from the student's physician.

HEAD LICE
The Northwood School Board and School Administration recognize the disruption caused by lice related to school absences for the student, absences from work for the parent/guardian and expense of the products to treat the infestation. Eradication of the problem is essential to control it.

In the event that a child is found to have head lice, the parent or guardian will be notified and and the nurse will recommend a treatment regimen (usually pediculicide and manual nit removal.) The nurse will provide written instructions for treatment. The nurse may screen the children in the classroom of the infected child and screen staff members. (See School Board Policy JLCC)

HIGH SCHOOL ASSIGNMENT FORMS

All 8th grade students will receive a Coe-Brown Northwood Academy High School assignment form in the fall. The CBNA forms must be completed and returned to the school office. If a family is considering requesting placement at another public school, the appropriate procedure as outlined in School Board Policy JG must be followed. All forms must be submitted by the date, to be determined, in the fall of the current school year.

HOMEWORK

The term "homework" refers to an assignment to be completed outside of class. It is an integral part of a student's educational development, an extension of the classroom instruction, and a means of ensuring progression through the curriculum. To ensure that homework is appropriately assigned, completed satisfactorily, passed in on time, and useful to the students as a learning tool, a *shared* responsibility between home and school is essential. For the full policy refer to Board Policy #IKB.

From 1st through 8th Grade, you can expect homework assignments to be:

- Consistent, by teachers of the same grade level, in terms of the amount given each day and the time required for each assignment.
- Varied, by teachers at the same grade level, to include some rote memory tasks, some critical thinking activities, some "hands-on" projects, some drill and practice, some reading and some writing.
- Designed to improve the learning process.
- Increased in complexity and time required for completion as students move up through the grades.

HOMEWORK RESPONSIBILITIES

- It is the responsibility of the students to write these assignments in their agenda (depending on grade level) on a daily basis.
- It is the responsibility of the parents/guardians to review those assignments with their children.
- It is the responsibility of the teachers to assign clear, specific,and meaningful homework assignments and to review them with the students in a timely manner.

CONSEQUENCES FOR MISSING ASSIGNMENTS may include:

1-2 assignments in one trimester: Teacher detention, parent/guardian notification by phone and written and administration notification. Missing assignments must be completed to the teacher's satisfaction.

3-4 missing assignments in one trimester: A second teacher detention may be given, along with a second notification by phone and written to the parent/guardian and to administration. In addition, a parent/guardian/teacher conference with the student may be required. Conferences will be arranged by the teacher.

More than 4 missing assignments in one trimester: A third teacher detention may be given, with the addition of a referral to the administration for a parent/guardian/teacher/student conference arranged by the school counselor or administration. The purpose of the conference will be to create a mandatory homework plan, which will be co-signed by all parties present.

Specific homework procedures and consequences for not completing homework will be determined and assessed at each grade level.

HELPING YOUR CHILD WITH HOMEWORK

First, create conditions conducive to learning. Make sure your child has a quiet, well-lit space to do work, away from the TV or other distractions.

Help your child learn time management. Set a time each day for doing homework, and block off time on the weekends for working on big projects. Make sure your child has a planner. Create a visual calendar at home to help your child keep track of assignments.

Be positive. If your child is losing steam while completing homework, reinforce the importance of school. If your child is frustrated with a project or a tough new concept, be encouraging.

Guide, don't do. Don't do homework for your child. Instead, help your child understand assignments by discussing concepts. Have your child walk you through the way he or she learned to solve a problem, and try to come up with a hands-on method to practice it.

For instance, if your child is struggling with basic division, gather pennies or paper clips, count the total, and, together, divide them into groups of five, six, or seven.

Brainstorm together. Challenge your child to come up with a variety of ideas for projects. If your child is writing a poem, brainstorm ideas he or she could write about rather than telling him or her what to say.

When your child does homework, you should do work, too. If she is reading an essay, you can read the newspaper. If he is working on math problems, you can balance your checkbook. This shows your child that the skills he or she is learning are related to adult tasks.

Stay informed. Talk with your child's teacher. If your child is constantly having trouble with a specific topic, let the teacher know.

