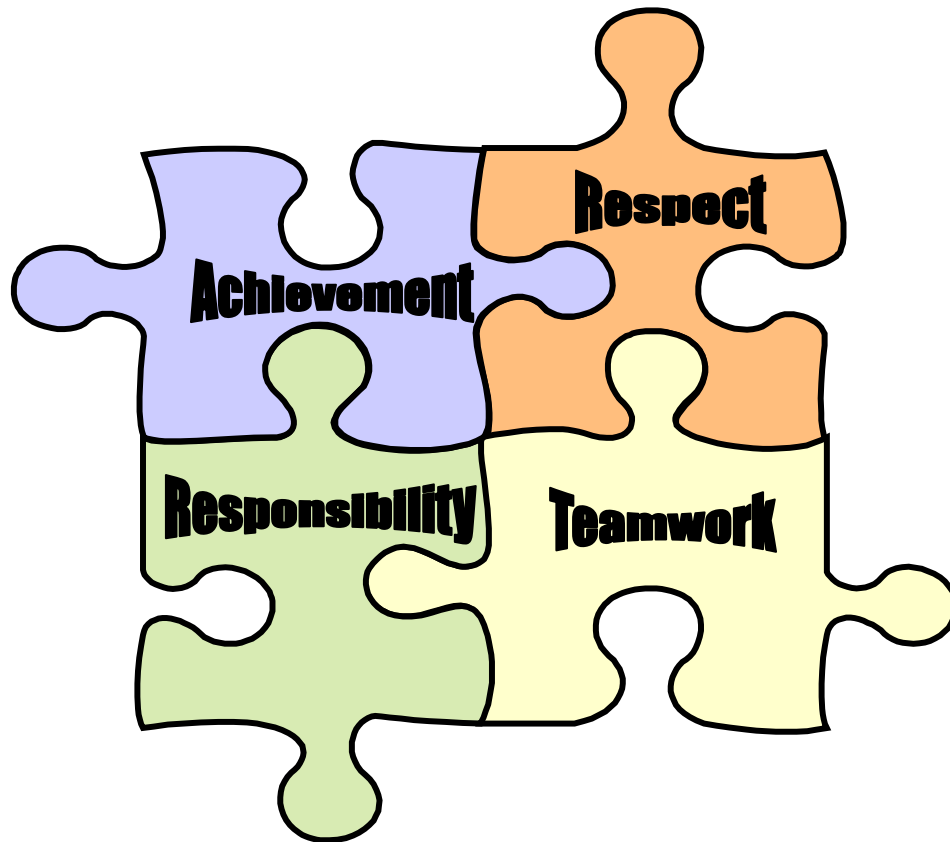


**Newmarket Elementary School
Parent/Student Handbook
2016-2017**



Principal – Sean Pine
Assistant Principal – Debbie Roffo

**243 South Main Street
Newmarket, NH 03857**

School Phone – 603-659-2192

Fax Number – 603-659-4716

www.newmarket.k12.nh.us

NEWMARKET SCHOOL DISTRICT MISSION STATEMENT

The Newmarket School District is committed to the highest standards of quality education. We ensure a safe and successful learning community. We embrace diversity and respond to the social, emotional, intellectual and physical needs of every child. We strive to work with the broader community to ensure that students develop lifelong skills enabling them to be contributing and productive members of society.

CONTACT INFORMATION

During the school year, office hours are 7:30 a.m. until 3:30 p.m. Monday to Friday. Voice mail is available 24 hours each day.

Absences: Brenda Collins	(Press '1' in the voice mailbox)
Main Office: Linda Bergeron/Brenda Collins	(Press '0')
Principal: Sean Pine	(Press '4')
Assistant Principal: Debbie Roffo	(Press '5')
Guidance: Amanda Keene	(Press '6')
Kitchen: Linda Hopey	(Press '0' for general mailbox)
Library: Emily Stern	(Press '0' for general mailbox)
Nurse: Nicole Clayton	(Press '2')
Preschool: Julie Cooper and Anne Cocci	(Press '7')
School Psychologist:	(Press '0' for general mailbox)
Special Education Coordinator: Kristina Cochran	(Press '3')

Superintendent of Schools, Meredith Nadeau. - 659-5020

SCHOOL BOARD

Nathan Lunney Chair	lunneyn@newmarket.k12.nh.us
Elizabeth McKinney Vice-Chair	mckinney@newmarket.k12.nh.us
Michael Kenison	kenisonm@newmarket.k12.nh.us
Kimberley Shelton	sheltonk@newmarket.k12.nh.us
Alan Zink	zinka@newmarket.k12.nh.us

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Please review all pertinent material in the Parent/Student handbook with your child. Periodic reviews throughout the year would also be beneficial to your child.

August 17, 2016

Dear Parents, Guardians and Students,

On behalf of the entire staff of the Newmarket Elementary School, we would like to extend a warm welcome to both our new and returning students and their families. We look forward to seeing you throughout the school year and hope you are as excited about the coming school year as we are.

Our handbook is filled with a wealth of information for both parents and students regarding school procedures, programs and services available at your school. We encourage you and your child to review the handbook together and refer to this resource throughout the school year. Please keep in mind this handbook does not cover every possible situation.

We believe that parents, guardians, teachers and students are partners in the learning process and must work in a collaborative manner in order to ensure a successful school year. We insist you think of Newmarket Elementary School as your school! We encourage you to work closely and cooperatively with your child's teacher. We hope your family will take advantage of the many wonderful opportunities sponsored by our PTA. These activities are a great way to be involved with our school community.

We hope you find this handbook informative. Should you have any question or concerns about your child, please do not hesitate to contact your child's teacher. Our goal is to work with you in order to achieve our mission of providing all children with a high quality education.

Sincerely,

Sean Pine
Principal

Debbie Roffo
Assistant Principal

Newmarket Elementary School

PHILOSOPHY AND OBJECTIVES

Newmarket Elementary School's philosophy is that each child, as an individual, should receive the kind of education which develops his/her capabilities to the fullest. Our mission at Newmarket Elementary School, in support of the district mission, is to enable ALL students to achieve their full potential. We foster respect, responsibility and teamwork. We strive to develop in our students a love for lifelong learning in an ever-changing world. Our objectives are:

1. To develop the fundamental skills in reading, writing, oral language, and mathematics, always keeping in mind children learn in different ways and that they learn at different speeds.
2. To stimulate social and emotional growth that will develop satisfactory and useful relationships in society by providing the experiences, the materials, the background, the inter-relationships of home, community and school.
3. To develop independent individuals who are able to evaluate intelligently, constructively, creatively, critically and analytically.
4. To provide children with opportunities for leadership and success, that together may help the child gain a sense of belonging.
5. To develop self-worth, confidence and pride in one's work.
6. To develop a child's concern for his heritage, his environment and his civic responsibility.

These objectives can be achieved only through the leadership of the teacher, and the cooperation of the school officials, the parents and concerned citizens in the town of Newmarket.

ACADEMIC PARTNERS

At the elementary level, classroom teachers provide instruction in reading, writing, mathematics, science and social studies. This clearly requires a broad understanding of learners and learning, as well as specific knowledge in five curriculum areas. Our commencement goals also set out our expectation for student learning in other areas. In part, we hope to provide programs that enable our graduates to:

- Nurture lifelong learning.
- Exercise behaviors that promote mental and physical well-being and health awareness.
- Work cooperatively and exhibit teamwork skills.
- Make informed career choices.
- Appreciate the fine and performing arts.
- Exhibit technological competence.
- Think creatively and critically to identify and solve problems.
- Recognize personal, local, national, and global heritages.
- Succeed through achievement!

The journey toward meeting these goals begins in the elementary schools. The classroom teachers are joined by specialists in teaching these skills. Our students in grades K-5 receive weekly instruction in art, computers, library resources, music, and physical education.

1. Art – All students in grades K-5 attend art class each week. Students are taught about art through activities around the art elements, art history, and through their own creativity.
2. Computer Lab – All students in grades K-5 attend computer lab each week. Students are taught technology skills and learn how to use technology as a tool to enhance learning in all subject areas.
3. Library/Media Center – The library/media center is the area which houses printed and non-printed materials in our school. The library/media specialist works with teachers to provide learning activities. The specialist also works with students by teaching library and research skills to classes each week for students in grades K-5.
4. Music Program – Students in grades K-5 attend music class each week. Students are taught basic music reading skills, basic rhythms and movement skills. Students in fourth and fifth grade may participate in the school band program or the school chorus.
5. Physical Education – All students in grades K-5 attend physical education class each week. Students are taught health skills, aerobic activities, anaerobic activities, sportsmanship and lifelong fitness skills.