INTERNET ACCESS

GENERAL INFORMATION

The Northwood School computer network and Internet access have been established as a resource for supplementing, extending, and enriching established school curriculum and to communicate with others. Internet access will be made available to students for the purposes of communication, research, and education. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of student users. Filtering software will be installed to screen out inappropriate Internet sites. Access to the network and Internet for:

Grades K-1: Through individual classroom teachers only;
Grades 2-3: By teacher decision. Separate student passwords may be given or the entire classroom may use the password issued by the teacher.
Graded 4-8: Each student will be issued and responsible for their own password.

In addition to limiting Internet access, the following steps have been taken to provide a safe and productive Internet environment: 1) An "Internet Acceptable Use Procedure," 2) An "Internet Code of Conduct" and 3)"Rules Related to Internet Use" have been written for the Northwood School District. For the full text of this policy, please refer to Board Policy EGAA, available at the school office and/or the Office of the Superintendent at 23A Mountain Ave. There are also applicable guidelines under RSA 194:3-d.

All student Internet users are first required to obtain an Internet Account that includes a record of signed parent/guardian permission. Compliance with the district "Internet Acceptable Use Procedures," the "Internet Code of Conduct" and the "Rules for Internet Use" are conditions for the account.

Parents/guardians are strongly encouraged to review the "Internet Acceptable Use Procedures," the "Internet Code of Conduct" and the "Rules Related to Internet Use" with their children, before deciding whether or not to give written permission for a child to have an Internet Account at school.

INTERNET ACCESS & ACCEPTABLE USE PROCEDURES FOR STUDENTS (See Board Policies JICL and JICL-R)

The user is ultimately responsible for his/her actions in accessing network services.

Access to the networks and to the information technology environment within the district is a privilege and must be treated as such by all users of the net and its associated systems. Information networks will be used for the purposes of research, education, and school related business and operations.

Any system which requires password access or for which the district requires an account, such as the internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their account.

The resources of the district are limited. All users must exercise prudence in the shared use of this resource. All communications and information accessible via any district network should be treated as private property.

SCHOOL DISTRICT INTERNET CODE OF CONDUCT

1. Protect your Internet log-on information from others.
2. Respect the privacy of other users. Do not use other user's passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors**.** Upon discovery, this will be referred for disciplinary measures as defined by the NH Bullying Law and more formal consequences will be imposed.
4. Maintain the integrity of files and date. Do not modify or copy files/date or other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The district reserves the right to remove or suspend a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

RULES RELATED TO INTERNET USE

As a condition of my right to use the school district network resources, including access to the Internet, I understand that I need written parental/guardian authorization and my signature on the School District Internet Access Release Form indicating that I agree to the following "Rules Related to Internet Use:"

1. To abide by the district Acceptable Use Procedures and Code of Conduct.
2. That district administrators and staff have the right to review any material stored on district computers, in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
3. That the school district will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the district's network resources.
4. That the school district does not warrant that the functions of any district network, or any network accessible through district resources, will meet any specific requirements you may have, or that the network resources will be error free.
5. That the school district shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use district networks and resources.
6. That the use of the district network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures or Code of Conduct.

7. In consideration for the privilege of using the school district network resources and in consideration for having access to the public networks, I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature, arising from my use, or inability to use, the district resources.
User and/or their parent/guardian accept full liability, legal, financial, and otherwise, for their child's actions when using Northwood School's network.

LIBRARY

Students in Kindergarten through grade 5 (weekly) and grades 6, 7 and 8 (two days per week for a trimester) will have instruction in library skills/literacy from the Librarian/Media Specialist.

The student's teacher and the librarian determine the number and type of books checked out. A student who does not return library materials is not allowed to borrow more until overdue items are returned or paid for. Library books that are damaged, lost or destroyed are to be paid for by the student who has signed them out. The librarian uses the current catalog price and confers with the administration before determining any charges to be assessed to an individual student.

LOCKERS

Students in Grades 6-8 are assigned a locker to store all of their school materials, outer clothing, extra clothes for physical education, and backpacks. The school provides locks for all lockers. Students are expected to keep their lockers locked when the student is not present at the locker.

LOST AND FOUND

To help prevent loss of clothing and other belongings, parents/guardians are urged to mark the name of the child on all personal articles. Please write the child's name on bags containing lunches. Should any article be lost at school, students are encouraged to promptly check the Lost and Found Display Rack located in the lobby. Items in the Lost and Found are disposed of regularly to avoid the spread of germs. Valuable items such as glasses, rings, and watches will be sent to the office**.** Students should not bring valuable items to school. Please note that the school cannot be held liable for loss or damage of personal property.

MISSION STATEMENT

The mission of the Northwood School is to inspire students to be lifelong learners. As a community, we are committed to providing a safe, challenging environment that encourages all students to aspire to excellence.

NEWSLETTER

The school publishes a regular newsletter, generally on Friday of each week *that school is in session*. The newsletter is emailed home and is also available for families and community members at the school's website (www.northwoodschoolnh.org). This newsletter shares important information including future events, important dates, and information about what's happening in the school.

OPEN HOUSE

An Open House may *be* held in the fall for all families to visit the Northwood School and meet the faculty. Plans for this year's Open House will be developed based on current conditions and will be communicated to families in a timely manner.

PARENTS' RIGHT TO KNOW

Parents/guardians have the right to:

- Refuse Title I, Limited English Proficiency, or Homeless support or services.
- Withdraw their child from the Title I program.
- Withdraw their child from the Limited English Proficiency program.
- Know the academic achievement results for their child's school.
- Know if their child's teacher is not a highly qualified teacher.
- Know if their child has been taught four or more consecutive weeks by a teacher who is not highly qualified.

PARENT/GUARDIAN-TEACHER CONFERENCES

Formal parent/guardian-teacher conferences are scheduled for November 12, 2021. Teachers are also available throughout the school year for individual conferences. Communication between home and school is very important in all school activities. Our coaches, teachers, and other staff are available to discuss questions or concerns with you. We ask that all communication be handled through the school and that staff not be contacted at home. Please call or email the teacher to arrange an appointment that is mutually convenient. Teachers usually need a minimum of 24 hours notice. If you would like to have more than the homeroom or subject area teacher present, please be sure to let us know.

PHYSICAL EDUCATION

Each student is required to participate in the physical education program on a regular basis unless the school receives a written excuse from a doctor or the school nurse. A student's physical ability or development will not be used as a criterion for grading. Physical Education grades will be determined based on the students' attitude and cooperation as well as effort put forth.

It is the student's responsibility to bring sneakers on gym day. Students in grades 6-8 are encouraged to bring deodorant, a change of shirt, and comfortable shorts or slacks to wear on days they are scheduled for physical education. (Remember: Being dressed appropriately is a good way to show a positive attitude, cooperation, and effort in physical education!)

All students must have a designated pair of shoes for physical education classes. No street shoes are allowed to be worn on the gym floor.

PLACEMENT

Each spring, school personnel spend a great deal of time working to place children in appropriate classes for the next year. Our goal is to provide each child with a suitable learning environment, and each teacher with a productive and

positive grouping of children. We will provide an opportunity in the spring for parents/guardians to give input into the kind of classroom environment and instructional approach that is most conducive to their child's learning.

We aim to create balanced classrooms. The general considerations in making placement decisions include:

- overall enrollment numbers,
- balancing students' instructional levels,
- special learning needs,
- balancing gender,
- teaching/learning styles, and
- behavioral, social, and emotional needs

The principal makes the final determination of a child's placement in a specific homeroom.

PLAYGROUND/RECESS

Please see that your children come to school appropriately dressed for the prevailing weather conditions including boots, mittens, hats, etc.

All children will be expected to participate in outdoor activities unless excused for medical reasons. Students may be required to use some of their recess time to make up incomplete or unsatisfactory school work or for disciplinary reasons. The playground is always supervised by staff during recess time. Students ranging from Kindergarten to Fourth grade will be permitted to use soft athletic equipment (football, soccer ball, tennis ball, etc) during recess while 5th-8th grade students may use plastic or leather athletic equipment (football, soccer ball, wiffle ball, etc). Northwood school discourages bringing personal recess equipment to school as we cannot guarantee property will not be damaged or lost. Northwood School is not responsible for the loss or damage of any personal recess equipment that is brought to school.