PARENT & SCHOOL PARTNERSHIP

The Newmarket Elementary School faculty and administration believes that the total learning experience should take place in an arena of partnership with parents and community. A school cannot function in isolation from the home and community environment; therefore, a policy of openness is extended at all times. Parents are welcome to visit classrooms as often as they wish. However, because of scheduled activities, parents should make arrangements with the classroom teacher in advance before going to classrooms.

In order to assure your child's safety and keep disruption of instructional time at a minimum, ALL individuals entering school between 7:30 a.m. and 3:30 p.m. must report to the office. Parents picking up or dropping off children must wait in the front lobby area. **Please be prepared to present ID upon request.**

Teachers are always willing to meet with parents. A parent or teacher may wish to schedule a conference. Conferences can be scheduled throughout the school year by calling the main office and leaving a message for the teacher. **Often, email is the best method for communication.**

**NEWMARKET ELEMENTARY
SCHOOL FACULTY AND
STAFF
2016-2017**

PRINCIPAL

Sean Pine

ASSISTANT PRINCIPAL

Deborah Roffo

SPECIAL ED. COORDINATOR

Kristina Cochran

SECRETARIES

Linda Bergeron
Brenda Collins

PRESCHOOL STAFF

Julie Cooper, Teacher
Anne Cocci, Teacher
Adele Walker, Assistant
Donna Tobey – Assistant

KINDERGARTEN

Melissa Kolenski
Joanne Lazarus
Carol Potier
Erin Rydin

GRADE 1

Penelope Aylward
Amy Collins
Melissa Manning
Lisa O'Brien

GRADES 1/2

Sheri Tracy
Nancy Miller

GRADE 2

Ellen Barton
Catherine Butler
Kathie Cornell
Kristen Lanigan

GRADE 3

Anna Davenport
Erin Grube
Victoria Hanson
Jennifer King
Diane McFarland

GRADE 4

Victoria Currier
Melinda Lupoli
Cassandra Rodier
June Williamson
Eleni Xydias

GRADE 5

Shannon Connolly
Evan Jones
Marie Richards
Sheana Thorell
Doug Webb

SPECIAL EDUCATION

Pam Allen
DawnEllen Fielding
Kimberly Garrant
Michelle Renstrom
Patti Scully
Karyn Hinkley

READING

Lisa Coles
Rebecca Foster
Nancy Wood
Heather Miller

TITLE I

Linda Southwick

MATH

Erin Geekie
Paula Smart
Linda Szeliga

ART

Eleanor LaBranche

BAND DIRECTOR

Jamie Rae

LIBRARY

Emily Stern, Library/Media Spec.

MUSIC

Ruth Trick

PHYSICAL EDUCATION

Nancy Miller

TECHNOLOGY EDUCATION

Laura Bascom

SCHOOL NURSE

Nicole Clayton
Erin Berube - LNA

ESOL

Kathy Cowdrey
Susan Dionne
Alison Freidlin

GUIDANCE

Amanda Keene

SCHOOL PSYCHOLOGIST

Peter Naitove

SLP

Lori Carmichael
Susan Raymond

OCCUPATIONAL THERAPISTS

Lyn McCann
Anne Tufts

PHYSICAL THERAPISTS

Denise Simmons

CLASSROOM ASSISTANTS

Christine Aubrey
Spencer Benson
Darlene Bernier
Sandy Bixby
Jodi Cote
Patricia DelGrosso
Lynn Dulac
Terry Foltz
Mary Gatterman
Kelly Gallion
Sarah Giacommoni
Jamie Gilmore
Holly Geekie
Jodi Goodman
Donna Harrington
Nicole Hoover
Nicole King
Caroline Kittredge
Denise Moriarty
Val Mitchell
Kristina Napoletano
Misako Moore
Caitlin Smith
Doris Tempelmeyer
Sara Thomas
Mary Welby
Pam Young

CUSTODIAL STAFF

Brian O'Connor, Facilities Director
Randy Critchett
Roger Reeser
Patti Welch

CAFETERIA STAFF

Linda Hopey, Director
Jennifer Jones - Manager
Kelly Gossett, Head Cook
Sarah Barr

General Information

SCHOOL SCHEDULE

Classes begin promptly at 8:30 a.m. Students who ride with their parents will be dismissed at either 2:55 p.m. (Last name A-M) or 3:00pm (N-Z). Students who walk home will be dismissed at 3:05 p.m. Busses are dismissed at 2:55, 3:00, or 3:05, depending on the bus route.

IMPORTANT DATES 2016-17

August 29	School Begins for Students
September 2-5	No School – Labor Day Weekend
September 15	Parent Back to School Night, 6:00 p.m. (Parents <u>only please</u>)
September 16	School Picture Day (Grades K-5; Pre-K on Oct.25)
September 23	Early Release Day - Teacher Workshop
September 29	PTA Fall Fundraiser Kick-off
October 10	No School (Columbus Day)
October 28	No School Teacher Workshop
November 8	No School Teacher Workshop
November 11	No School – Veteran’s Day
November 23-25	Thanksgiving Vacation
December 2	Early Release Day - Teacher Workshop- No p.m. Preschool
December 23 to Jan. 2	December Vacation
January 16	No School - Martin Luther King Day
February 27 – March 3	Winter Vacation
March 17	No School Teacher Workshop
April 12	Early Release Day - Teacher Workshop - No p.m. Preschool
April 24- 28	Spring Vacation
May 12	Early Release Day - Teacher Workshop - No p.m. Preschool
May 29	No School - Memorial Day
June 16	Planned Last Day of School –Early Release
June 19-June 30	State Make-up Days (Snow Days)

NO SCHOOL ANNOUNCEMENTS

In the event of bad weather during the winter months, the following procedure will be followed. Beginning at approximately 6:00 a.m. the “NO SCHOOL” or “LATE STARTING TIME” (10:30) will be announced on the following local radio and television stations:

RADIO: FM WOKQ - 97.5 AM WTSN - 1270
WERZ - 107.1

TELEVISION: WMUR CHANNEL 9

Should school be dismissed early due to inclement weather, announcements will be made on the above stations.

Parents will also be called automatically on the rapid communication system (Blackboard) once a delay or cancellation has been called. This phone system will call the phone number you provide to the main office as your contact phone. It can call both home and cell phones if you provide both.

There will be no a.m. preschool on late start days. There will be no p.m. preschool on early release days. On early release days, students who ride buses will leave NES starting at 12:00.

Newmarket School District Calendar 2016-2017

AUGUST 16 3

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Aug.25,26 Teacher Workshop

Aug. 29 1st day of school

SEPTEMBER 16 20

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Sept. 2 No School

Sept. 5 Labor Day

Sept. 23 Teacher Workshop .5

FEBRUARY 17 18

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

Feb.27-28 Winter Vacation

OCTOBER 16 19

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Oct. 10 Columbus Day

Oct. 28 Teacher Workshop

MARCH 17 19

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March 1-3 Winter Vacation

March 17 Teacher Workshop

NOVEMBER 16

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Nov. 8 Teacher Workshop

Nov. 11 Veteran's Day

Nov. 23-25 Thanksgiving

APRIL 17

15

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

April 12 Teacher Workshop .5

April 24 - 28 Spring Vacation

DECEMBER 16

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Dec. 2 Teacher Workshop .5

Dec. 23-30 December Vac.

MAY 17

22

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May 12 Teacher Workshop .5

May 29 Memorial Day

JANUARY 17

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jan. 3 School Reopens

Jan. 16 Martin Luther King

JUNE 17

12

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Current Last Day(181 days).5

Projected last day of school

that includes 5 make up days

Note:

Early Release

Staff Development days

No School

Make-up days

Scheduled early release days for students

Scheduled no-school days for student

Scheduled no-school days for students & staff

Scheduled required make-up days for emergencies (snow/flood/etc.)

EARLY RELEASE DAYS

The Newmarket School District has scheduled Early Release Days throughout the school year. On these days, lunch is served and the children will be dismissed from school at 12:00 pm. Regular bus transportation is provided.