QUESTIONS AND CONCERNS

Open and honest communication between home and school can support learning. Parents/guardians and caregivers are strongly encouraged to ask questions and address concerns in a timely manner regarding any aspect of our class and school operation directly with the person involved. In return, parents/guardians and caregivers should expect such open and timely communications from school personnel.

In the interest of effective communications and efficient resolution of classroom and school concerns, the following process has been established:

- Step 1 – Individual Teacher. Make an appointment to discuss the concern with the teacher or other individual involved. Depending on the situation, it may be helpful to have the child participate in a conference.
- Step 2 – School Administrator. If the situation has not been resolved to your satisfaction at the individual level, make an appointment to discuss the concern with the principal or assistant principal.
- Step 3 – Superintendent of Schools. If the situation has not been resolved to your satisfaction at the school administrator level, make an appointment to discuss the concern with the superintendent of schools.
- Step 4 – School Board. If the situation has not been resolved to your satisfaction at the superintendent of schools level, make arrangements to discuss the concern with the school board. Such arrangements may be made by contacting the superintendent of schools.

RESIDENCY

No student shall attend school without the parent or guardian establishing residency in the Town of Northwood or without the consent of the School Board.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

If your family becomes homeless at any time during the school year, please notify the school principal in order to receive services to help you during this transition. According to the McKinney-Vento Homeless Act the criteria for being homeless include (but are not limited to):

- lacking a regular, fixed and adequate nighttime residence
- sharing housing due to economic struggles
- living in a shelter, hotel, or motel
- living in a public place not designed for sleeping
- being an unaccompanied youth (a child or youth who is not in the care of parents/guardians)

Students who are homeless may continue to attend school in Northwood even if they are temporarily residing in another town as long as it's found to be in the best interest of the child. Our administrators and school counselors can help identify and provide resources (including transportation to and from school) for families experiencing homelessness.

RETENTION

Our goal is that each student should advance through school at a rate commensurate with his/her age and intellectual development. Social adjustment and emotional well-being are also important considerations in student promotion. On occasion, it may be necessary to retain a student. Teachers may identify a student as a candidate for possible retention anytime during the first half of the school year. Students who are being considered for retention will be referred to our Student Information Filtering Team, which will meet to review the student's data and make recommendations for interventions and supports. These interventions and supports will be implemented for a predetermined period of time and then the student's progress will be evaluated. If retention is still being considered, the team will use an instrument called Light's Retention Scale to review a variety of factors. The team will make a recommendation to the principal. Following this meeting, parents will be invited to meet with the principal, school counselor, and child's teacher to share their input. The principal will then make the final decision and inform the parent/guardian.

Parents/guardians who wish to request that their child be retained should first share their concerns with the child's teacher(s) and discuss what interventions and supports are currently in place. If after that conversation, you still wish to request retention, please contact the principal directly.

RULES AND REGULATIONS

The following General Rules and Regulation**s** apply to all students at all times during school hours, while on school grounds, or in attendance at any school activity. While these constitute the basic rules that all students are expected to follow, teachers have the right and authority to establish specific rules for their classroom, consistent with these rules.

Students will be respectful of others, including other students, and will respond politely and promptly when spoken to by staff and other adults in the building. Under no circumstances will harassment, physical abuse, obscene language or other inappropriate behavior be tolerated.

Students will be respectful of all property. Students will not take, nor borrow without the express permission of a Northwood School staff member, any books, materials, equipment or furniture found in the school building or on the school grounds. Students are not allowed to deface or deliberately damage school or personal property. Students will be required to make restitution for any damages.

In addition to the above "General Rules and Regulations":

- There is no gum chewing at Northwood School for students in Kindergarten through grade five except when allowed by a teacher during testing. Gum is allowed, per teacher or administrator discretion, in grades 6-8 as long as students are responsible and it does not disrupt the learning environment.
- Permission, which is usually in the form of a written pass, must be given by a staff member for a student to leave the classroom, playground, or currently supervised area to go to any other area in the building.

- Toys and electronic games should be left at home. If personal property is brought to school, the school accepts no responsibility for any loss or damage.

SCHOOL BOARD MEETINGS

Northwood School District policies may be found on the Northwood School and SAU 44 websites. Minutes of the School Board meetings may be downloaded from the Northwood School website at www.northwoodschoolnh.org. The Northwood School Board meets on the second and fourth Wednesdays of the month at 6:30 p.m. in the school library. Agendas are posted on the front door to the school and on the front door to the SAU building at 23A Mountain Ave. All are welcome and encouraged to attend the meetings.

SECTION 504

Section 504 of the rehabilitation act of 1973 ensures that students with a condition that affects one or more major life activities have access to the physical plant or classroom instruction. Students that qualify for a "504" plan receive reasonable accommodations to access education programs or facilities. For more information about section 504, contact the school counselor for your child's grade level.

SNACKS

Students are provided time to eat a snack on a daily basis. The school does not provide snacks; students should bring their own healthy snacks to school each day. We strongly discourage caffeinated beverages; however, students who bring a caffeinated drink to school with parent/guardian permission may consume it until breakfast ends at 8:30am. After 8:30am, caffeinated beverages may not be consumed. Beverages such as juice or sparkling water may be brought to school to be consumed during snack time (or lunch time) only. During instructional time, students may keep a plastic bottle of water in the classroom. No other beverages are permitted during instructional time.

SPECIAL EDUCATION

The Northwood School District is committed to meeting the needs of all students. The Special Education Services we offer are an integral part of the system, but are not the first or only source of assistance for students experiencing difficulties at school. When the teacher, student, or parent/guardian observes a problem, the teacher will first try different instructional or management strategies. Additional or alternative strategies may be suggested after conferencing with the parent/guardian, professional colleagues, and/or health care professionals, (with permission from the parent/guardian), who might already be working with the family.

If documentation of the alternative strategies does not show improvement or progress over time, the student is likely to be referred to the Special Education Team for an educational and/or psychoeducational evaluation. In the State of New Hampshire anyone may make the referral to the Special Education Team. The student's parent/guardian is an integral member of the Special Education Team that will determine the student's eligibility and need for special education services.

A parent/guardian with a concern about a student with possible special education needs should first contact the teacher. For more information about the process leading to special educational services, the parent/guardian may wish to contact the school's Special Education Office, at 942-7197, or the SAU #44 Special Education office, at 942-1290. The Individuals with Disabilities Education Act of 2004, (IDEA, P.L. 94-142), and Section 504 of the Rehabilitation Act of 1973 are two federal statutes which govern what public schools must provide to students with disabilities. The State of New Hampshire also has laws to guide the implementation and interpretation of the Federal Statutes, (RSA 186).

NORTHWOOD SCHOOL FACULTY AND STAFF

2021-2022

Administrators Jocelyn Young, Principal Adrian Alford, Assistant Principal Michael Ling, Curriculum Director	**Office Staff** Alexandria Tritto - Administrative Assistant Donna DeTrude - Receptionist Colleen Gulick-Ryan - Special Education Secretary
Facilities Manager Robert Ballou	**Technology Director** Steve Robert
Special Education Coordinator Karla Brewer	**Special Educators** Sharon Plourde (K-2) Eryn Duffy (3-4) Robert Paine (5-6) Lindsay Delaney (6-8) Talitha Linden-Darrow, New England Center For Children Partner Program
Kindergarten Lisa Magnusson Marilyn Harbron	**Reading Specialist** Jessica Carloni
First Grade Nicole Bolduc Lauren Johnson	**Title I** CarrieJaye Scott
Second Grade Ellen Gibson Tracy Flinders Cathy Wimsatt	**Nurse** Colleen Krochmal, RN
Third Grade Chelsea Clairmont Amanda Freeman Mikayla Tewksbury	**School Counselors** Lynda MacDonald (K-4) Nichole Billcliff (5-8)
Fourth Grade Joanne Ahlberg Andrew Flood	**Speech/Language** Kelly Brown, SLP Denise Souliere/Olivia Harding, SLP (contracted service)
Fifth Grade Peter Kerouac Hannah Bongivanni Kate Cahoon	**Occupational & Physical Therapy** Caroline King Holly Crowley
Sixth Grade Laura Witt, Social Studies and Science Kelly Garcea, Math Monique Harrington, English Language Arts	**Music** Sarah Hashem