BLACKBOARD CONNECT

Blackboard Connect is a mass communication service that has phone, email, and text message capability. The school administration can inform all students, staff, and families of any changes to the school day or of upcoming events. In case of school closing or delay a school administrator will record a voice message into the Blackboard Connect system and Blackboard Connect will contact each family through their primary phone line, email, and/or text message.

LUNCH PRICES

The price of hot lunch for the Elementary School children is \$2.55 per day, \$12.75 per week and the breakfast cost is \$1.25 per day or \$6.25 per week, milk is included with the lunch. To purchase milk for cold lunch or for snack the cost is 50 cents. Place the correct change in an envelope and attach the student's name. Checks should be made payable to Newmarket School Lunch with the student's name in the memo line; there is a \$25 returned check fee.

MySchoolBucks® is our online payment service and provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check.

MySchoolBucks provides:

- **Convenience** - Available 24/7 on the web or with the **Mobile App** for your iPhone, Android or Windows phone!
- **Control** - Set low balance alerts, view account activity & recurring/automatic payments.
- **Flexibility** - Make payments using credit/debit cards and electronic checks.

Enrollment is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. You will receive a confirmation email with a link to activate your account.
3. Add your students using their school name and student date of birth.

A transaction fee of \$1.95 will be applied per transaction of up to \$100. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

If you have any questions, contact MySchoolBucks directly:

- parentsupport@myschoolbucks.com or 1-855-832-5226

Please remember to fill out a new free/reduced application for the school year 2015-16 as soon as possible. This information can be found online under the Food Service section on the web site.

LUNCH CHARGING PROCEDURE

Students are not allowed to charge milk or snack; they may only charge lunch or breakfast.

Parents/guardian's will be notified via email of a student's low balance.

When a student owes \$10, a letter/email or phone call will be made to the parent letting them know of the negative balance for each of the next 3 weeks. The following week a certified letter will be sent home and the Principal, Business Administrator and Guidance will be noticed that the letter has been sent. The parent/guardian is will also be charged for the certified letter.

The following week a 5th and final notice will be sent from the food service department and the names will be turned over to the Principal with a report of how the Food Service Department attempted to receive payment and they will notify the parent/guardian of the balance due.

If a student's lunch account reaches a negative balance of \$50, the District reserves the right to pursue legal action, contacting Division of Children, Youth and Families (DCYF) and filing in small claims court.

BREAKFAST

Breakfast is provided at Newmarket Elementary School. Breakfast will consist of juice, milk and cereal. The cost is \$1.25 per day. Students should bring exact change each day and pay as they get breakfast. Students will NOT be allowed to charge breakfast.

CELL PHONES, ELECTRONIC GAMES, IPODS

Student use of cell phones, camera phones, pagers, beepers, gaming devices, and other similar electronic communication devices is strictly prohibited during the school day unless authorized by the administration for specific purposes. This includes lunch periods and passing periods, as well as on school sponsored trips.

The contents of an electronic communication device may be searched to determine ownership or to identify emergency contacts. It is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Any student found to have engaged in such conduct may be reported to local law enforcement authorities.

First offense: Warning and confiscation of the device for the day.

Second offense: The device will be confiscated, a disciplinary report will be written and parents must come to the school to pick up the device.

Third offense: All of the above, plus the student may receive detention or in-school suspension. Further violations of the policy will result in the loss of the privilege to bring an electronic communication device to school for the remainder of the year and further disciplinary actions, up to suspension out of school for up to five days.

(Policy JICJ, approved 4/19/12). For full text of the policy see the school's website.

DRESS PHILOSOPHY/CLOTHING

Any item of dress that presents a danger or doesn't follow proper health and safety expectations, and any dress item which is disruptive and/or inappropriate for school, will not be allowed. Students will be sent home and/or asked to change. Clothing, jewelry, or accessories with decorations, patches, lettering, advertisement, etc., that may be considered disruptive, inappropriate, or distracting are not to be worn to school. Clothing should promote modesty and afford privacy. Clothing should cover the torso and undergarments at all times. Hats and other headwear may not be worn in school. When questions arise regarding the interpretation of the above, the school administrative staff shall make a determination as to the appropriateness of student dress.

During the winter months the weather is often wet and/or snowy. Please have your children properly outfitted for winter. If children wear outdoor boots without shoes, please send a pair of slippers or extra shoes that can be left at school. Hats, mittens and snow pants are recommended. Students in grades K, 1, 2 and 3 must have snow pants and boots to play in the snow.

DRILLS

Evacuation drill exercises are conducted periodically to assure that every student is aware of the procedures used in case of an evacuation. Children are instructed to move quickly, quietly and orderly to the nearest exit to wherever they may be at the sounding of the alarm. They should stay with the adults supervising them at all times. It is important that all persons exit the building including visitors, teachers and support personnel.

FIELD TRIPS

Teachers may plan trips to reinforce a classroom project or subject area. A permission slip will be sent home in advance describing the destination and purpose of the trip. This slip should be returned with a parent's signature well before the trip. **Children are not allowed to go on field trips unless a parent gives written consent on the proper form.** It is important that all forms are returned to the teacher at least 48 hours prior to the day of the field trip.

LOST AND FOUND

Parents are asked to put a label or nametag on personal possessions and clothing. We keep a lost and found table. Children and parents are invited to look through the items to find any missing articles. Items not claimed are given to charitable organizations.

SCHOOL MATERIAL/BOOKS

If a child loses or damages a book or item belonging to the school system, the school district is to be reimbursed replacement cost by the parent. In addition, parents are responsible for resolving any outstanding charges made in the cafeteria by their children, before the end of the school year

TELEPHONE

Parents should not request messages be delivered to students during the school day except in case of an emergency. **Plans for after school activities should be arranged by parents and children in advance.** Children will not be permitted to use the telephone to call home for musical instruments, homework, etc., if they forget to bring it on the regularly scheduled day. Children will not be summoned from class to the telephone except in extreme emergencies.

VISITOR SIGN-IN

ALL parents and visitors must report to the main office and sign our guest book. No individuals should be in the classroom wings unless they have a volunteer tag or office pass. **Please be prepared to present ID upon request**

VOLUNTEERS

Each year we have approximately 200 parent volunteers working in our school. These volunteers work in classrooms, drive on field trips, do clerical duties and contribute many other areas of expertise to our school. We encourage parents to contact your child's teacher or the school office if you are interested in donating some time and energy to our school. School District policy IJNC details a formal approval process, including background checks, for all volunteers prior to the start of volunteering. Please plan accordingly.

Attendance

ATTENDANCE/ARRIVAL TIME

The School Board revised the policy on Attendance, Absenteeism, and Truancy (Policy JH) in April of 2011, in keeping with changes at the state level. The new policy defines excused absences, redefines truancy and habitual truancy, and provides specific requirements of both parents and the school in addressing habitual truancy. The full policy is available on the school district website, but a summary is included below.

According to the new policy, attendance is required of all students enrolled in the District during the days and hours that school is in session, except for the following excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law. Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absence, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reasons for the absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. A conference may be requested.

Generally, absences other than for illness during the school year are discouraged. Special approval may be granted for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip, so that the teacher can work with the parents and student regarding homework completion.

Truancy is defined as any unexcused absence. Ten half-days of unexcused absence during a school year constitute habitual truancy. Habitual truancy, or the danger of reaching habitual truancy status, will result in administrative interventions, including investigation of the causes, modification of educational programs, parent involvement in developing a plan, and seeking alternative disciplinary measures (for example, an alternative to suspension). The school will send letters informing them of their child's habitual truancy status, and a meeting will be requested to solve the problem.

We ask parents, babysitters, etc. to call the school office to report tardiness, illness or absence for any reason. Please identify yourself when calling. The office is open from 7:30 a.m. to 3:30 p.m. each day that school is in session. Two telephone lines are available for your calls, 659-2192 and 659-2276 (voice mail is available 24 hours every day). If by 9:30 a.m. your child is unaccounted for, we will call home or call you at work to further ensure the safety of your child. (*RSA 193:1, Newmarket District Policies JH, JHB and JHC*).

ARRIVAL TIME

The school provides supervision starting at 7:45 a.m. each morning. No children may be dropped off at school prior to that time, unless they are enrolled in Linked Together (private childcare). A child who walks or is driven to school should arrive no earlier than 8:00 a.m. School officially begins at 8:30 a.m. Any student entering the school after that time should sign in at the main office and will be marked tardy. If children are frequently late to school, the office will inform parents and students may be required to make up the time.

EARLY DISMISSALS

It may be necessary for students to leave school prior to the end of the school day. If dismissal plans are known in advance, parents should send a note to school with the student. Parents / adults picking students up from school should sign the student out in the main office.

ADMISSIONS AND TRANSFERS

A pupil may enter Kindergarten if they will be five years of age on or before September 30th of the year they enter kindergarten. A pupil is required to enter grade one if they will be six years of age on or before September 30th of the year they are to enter school. Parents must present a birth certificate, proof of residence (such as a rent receipt, utility bill, etc.) and record of a physical examination and full immunization.

New students shall be placed in the Newmarket School based on records received from a sending school. If no records have been received upon enrollment of the student, the student will be placed at a grade level and assigned to a teacher based on the information available. A new student may be reassigned within twenty school days based on performance, screening or receipt of previous school records. Students transferring to Newmarket Elementary School during the school year will begin classes on the day after registration.

If a child is transferring out of Newmarket to another school, our office should be notified in advance. A parent Release of Records Form must be signed by the parent before records, scholastic grades, school health records and standardized test scores will be sent directly to the principal of the new school. (RSAs 193:1 and 193:12; Newmarket District Policy JEB)

Health and Safety Information

HEALTH SERVICES

Newmarket Elementary School has a full-time registered nurse on duty during the school day. The school nurse will:

- Provide immediate and adequate emergency care for students and school personnel who sustain injury or illness during school hours.
- Meet the special physical health needs of students.

If the school nurse is not available at school a first aid and CPR certified person shall be available on campus. The school nurse is responsible for handling medical situations and emergencies, for maintaining health records, and for communication with parents, medical agencies and school personnel about medical concerns. **The nurse can be reached at 659-2192, extension 2.**

It is very important that emergency cards be filled out at the beginning of each year, and that they be kept up to date so that you or someone else can be notified if your child is sick or injured.

When students are sent to school they are expected to go outside for recess weather permitting (to be determined by the administration). Any exception to this policy must be discussed with the school nurse and requires a note from the child's physician.

Complete physicals are mandatory for students entering public school for the first time.

Appointments should be made by the student's parents with their family physician, with the results sent to the school nurse. New Hampshire law states that all children entering school must be fully immunized according to the table below. See nurse for any medical or religious exemptions.

DPT	(diphtheria, pertussis, tetanus)	4-5 doses – Last dose after 4 years old
Polio		4-5 doses – Last dose after 4 years old
Mumps	2 doses	
Rubella	2 doses	
Measles	2 doses	
Hepatitis B	3 doses	
Varicella	2 dose	

No child should be sent to school with a contagious infection, such as strep throat, chicken pox, impetigo, etc. Consult nurse for further information. A child who has a temperature of 100⁰ or more should not be sent to school. The temperature must be below 100⁰ for at least 24 hours before returning to school. The school has facilities for minor first aid treatment but cannot provide care for a child who was ill before leaving home. Parents are responsible for transportation of their child who becomes ill at school. (ref. RSAs 200:29; 200:32; 200:38, 306:12. Newmarket School District policies JLCB, JBLCE, JLCEA).

MEDICATION DURING THE SCHOOL DAY

In order for **prescription medications** to be given at school, the following must occur:

1. The school is presented with a written order from the physician and written authorization from the parent/guardian.
2. The parent or adult designee brings the medication to school, where it is kept in the office of the school nurse. **No student shall transport medications to or from school.**
3. Medication shall be in a pharmacy labeled container.
4. Students receiving routine medications for the school year must have written physician and parent authorization annually (including inhalers, epi pens and insulin).
5. Inhalers epi pens and diabetic supplies may be carried with written permission of the physician and the parent.

In order for **non-prescription medications** to be given at school, the following must occur:

1. Written parental permission must accompany all non-prescription medications brought to school by parents. **Medication should be in the original packaging.**
2. Generic Tylenol, Tums, and antibiotic ointment are available in the health office provided your emergency form has been signed indicating your permission to administer.
3. If your child needs one of these medications on a more than occasional basis, the nurse will contact you for further information and request a supply of their own.

CONFIDENTIALITY OF STUDENT HEALTH RECORDS

It is our policy to distinguish student health information from other types of school records, and to keep them separate and locked in the health office. Student health records are protected under FERPA (Family Education Rights & Privacy Act). Written permission must be obtained from a parent/guardian or student 18 years of age or older before releasing records, with some exceptions.

Certain school employees who have been determined by the school nurse to have a “need to know” are able to obtain such information. The students’ safety in the school setting is our utmost concern. Parents/guardians may designate certain information not be shared beyond the school nurse and should consult with the nurse if this is to be the case. A parent’s signed written consent is necessary before releasing any health information to any other entities.

All staff will be trained in our confidentiality policy at the beginning of each year.

INFLUENZA RESPONSE PLAN

The Newmarket School System has been proactive in developing a plan in the event there would be an outbreak of a Pandemic Flu. Our plan consists of 3 levels: Green, Yellow/Orange, and Red:

- **LEVEL GREEN** is normal operating level: All visitors must stop in the main office before entering the school. If you have any upper respiratory symptoms we ask that you stay home. Any staff member or student with respiratory symptoms and running a fever of 100° or more will be sent home, and must be fever-free for 24 hours before returning.
- **LEVEL YELLOW/ORANGE** Signs would be posted at entrances requiring all parents, visitors, and vendors, etc. to report to the health office before entering the building. Group activities, conferences, etc. may be restricted. We would be monitoring the situation daily at the state level.
- **LEVEL RED** would mean widespread community pandemic. The Superintendent will consider closing school before this time. School would reopen after the threat has passed but would continue at a level yellow/orange.
- Health advisories will be posted on the school website and channel 13, the local access TV station.

WELLNESS

Newmarket Elementary is committed to the health and well-being of all students. For that reason, we do more than provide basic first aid/sick care for your child(ren).

Throughout the school year we will be promoting healthy habits, which include diet and exercise. We encourage students to bring in healthy snacks such as fruits, veggies, nuts, low fat cheese and yogurt, whole grain crackers. We also encourage students to drink water throughout the day, especially when they are active. More snack

We routinely do hearing and vision screenings for children as needed. We also organize specialized screening(s) opportunities for classes of students which may include:

- Dental screenings, tooth care classes, and fluoride/sealant treatments from a dental hygienist.
- SPOT vision screening through the Lions Club
- Hearing screenings with the school nurse and Exeter pediatric nursing staff

- Lessons in proper handwashing
- All school exercise challenges
- 1st and 2nd grade fruit and vegetable tasting
- Student yoga classes** (Requires parental permission)

Although we are not a nut free school, we do have students with certain allergies/intolerances. Please be mindful of this when sending in a snack to be shared with the classroom at large. Should you have any questions, please contact the classroom teacher directly.

BUS TRANSPORTATION

No student will be allowed to ride a school bus if he/she is not officially assigned to that bus. Students may not ride home on a bus with a friend or relative if it is not the student's assigned bus. School Board policy states that students eligible to ride the bus will be transported to and from the same location throughout the school year. If a student boards the bus in the morning at their place of residence that will be the only place the student will be dropped off in the afternoon. Students will not be allowed to ride a different bus or route in the afternoon than they ride in the morning.

If a student is to be picked up and dropped off at a location other than place of actual residence, a letter to that effect must be approved by the school principal or assistant principal.

Bus Safety Tips

Safety precautions are vital before, during and after school. If your child is transported by bus:

- Walk with him/her to the bus stop if it is a new experience. All students are expected to be at their assigned stops five minutes before the bus is due. The bus CAN NOT wait for you.
- Talk with him/her about where to stand. Students should stand back from the road in an orderly manner.
- Bus riders should realize that procedures for movement and seating arrangements are regulated by the driver.
- Explain to him/her the dangers of crossing a street or intersection. All students who need to cross the road will do so in front of the bus, after it has stopped and the bus driver has motioned you across.
- Become acquainted with your child's bus driver.
- Advocate supervision. Form a group of parents whose children wait together at the bus stop. Parents are responsible for supervising children at bus stops.
- Students in Kindergarten, grade one and grade two will not be allowed off of the bus unless an adult is at the stop to meet them. Students who are not allowed off the bus will be returned to the school and placed in the Linked Together child care program at parent expense. Parents will be called in this event.