Seventh & Eighth Grade Dana Kelly, 7/8 Social Studies Jen Lenharth, 7/8 Science Jessica Cormier, Eighth Grade Math Jeffrey Long, Seventh Grade English Language Arts Andrea Nichols, Seventh Grade Math Lori Jerram, Eighth Grade English Language Arts	**Art** Colleen Keeley
Library/Media Specialist Erin Mawn Lynn Warner, Library/Media Aide	**Physical Education** William Micali Sam Langdon
Paraprofessionals Cheri Anthony Ann (Beth) Boudreau Geri Carruth Julie Doiron Kama English Jo-Anne Fuller-Sattler Penny Hampl Mary Lou Hendrick Sue Hermenau Hanah Hillman Jennifer Hodgdon Wendy Jandebeur Linda Kahn Briana Kennedy Missi Kerivan Yvette LeBlanc Christine Leoncyk Ashley Lewis Cheryl Linskey Erin McAllister Hope McConnell Karen Perras Megan Seymour Carol Somers Laurie Sweeney Ken Wakeman	**Custodians** Jeffrey O'Neill Rob Gould Jackie Joy Tom Sayers Harrison Flood Jacob Castano
Athletic Director Samuel Langdon	**Food Service Director** Christopher Volkmann

STUDENT COUNCIL

The purposes of the Student Council are to involve students at Northwood School in decision making, student government, community and school affairs, and to promote school spirit. A professional staff member serves as the Student Council Advisor.

The Northwood School Student Council consists of seventh and eighth graders who are elected annually by their classmates.

SUBSTANCE ABUSE

The Northwood School Board and the Northwood Police have established the buildings and grounds associated with the Northwood School, as well as events sponsored for Northwood students and chaperoned by Northwood School staff, as "Drug Free Zones." The possession, sale, or use of alcohol or drugs by a student on school property or while participating in any school-related activity constitutes gross misconduct as that phrase is used in New Hampshire RSA 193.13 and RSA 189.1-a.

Furthermore, Board Policies JICD and JICH stipulate that any student found to be using or in possession of alcohol or any other drug while on school property or during school functions will have the following consequences:

- Immediate suspension from school for a minimum of five days and a maximum of ten days.
- Parents/guardians will be called immediately when their child is found to be using or in possession of alcohol or any other drug.
- If a student is impaired from alcohol and/or drugs and the parents/guardians cannot or will not come to school, the principal is authorized to call an ambulance to remove the student to the hospital. Parents/guardians will be notified of this action and be responsible for the incurred expenses.
- All students who violate this policy will be required, within a two week period of their return to school, to meet with the school counselor and the School nurse regarding substance abuse.
- Any student suspended or expelled from school for any period of time for illegal alcohol or drug use or possession must petition the School Board for re-admittance.

Students selling or intending to sell alcohol or any other drug and/or students who violate this policy more than once shall be expelled from the Northwood School for the remainder of the school year.

In accordance with New Hampshire RSA 126:K-7 and Northwood School Board Policy GBED, the use of any tobacco products in any form is prohibited, at all times, in the Northwood School building, on all school property and during all school-related activities. This policy applies to adults as well as students.

TESTING

All students are assessed periodically by classroom teachers and other professional staff to determine appropriate group placement and to measure individual and class progress through the curriculum. Members of the Northwood School professional staff may observe and/or informally screen without written parent/guardian permission. The results of the student's performance on some of the classroom tests will be included in the computation of report card grades.

Standardized tests are given at specific grade levels to compare the results of the educational program in Northwood to what is achieved at other schools in New Hampshire and across the nation. Individual student results are mailed home to maintain confidentiality. Students may also be tested to determine eligibility for additional programs or services beyond the normal classroom instruction.

If you have any questions or concerns about testing, or about your child's progress in school, please call your student's current teacher for more information. Other resources on testing include the school counselor or the administration who can be reached through the school's main phone number at 942-5488, or Jill LaVallee, Special Education Director of SAU 44, at 942-1290.

TITLE I

Title I is a federally funded program that is designed to help students achieve success while meeting high academic standards. Students are referred to the program by staff members and selected based on test results and classroom performance. Parent/guardian permission is required for services to be provided. Title I math support is offered in grades K-3.