Bus Rider Regulations

- All passengers must be seated while the bus is in motion.
- The driver may assign seats if it is deemed advisable.
- Permission must be given by the driver before opening a window. Passengers will not extend arms, legs or hands out of a window, or shout at pedestrians.
- Nothing shall be thrown IN the bus, OUT OF the bus or AT the bus.
- Pupils shall keep the bus clean and sanitary.
- Do not talk to the driver except in an emergency.
- Students shall not mar or deface the bus. Damage done must be paid for by the offender or his/her parents.
- Do not place lunchboxes, instruments, books or other objects in the aisle.
- Normal conversation is allowed. However, loud talking, shouting and unnecessary confusion may divert the attention of the driver and could result in a serious accident.

- No live animals or bulky objects will be allowed without previous permission by the driver. No sharp objects, please.
- No one may leave the bus any place other than their scheduled stop without a written note from a parent and approval of the principal.
- If a driver is unsuccessful in obtaining proper behavior on the part of a student, disciplinary action will be taken, possibly resulting in loss of bus privileges.

We encourage ridership on the school buses. However, the right to ride a school bus is directly related to a pupil's behavior, attitude and practice of Transportation Rules and Regulations. The driver is in complete charge and must be obeyed. Students who misbehave on the bus will be reported to the principal. Reported students will receive an Office Referral Form or Bus Incident Report. (RSAs 189:6-a, 189:9-a, Newmarket School District policies JIC, JICC, EEA, EEAEC)

TRAFFIC PATTERN ON SCHOOL GROUNDS

In an effort to make our morning drop off routine safer for the children, We ask that if you're dropping off your child off in the morning, we ask you to use the left hand lane of the driveway. (Stay to the left) Please turn left into the parking lot and drop off your child at the crosswalk. If you choose to walk your child into the building, or you need to come into the building, please park in the parking lot and then proceed to the front of the building. The right hand side of the driveway will be reserved exclusively for the buses to drop off students.

Buses will unload students directly on the sidewalk in front of the building in the a.m. There is a designated area for the SLC bus (the little bus) directly in front of the school. **Visitors may not park in right hand lane of the driveway as this lane is designated for buses only this spot at any time, as this bus comes and goes throughout the day. Do not leave your vehicle unattended in the drop off pick-up lane between 7:30 a.m. and 3:30 p.m.** Parents leaving their vehicles and coming into the building for business or picking up students must park in the main lot.

At the P.M. dismissal, parent riders in grades 1-5 will be released from the main entrance. Kindergarten students will be released at the kindergarten entrance.

Please follow all traffic signs.

WALKERS

We ask that students walking to school stay on the school side of the road from Packers Falls Road crossing to the school. Students are expected to respect the property of others and to stay on the sidewalk only.

Newmarket Elementary School

Bike Riding to School Permission Form

Student Name: _____ School Year: _____

Students at Newmarket Elementary School are allowed to ride a bike to school under the conditions defined in this form. This permission form must be on file in the main office. The Principal reserves the right to deny permission for failure to follow rules or safety concerns.

Student in grades K-3 will be allowed to ride to school only if accompanied by an adult.

Students in grades 4-5 will be allowed to ride to school unaccompanied with the permission of their parent/guardian.

Rules for riding a bicycle to school:

- Parent/Guardian must ensure student follows all the rules.
- All students must wear a bike helmet in compliance with the NH Bike Helmet Law.
- Students in grades K-3 must be accompanied by an adult over 18 y/o.
- Students in grades 4+5 must have parent permission.
- Students are strongly encouraged to lock all bikes to the bike rack in the front of the school.
- Adults must accompany grade K-3 riders to the bike rack.
- Students must walk their bike when entering school grounds during the hours of 7:30- 8:30 and 2:30- 3:30 due to high automobile traffic.

This student has completed our PE bike safety program.	_____
	Signature of PE instructor
I agree to follow all the rules of the road and to wear a bicycle helmet. I understand I must ride to school with an adult.	_____
	Signature of Student
I have read and understand the rules as stated. I understand students in grades K-3 may only ride to school if accompanied by an adult over 18 y/o.	_____
	Signature of Parent/Guardian
This form must be signed by the Newmarket Elementary School Principal.	
_____	_____
Signature of Principal	Date

This agreement is good only for the current school year. A new agreement must be signed each year. Riding a bicycle to school is a privilege. Students who do not comply with the bike safety rules may lose the privilege.

SCHOOL EMERGENCY PLAN

Under the direction of the New Hampshire Office of Emergency Management, Newmarket Elementary School has an emergency plan for various emergencies that could be encountered at school. All staff have been trained in how to respond, and have your child's safety as their #1 priority.

In the event of an emergency you should:

- You may elect to be notified by our ALERTNOW system of any school emergencies or closings.
- Listen to WMUR (Channel 9), WTSN (AM 1270), WERZ (FM 107.1), WOKQ (FM 97.5) for a possible early release or evacuation site
- Bring your ID (license)
- Park where directed
- Go to Student Release Station, and present ID
- Staff will bring your child to release area
- Leave through designated EXIT

The following is a list of drills used in our school. Your child's teacher discusses each drill with their class and during the year we run practice drills. Please take the time to go over these with your child.

EVACUATION DRILL

- Take the closest and safest way out
- Do not stop for student belongings, unless very cold and coats may be needed. Grab all coats and match with students after getting out to safety.
- Go to designated area and wait further instructions.

REVERSE EVACUATION

- Move students/staff inside as quickly as possible
- Report to the classroom

LOCKDOWN

- Students should report to the nearest classroom
- Students should not hide alone in bathrooms
- Do not leave for any reason
- Stay away from all doors and windows and move to interior walls and drop
- BE QUIET
- Wait for further instructions. Do not use intercom.

SHELTER IN PLACE

- Students are to report to their classroom
- If instructed: close and tape all windows and doors and seal the gap between the bottom of the door and the floor
- Do not leave classroom
- Stay away from all doors and windows
- Wait for further instructions. Intercom for extreme emergencies only.

DROP, COVER & HOLD

- Drop – take cover under a nearby desk or table and face away from the windows
- Cover – your eyes by leaning your face against your arms
- Hold – onto the table or desk legs

Possible evacuation sites to be determined by administration.

EMERGENCY CARE PROCEDURE

It is very important that parents instruct their children in procedures in case of an emergency. Please make sure your child knows what to do and where to go if school should close due to weather or other causes. It is not feasible to have over 500 students make calls if school should close early. Please make plans in advance, so your child will know what to do and will not need to make a phone call to make arrangements. It is also a parent responsibility to inform the office staff of emergency contact information, for use in cases of sudden illness or other emergency. Please fill out the emergency cards sent home with your child, and be sure that you contact the school office if information should ever change, especially phone numbers and addresses.

HUMAN SERVICES GUIDE

For up-to-date information on human service agencies in NH, call the NH Helpline at 1-800-852-3388.

Personal and Family Support

Families First	Portsmouth	(603) 422-8208
Lamprey Health Care	Newmarket	(603) 659-3106
Seacoast Mental Health	Portsmouth	(603) 431-6703
Parent to Parent (for parents of special needs students)		1-800-698-5465
Children and Youth Services	Portsmouth	(603) 433-8300

Abuse or Neglect

NH Division of Children, Youth and Families		1-800-821-0326
Abuse Hot Line	1-603-271-6556	or 1-800-894-5533

Alcohol and Drug Abuse

Alcoholics Anonymous		1-800-711-6375
Al-Anon/Alateen		1-800-344-2666
Narcotics Anonymous		(603) 645-4777

Family Planning/Pregnancy

Lamprey Health Care	Newmarket	(603) 659-3106
Planned Parenthood	Exeter	(603) 772-4326
Seacoast Birthright	1-800-550-4900	or (603) 436-5558
HUB Family Support Center	Dover	(603) 749-9754

Food and Material Assistance

Community Action Program	Portsmouth	(603) 431-2911
Food stamps Hotline		1-800-852-3383
Salvation Army	Portsmouth	(603) 436-2606
Seacoast Family Promise	Stratham	(603) 379-8446

Mental Health

Seacoast Mental Health Center	Portsmouth	(603) 436-6703
Lamprey Health Care	Newmarket	(603) 659-3106

Tobacco Education

The Community Diversion Program	Greenland	(603) 430-8570
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HOTLINES

AIDS	1-800-752-2437
ALCOHOL	1-800-499-2525
CHILD ABUSE	1-800-894-5533
DOMESTIC VIOLENCE	(603) 436-7924
RAPE	1-800-336-3795
RUNAWAY	1-800-999-9999
SEXUAL ASSAULT	1-888-747-7070
SUICIDE	1-800-730-6155 or (603) 357-5505

Academics

HOMEWORK

The following guidelines are not intended to be rigid and restrictive but rather to identify appropriate time and effort. Reference to time means average student time to complete an assignment.