TRANSPORTATION

PICK UP PATROL

Northwood School is using PickUp Patrol as the primary tool for transportation notifications. If your child is going to be absent or have a change in their usual dismissal routine, please use the program to notify us of those changes. If for some reason you are unable to use PickUp Patrol, please contact the office so we can assist you.

Use the PickUp Patrol web app for:

ATTENDANCE: Notify the school office when your student will be absent, arriving late, or leaving early.

DISMISSAL CHANGES: Submit changes to your student's regular dismissal plans. For example:

- Your student normally rides the bus, but is getting picked up today.
- Your student usually goes to aftercare, but is leaving early for an appointment.

All plan changes should be entered in PickUp Patrol.

Getting started with PUP:

- The PUP web app is free to parents and you can use it from your smartphone or computer.
- PUP is **not** accessed through the app stores. Instead, you'll simply add it to your phone's home screen for easy access.
- You will receive a registration email from PickUp Patrol with a link to set up your account.
- How to add to your smart phone screen
- Parent App Overview

If you have any questions, please contact the office at nwsoffice@northwoodschoolnh.org or PickUp Patrol at support@pickuppatrol.net.

We understand transportation home can vary on different days of the week. Please make sure to provide information about daily or regular routines as soon as possible when routines change.

In order for a child to be picked up at school by someone other than the parent or guardian, a parent must use PickUp Patrol. A child may not ride home with anyone other than a parent/guardian unless the information in PickUp Patrol states the name of the person and the relationship. This information must be submitted in Pick Up Patrol no later than 1:50pm the day of the dismissal change.

BUS INFORMATION

BUS SAFETY PROCEDURES

In accordance with R.S.A 189: 6-9a, the Northwood School Board establishes the following rules, regulations, and procedures pertaining to the transportation of students:

1. Students transported by the District shall be considered to be under the jurisdiction of the school from the time they board the bus in the morning until they are discharged from the bus in the afternoon. Consequently, all school rules apply to students while on the school buses. The following list of additional specific rules is expected of students to maintain the privilege of riding the bus to and from school:

- Be at the assigned bus stop on time.
- Wait for the bus in a manner that does not present a danger to themselves, other students, or to moving vehicles.
- Wait 10 feet from the bus, until it is completely stopped, before boarding.
- Be seated quietly at all times. All students will be assigned seats on all bus runs and are financially responsible for any damage done to seats or other equipment on that area.
- Keep arms, legs, and personal belongings out of the aisle and away from open windows.
- Refrain from eating, drinking, or smoking on the bus.
- Understand when crossing in front of the bus, do so 10 feet in front of the bus, look both ways, and wait for the bus driver's signal before crossing.
- Obey any request by the bus driver concerning safety and conduct.
- Respond to bus evacuation procedures in an orderly manner and as directed.
- Understand there will be absolutely no fighting on the bus.
- No student will be allowed off a bus at any location other than school or the approved discharge point, unless prior written arrangements have been approved by the office.

2. Violation of the stated rules for safe bus transportation or violation of any other applicable school rules shall result in the following disciplinary actions. Please note that initial steps may be skipped if the behavior is very unsafe or disruptive.

- Upon the first incident, the driver will warn the student verbally and notify the school administration via a written bus referral. School administrators will notify parents when warranted.
- Upon the second incident, the driver will complete a written bus referral. The student will be spoken to by the administration and receive a consequence and/or make amends. The parent/guardian will be informed of the incident by the school.
- Upon the third incident, the student may be suspended from riding the bus for up to five days. The suspension procedure will include the following steps:
    - Students will be referred to the administration for action.
    - The administration will investigate the incident as necessary and carry out the suspension if appropriate. The administration will notify the parent or guardian in writing of the grounds for the suspension and the length of suspension.
    - Copies of this notice will be filed in the student's record and forwarded to the bus company.
    - The suspension will begin on the next school day following the day on which the parent or guardian is notified except in cases of serious safety violations.
- Upon the fourth report of inappropriate bus behavior (or earlier, if any single incident could cause student injury and/or severe property damage), a student may be suspended from the bus for up to twenty days according to the procedure specified above.
- The parent/guardian of any student suspended from the bus becomes responsible for his/her child's transportation to and from school during suspension. Suspension from the school bus shall not be considered an acceptable excuse for absence from school. Suspension from the bus includes transportation to and from field trips and athletic events. Transportation to and from these events is also the responsibility of the parent/guardian.