Grades K-1 Students may have one or two assignments per week requiring five to fifteen minutes. These are often assignments where parents may assist.

Grades 2-3 Students should expect homework three or four times per week with a duration of fifteen to thirty minutes per day.

Grades 4-5 Students should expect homework three or four times per week with a duration of thirty to forty-five minutes per day.

A teacher may keep a student in for part or all of a recess to complete unfinished homework. Should incomplete homework become a consistent problem, the parent will be notified and a conference will be held. (ref: Newmarket School District policy IKB).

ACADEMIC CALENDAR AND PROGRESS REPORTS

NES operates on a trimester schedule. Trimesters are from Aug. 29 to Dec 2 (60 days), Dec. 5 to March 16 (61 days), and from March 20 to the end of school (59) days plus snow days added).

PROGRESS REPORTS

Progress reports will be issued three times this year. Staff will explain progress reports at the parent night in September. Progress Report dates are as follows:

December 9, 2016

March 24, 2017

June 16, 2017, or the last day of school

An explanation of progress report criteria will be given to parents by classroom teachers at the parent night in September. If children are not working up to expectations during any semester, parents will be contacted by teachers.

Newmarket Elementary School uses standards based report cards in grades K-5. On a standards based report card, student achievement is reported as progress on a continuum of growth toward achieving a *fixed, year-end* learning standard. It is not expected that students will have met the standard by the first or second trimester, and so grades will look slightly different on a standards based report card. The goal is that all will meet the standard by the end of the year. The NH Department of Education has made the determination that we will adopt the new NH State Standards. We have completed a thorough report card revision based upon the state and local standards. Through the collaborative work of our teachers, this revision has also enabled us to improve upon our vertical integration of standards from Pre-K to 5th grade.

GRADING GUIDELINES

Students will be assessed each trimester in their progress toward meeting the established **learning standards** for their grade level. Students' achievement towards standards will be evaluated using the following scale:

M	Student consistently and independently demonstrates MASTERY of/proficiency in the grade level standard
P	Student is PROGRESSING toward consistent and independent mastery of/proficiency in the grade level standard
E	Student is EMERGING toward the grade level standard with additional time and support
I	Student requires on-going INTERVENTION to progress towards grade level standards
NA	Standard NOT ADDRESSED yet

Students will be evaluated in **Factors Affecting School Success** appropriate to their grade level using the following scale:

4	Student CONSISTENTLY demonstrates this skill
3	Student USUALLY demonstrates this skill
2	Student OCCASIONALLY demonstrates this skill
1	Student RARELY demonstrates this skill

Students will also be given grades using the scale above in the **Unified Arts Classes**. In Art, Computer, Library, Music and Physical Education, students will be evaluated based upon:

- Participates with effort
- Respects self, others and materials

INFINITE CAMPUS STUDENT INFORMATION SYSTEM

Our school uses the Infinite Campus student information system to manage student data. Parents are able to access some of the information on the system through an interactive feature known as the Parent Portal. In order to access the Parent Portal, parents must either attend a district-sponsored training, or complete an independent review of the online tutorial in its use. Once this is completed, parents are asked to complete a short form, and access is granted by assigning a unique personal identification number and login to the parent. Each parent will have their own login, as they are never intended to be shared. A single login will give a parent access to information for all children enrolled in the school district. It is not necessary to have a login for each school.



Newmarket School District Agreement to Use Campus Portal – Parents & Students



Campus Portal Purpose: To provide parents/guardians and eligible students the opportunity to view student data and information over the Internet. Information may include but is not be limited to grades, assignments, schedules, and attendance from the District's student information system, Infinite Campus.

I am requesting access to my (or my student 's) information on Newmarket School District's Infinite Campus website via the Campus Portal. I agree to abide by and support the expectations listed below. I understand, for the interest of security, the District reserves the right to change user passwords or deny access at any time. By signing this agreement I, as a user, release the Newmarket School District from any and all liability for damages arising out of the unauthorized access to my portal account. I agree to protect any information transferred to my computer, or destroy the documentation generated or printed from this site.

IMPORTANT: If disclosure of student/family information occurs to unauthorized individuals or if access privileges need to change, then this Portal User must notify the school and request a change in their log-in and password. A request for a change will only be honored for this user's access.

I understand that three unsuccessful logins will disable my account. If my account becomes locked I will make the request in person as described in the previous paragraph. I will recognize that it may take as much as 3 school days for the account information to be restored.

1. All records, data, or information related to individual students shall be treated as confidential, and shall be maintained in the manner that will assure the privacy of students and parents. Parents/guardians and eligible students are only granted access to the electronic information via a unique user ID and strong password.
2. Your signature on this form indicates that you have carefully read and understand the significance of the terms and conditions set forth that will remain in effect for the duration of your enrollment with the Newmarket Infinite Campus Portal website.
3. The Newmarket School District is committed to maintaining the confidentiality of educational records and any other student information from the District's student information system. I agree that I will not share my password with anyone. I will not allow anyone else to use the account via my username and password.
4. Portal users will not attempt to harm or destroy data of their children, another user, school, or district network.
5. Portal users will not use the Campus Portal for any illegal activity including violation of Data Privacy laws. Anyone found to be violating the laws would be subject to civil and/or criminal prosecution.
6. Portal users will not access data or any account owned by another parent/student.
7. Individuals who are identified as a security risk to the Campus Portal or to any other Newmarket School District computers or networks will be denied access to the Campus Portal.
8. All data in the Campus Portal is unofficial. This includes, but is not limited to, attendance, grades, transcripts, and class assignments.

Parents/Students will have access to the following unofficial data:

- Household • Messages •Attendance •Transcript • Assignments • Grades • Food Service Account • Reports • Teacher Newsletters •

Updates will vary from class to class. Parents can expect that grades for an assignment will be posted seven days after that assignment has been turned in (teachers will need adequate time to grade all of the student work and to post scores). Teachers are expected to post grades to Campus Portal at least once per week.

SUPPORT SERVICES

The following services are available to students enrolled at Newmarket Elementary School. For further information on any of the services please contact the school office.

Guidance & Counseling - The function of the Guidance Department is to:

- Assist students in obtaining the maximum benefit from their school experience.
- Aid students in self-evaluation, self-understanding and self-direction.
- Involve students in forming attitudes towards self and others that lead to harmonious intergroup relationships.
- Make referrals to the appropriate resources.

School Health Services – School health services are provided by a registered nurse. Health services may include:

- Emergency first aid.
- Referrals to medical agencies.
- Coordination and documentation of medical records.

Response to Intervention (RTI)

RTI is a general education process which seeks to identify and support struggling learners through universal screenings, the use of research-based interventions and monitoring of individual student progress. Teams of teachers, administrators, and specialists meet periodically to review student progress data and recommend specific interventions. The RTI process may result in focused instructional groups for individual students. These groups may change each time the team meets, and parents are notified of inclusion through a letter.

Title I Program – The emphasis of this program is on reading, language arts development and mathematics. This program is partially run with federal funds. Eligibility is dependent on achievement test scores and other formal and informal criteria.

Special Education Programs – If a student is having academic, social, speech, or motor problems, referral is made to the building principal, guidance counselor, reading specialist and classroom teachers who make changes in the student's program. If improvement is not demonstrated, special education testing is conducted by the Special Education/Evaluation Placement team to determine if a student is educationally handicapped and eligible for special education services. Related services (speech therapy, occupational therapy, and counseling) are also available to educationally handicapped students.

Remedial Reading – Teachers in this program work with students having reading difficulties. The remedial reading program also coordinates reading materials for classroom teachers and provides support for students and teachers in the area of reading.

ESOL – English Speakers of other Language. The ESOL program strives to assist students in assimilating into the school environment with the ultimate objective of maximizing student performance. The program also strives to establish a connection with the families of ESOL students in an attempt to draw them into the school community. This dual approach assures that ESOL students and their families become involved in the school community to the greatest extent possible.