BUS SCHEDULING INFORMATION

Students in kindergarten through grade eight ride on the same buses in the morning and in the afternoon. It is important that your child be at the appropriate bus stop and ride the bus the first day of school to learn his/her bus number and driver for departure from school in the afternoon. With overlapping bus routes, you may see another bus drive by; please be patient, your child's bus will be along soon. It takes at least a week of school before the pick-up and drop-off times become regular.

Please note:

- A parent/guardian of a kindergarten child (or the parent's/guardian's designee) must be at the bus stop at the time of drop-off or the driver will bring your child back to school at the end of the bus route. You will be called to come and pick up your child at the school office.
- A parent/guardian of a child in grades 1-4 (or the parent's/guardian's designee) must also be at the bus stop at the time of drop-off or the driver will bring your child back to school at the end of the bus route. Any parent/guardian of a student in grades 1-4 who wishes to allow the student to get off the bus without a parent/guardian or designee at the stop must state so, in writing, to Jocelyn Young. Such requests shall be made annually and shall be kept on file at the transportation company's office. (Policy #EEAB)
- An *email or* written note signed by a parent/guardian and approved by the school office, is required for a child to be discharged at a location other than the regular, designated bus stop for that child.

VACATIONS

We strongly discourage families from taking vacations during the scheduled 180 days of school. Classroom discussions and interaction often provide the main focus for learning and cannot be replicated through paper and pencil make-up assignments.

If a family must take a student out of school for a trip, or vacation-like activity, approval for an excused absence must be requested in advance, in writing, signed by the parent/guardian and submitted to the principal. Make-up work will not be provided to the student before his/her departure as teachers seldom plan or prepare classroom activities until student understanding and class success with the previous lesson(s) has been assessed. Instead of the regular classwork, teachers may assign alternative projects or written work, which might relate to the student's travel/vacation plans. Upon the student's return, the teacher(s) will decide which of the missed daily assignments and classwork needs to be made up to help the student adjust to any changes and/or higher expectations in each academic class. A student who has been absent for vacation or travel will have a period comparable to the days absent to complete the required assignments.

VISION STATEMENT

Northwood School will engage and inspire lifelong learners to become globally aware and prepared to take their next steps.

VISITORS TO SCHOOL

We welcome the community to visit the school. If you wish to visit a specific classroom at a specific time, please call the school office to make arrangements for your visit at least twenty-four hours in advance. All visitors must report to the office and sign in. We have very strict rules to maintain security for all students and staff. Visitors must be accompanied by and/or under the supervision of a staff member at all times. Visits must be pre-arranged. Unauthorized visitors will be asked to leave the building immediately or be reported to the Police Department.

VOLUNTEERS

Volunteers are a welcome and valuable addition to Northwood School! We encourage all parents/guardians to carefully review and consider the variety of options presented for volunteering time, talent, and/or services. You can

work out of your own home or at school. The hours are flexible. All routine volunteers are subject to a criminal records check and must sign an agreement of the statement of confidentiality**.** Criminal record checks usually take 3-4 weeks and must be completed before you can begin volunteering regularly or before chaperoning a field trip. The school district has a limited budget to pay for criminal background checks. Parents/guardians applying to be volunteers after the budget has been expended may be responsible for the cost of the background check. Please contact the SAU # 44 at 942-1290 to arrange an appointment for fingerprinting.

Volunteers must make arrangements to volunteer in the school ahead of time. A list of scheduled volunteers will be kept in the office. Volunteers will not be allowed to drop in unexpectedly. When volunteering in the building, please be respectful of our learning environment. Visiting your child's classroom is disruptive to learning and is not permitted without arrangement ahead of time.

EXTRA HELP

All teachers at Northwood School are willing to provide extra help to students. Students and parents may request additional help and/or resources when the need arises. Optimal times to schedule such work sessions are before school (8:05 - 8:30 a.m.), during lunch/recess, or after school (2:50-3:20 p.m.). Extra help sessions must be scheduled at least a day in advance to make sure the time is mutually convenient, to secure any necessary passes for the student to attend the session, and/or to notify the parent/guardian of the need for special transportation to or from school.