PROMOTION/RETENTION

Retention is a matter demanding serious consideration by parents and the professional staff. Retention of students should be proposed when the reason for unsatisfactory progress has been determined and there is reasonable assurance that retention will be beneficial for the student. Although retention may be recommended by any member of the professional staff or parents, it is primarily the teacher's responsibility to evaluate and make a recommendation for retention. The teacher shall consult with the principal and parent in each case concerning retention. (Newmarket School District policy IKE).

Student Conduct

STUDENT RIGHTS

1. Each student has the right to receive an education that is meaningful and useful and which provides equal opportunity regardless of the student's race, religion, national origin, language, sex or ability.
2. All students, in matters of discipline, are entitled to treatment that is fair, consistent and appropriate to the infraction or offense.
3. All students have the right to be informed of the school rules and procedures by which the school is governed and by which discipline will be exercised.
4. Students have the right to due process in disciplinary matters, including the right to a fair hearing and the right of appeal.

STUDENT RESPONSIBILITIES

1. Students have the responsibility to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with those rules and regulations.
2. Students are responsible to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school district for these purposes.
3. Students have the responsibility to listen to, and obey, those in authority.

STUDENT EXPECTATIONS

All of the students, teachers, and staff at the Newmarket Elementary School should foster a thinking, caring environment so that ALL students will have the opportunity to develop their abilities to the fullest. Since student behavior and attitude will help shape the school's environment, the following should serve as a guide for student expectations. Our school will have a safe, clean and quiet learning environment.

- Consider your safety and the safety of others in the classroom and when moving around the building. Keeping hands, feet and objects to yourself, and walking when in the building will help keep you and others safe.
- Be proud of yourself, your classroom and your school. Keep yourself, your desk and your classroom neat and clean. By keeping our school clean, we will have a good environment in which to work.
- Be considerate of others. Help other students in the building learn by keeping your voice down in the classroom, hallways, cafeteria and other areas in the building.

In our school, students will respect themselves, respect others and respect property.

- Respect yourself by being proud of your actions, your work and your behavior.
- Respect all adults and all students at our school. Treat others the way you would want to be treated.
- Be caring and courteous to everyone involved with our school.
- Respect your property and the property of others.

In our school students will be responsible for their actions.

- Be on time and prepared for school and all of your classes.
- Complete all assignments on time and to the best of your ability.
- Be responsible for your behavior. Accept consequences when you do something wrong. Do what is right and take credit for it.

DISCIPLINARY PROCEDURES

When a student chooses not to follow expectations, he or she should be given immediate and consistent consequences for inappropriate behavior. Coupled with guiding conversations among school staff, families, and the student, we hope students learn they have a positive control over their lives and can use choice, problem solving and decision making in the future to avoid discipline consequences.

Although behavior situations are often unique and need to be addressed differently, the following consequences will be used as guidelines for students who choose not to adhere to student expectations. Generally, behaviors are categorized as either minor or major infractions. **ALL MINOR STUDENT CONSEQUENCES WILL BEGIN WITH STEP 1.**

Step 1

All minor offenses will be addressed immediately by the supervising teacher. The teacher will explain the student expectation that has not been followed and give a verbal reminder or reprimand. The teacher may choose to have the student go to a time out area. This area may be a bench at recess, or designated areas in the cafeteria or classroom (not to exceed 10 minutes). Teachers may choose to send a student to another classroom or to the office for time out. Step 1 should be documented by the student's classroom teacher.

Step 2

Step 1 may be repeated. If sent to the office for a second time, the student will write a Reflection Form that must be signed by parents and returned to school the next day. If the behavioral problem occurred at recess, the student may be assigned to an alternative supervised activity away from peers. The student will then return the signed Reflection Form to the office to be filed.

Step 3

Steps 1 and 2 may be repeated. The supervising teacher and student will have a conference with the classroom teacher, if applicable. The student's parent will be contacted by telephone or may be asked to attend a conference to help resolve the difficulty. At the conference, the student will work with the teacher to develop a plan to change the inappropriate behavior.

Step 4

The student will be sent to the office with a written or verbal explanation, and an Infinite Campus referral form will be written by the referring teacher by the end of the school day. Previous interventions will be noted in the IC referral. The student, referring teacher or classroom teacher and principal will have a conference. Consequences will be determined by the principal, and may include up to three days of before- or after-school detention. The student's parent will be contacted by the principal.

Step 5

The student will be sent to the office with a written or verbal explanation, and an Infinite Campus referral form will be written by the referring teacher by the end of the school day. Previous interventions will be noted in the IC referral. A meeting will be held with the parent, teacher, principal, guidance counselor and other pertinent professionals. A behavior plan will be implemented. Consequences will be determined by the principal, and may include detentions or in-school suspension.

Step 6

The student will be sent to the office with a written or verbal explanation, and an Infinite Campus referral form will be written by the referring teacher by the end of the school day. Previous interventions will be noted in the IC referral. A meeting will be held with the parent, teacher, principal, guidance counselor and other pertinent professionals. A behavior plan will be implemented. Consequences will be determined by the principal, and may include out of school suspension or referral to the Superintendent.

(RSA 193:13, Newmarket School District policies JIA, JIC, JICD, JICDD, JKB, JLCF, JLDBA).

MAJOR INFRACTIONS

Any acts of violence, threats or destruction of property will begin at Step 4. Such acts will also be reported to the Newmarket Police as stated in the Safe Schools Act. School documentation will be kept in the students' permanent record.

SAFE SCHOOL ZONES

RSA 193-D:4 Written Report Required.

I. (a) Any public or private school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school principal who shall file it with the local law enforcement authority. Such report shall be made by the principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be followed within 48 hours by a report in writing.

BULLYING

We fully understand that elementary school children are in the process of developing a social conscience and moral code. Because of this, they cannot have the same level of responsibility for certain actions as adults might. Nonetheless, this very same innocence makes elementary students especially vulnerable to the damaging and lasting effects of bullying and harassment by peers. We consider it our job to protect all students from such harmful behavior, and to educate all students about the importance of pro-social behavior.

Because we recognize the serious effects of bullying in the development of a child's self-esteem, our district has enacted a bullying policy that is meant to protect all students from bullying (Policy #JICK). The same policy likewise forces us to hold all students accountable for any behavior that falls under the description provided by the policy. Students who bully peers will be subject to the regular disciplinary policies described above in Steps 1-6. Consequences will range from a verbal reprimand to out-of-school suspension, depending on the severity of the incident, the frequency of the behavior, and the maturity level of the student(s) involved.

The district policy is printed here in its entirety.

District Policies

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY JICK

I. General Statement of Policy

It is the policy of the Newmarket School District that its students have a safe and secure educational setting in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated, and is prohibited.

Further, in accordance with RSA 193-F, 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 is responsible for ensuring that this policy is implemented.

II. Protection of all Pupils

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.

III. Disciplinary Consequences

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 staff to seek alternatives including, but not limited to early intervention measures, dispute resolution, and other similar measures.

IV. Definitions

Bullying - Bullying is 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 the 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.

Historically this has included a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional, or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics.

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.

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

School Property – School property means all real property and all physical plant and equipment used for school purposes, including all means of transportation public or private approved by the District.

Parent – Any reference in this policy to “parent” shall include parents or legal guardians.

V. False Accusations

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

VI. Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, staff member, 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, staff member, school administrator, school volunteer, or other employee 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, staff member, 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.

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 rearranging student schedules to minimize contact, changing class assignments, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

VII. Distribution and Notice of this Policy

The Superintendent or administrative designee shall provide annual written notice of this policy to students, parents, teachers, staff members, administration, volunteers, and school district agents through appropriate references in school and district handbooks, or through other reasonable means.

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies. The District may also host or schedule public forums to discuss and address bullying.

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 may incorporate anti-bullying training and education in the District's curriculum. Any student training programs shall be written and presented in age appropriate language.

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; and
4. Cooperate fully with school personnel in identifying and resolving incidents.

VIII. Reporting Requirements and Procedures

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy. The Principal may designate this responsibility to the Assistant Principal with the understanding that the Principal will be informed of such incidents as soon as possible within the school day.

Any student who believes he/she has been a victim of bullying shall report the alleged act to the building principal or the principal's designee. If a student is more comfortable reporting the alleged act to a person other than the building principal, the student may contact any School District employee. The employee is to report the bullying allegation to the Principal as soon as possible and no later than the end of the school day.

An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying. Any school employee who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or administrative designee as soon as possible within the school day. School employees shall encourage students to tell them about acts that may constitute bullying.

Any school volunteer or school district agent who witnesses or has knowledge or belief that bullying may have occurred shall inform the Principal or administrative designee as soon as possible within the school day.

Any parent who believes that their child has been the victim of bullying or the perpetrator of bullying or has become aware of an act of bullying shall report the alleged act to the Principal or administrative designee.

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.

The District will make available forms for reporting incidents of bullying, and shall request the use of these forms. Such forms shall be available in the Principal's Office in each school, from the Superintendent's Office, and on the District website. An investigation shall proceed even if a student, school employee, volunteer, school district agent, or parent is reluctant to fill out the designated forms and chooses not to do so.

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

The Principal or administrative designee shall be responsible for completing the District and NH Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any reported incident unless an extension has been granted by the Superintendent. Upon completion of such forms, the Principal or administrative designee shall retain a copy for school records and shall forward a copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notification of Parents of Alleged Bullying

The Principal or administrative designee 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 Requirements

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. Investigation

Upon receipt of a report of bullying, the Principal or administrative designee shall commence an investigation consistent with the provisions of this policy.

1. Upon receipt of a report of bullying, the Principal or administrative designee 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 or designee may ask students and/or parents to provide the District with printed copies of e-mails, 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. The investigation may include, but is not limited to:
 - a. Description of incident, including the nature of the behavior;
 - b. How often the conduct occurred;

- c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The characteristics of parties involved;
 - e. The identity and number of individuals who participated in bullying behavior;
 - f. Where the alleged incident(s) occurred;
 - g. Whether the conduct adversely affected the student's education or educational environment;
 - h. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - i. The date, time, and method in which parents or legal guardians of alleged victim and perpetrator(s) involved were contacted.
6. The Principal or administrative designee 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 Superintendent. If the Principal does not personally conduct the investigation, the Principal shall be fully informed of the results of the investigation and consulted before disciplinary or remedial action is taken.
 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.

XII. Response to Substantiated Bullying

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying, retaliation, or false reporting may range from positive behavioral interventions up to and including suspension or expulsion of students, dismissal from employment for staff members, and exclusion from school grounds for volunteers and school district agents.

Consequences for a student who commits an act of bullying, retaliation, or false reporting shall be varied and awarded 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.

Students who are found to have violated this policy may face discipline in accordance with other applicable Board policies up to and including suspension. In awarding discipline the administrative designee shall discuss the investigation and disciplinary action with the Principal. Students facing discipline will be afforded all due process required by law.

In support of this policy, the Board promotes preventative educational measures to create greater awareness of 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

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

The Principal or administrative designee shall notify the parents of the alleged victim and alleged perpetrator consistent with the provisions of this policy.

1. Within 2 school days of completing an investigation, the Principal or administrative designee will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal or administrative designee will also notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. Within 5 school days of completing an investigation a letter will also be sent to the parents notifying them of the results of the investigation and the school's remedies and assistance within the boundaries of applicable state and federal law.
3. If the parents request, the Principal or administrative designee 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 law 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. Appeal

The parents of the pupils perpetrating bullying, making false accusations, and/or retaliating against others may appeal administrative actions consistent with the provisions of this policy.

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils perpetrating bullying, making false accusations, and/or retaliating against others shall have the right to appeal the Principal's decision to the Superintendent in writing within 5 school days. The Superintendent shall review the Principal's decision and issue a written decision within 10 school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within 10 school days of the Superintendent's decision. The School Board will adhere to all applicable NH Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

XVI. Immunity

A district employee or employee of a company under contract with a the School District who has reported violations of bullying to the principal or administrative designee shall be immune from any cause of action for good faith conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response.

XVII. Video & 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 (Video and Audio Surveillance on School Property), EEAE (School Bus Safety Program), and ECAF (Audio and Video Surveillance on School Buses). 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.

Statutory and Regulatory References

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 193:13, Suspension and Expulsion of Pupils

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

NH Code of Administrative Rules, Section Ed 317, Procedures of Suspension and Expulsion of Pupils

Adopted: September 2, 2004

Revised: February 7, 2008; December 2, 2010

STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS POLICY JICDD

The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if, in Principal's opinion, such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions by the Board or school administrators.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees;
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

Cyber-Bullying and Internet Threats

Reports and/or allegations of cyberbullying will be addressed in accordance with the provisions of Board policy JICK.

Adopted: February 7, 2008, Revised: February 17, 2011, Last Updated on Friday, 18 February 2011
11:13

NOTICE OF FEDERAL EDUCATION RECORDS PROTECTION ACT (FERPA)

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 educational records. They are:

1. The right to inspect and review the student’s education records within 14 days of the day the District receives a request for access. Parents or eligible students should submit to the building principal or his/her designee 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.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the SAU 31 School District to amend a record generated by the SAU 31 School District that they believe is inaccurate or misleading. They should write the building principal or his/her designee, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the SAU 31 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. Copies of the complete FERPA policy are available on the SAU 31 School District Website or at the SAU 31 offices at 186A Main Street in Newmarket.
3. The right to 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 is disclosure to school officials with legitimate educational interests. A school official is a person employed by the SAU 31 School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the SAU 31 School Board; a person or company with whom the SAU 31 School District has contracted to perform a special task (such as an attorney, auditor, consultant, expert, or therapist); a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or the SAU 31 School District’s insurance carrier.

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. The SAU 31 School District may disclose, without consent, directory information which is information generally not considered harmful or an invasion of privacy if disclosed.

On October 1st or 30 days after enrollment, parents or eligible students may request in writing removal of all or part of the information they do not wish to be available to the public. Notice from a parent or eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

Upon request the SAU 31 School District discloses education records without consent to officials of the 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 District to comply with the requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605 (202) 260-3887

RESPONSIBLE USE OF TECHNOLOGY

At Newmarket Elementary School we use computers and technology to enhance our mission to teach the skills, knowledge, behaviors and attitudes necessary for students to become successful, lifelong learners.

Technology is integrated across the curriculum by using a variety of resources. One of the most comprehensive and useful resources that we use with students is the Internet.

Access to the Internet offers students vast, diverse, and unique resources that will enable them to access constructive and quality information relating to the curriculum. The Internet facilitates resource sharing, innovation, global communication and tele collaboration, thereby promoting educational excellence.

While the benefits of the Internet are enormous, families need to be aware that some materials accessible via the Internet may contain items that are inappropriate or unsuitable for students. However we believe that the benefits far outweigh the possibility that users may encounter materials that are not consistent with our educational goals and philosophies.

At Newmarket Elementary School, efforts are made to take precautions to lessen the potential for access to inappropriate materials. One of the ways in which we address this issue is through the use of a “Responsible Use of Technology” policy.

Since we support and respect each family’s right to decide whether or not to allow their child to participate in teacher directed Internet projects and activities we are asking each student and their parent(s) or guardian(s) to read the following Responsible Use of Technology Procedures which outlines the terms and conditions regarding acceptable use of the Internet. We would also ask for your assistance in developing responsible attitudes and reinforcing appropriate behaviors on the Internet.

Parents: please read the Responsible Use of Technology Procedures and discuss it with your child. If they are unable to read it themselves, please explain it directly.

RESPONSIBLE USE OF TECHNOLOGY PROCEDURES FOR STUDENTS

JICL-R1

Purpose

The purpose of the Responsible Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology, including hardware, software, networks, and the Internet.

Definition

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this Responsible Use Procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. 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 network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. 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 accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.

6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the School District computer networks.
2. Make determinations on whether specific uses of a network are consistent with these Responsible Use Procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these Responsible Use Procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Responsible Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of 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 a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Responsible Use Procedures and Code of Conduct.
2. That District administrators and designated 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 students 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, 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 or uninterrupted.

5. That the School District shall not be liable for any direct, 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 Responsible Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Responsible 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 network resources.

Name of User/Student

Home phone

School of Attendance

I hereby certify that I have read the Responsible Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in those documents.

Signature of User / Student

Date

Signature of Parent / Guardian

Date

Signature of Building Principal

Date

NOTICE OF NONDISCRIMINATION

The Newmarket School District does not discriminate in its educational programs, activities, or employment practices on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, disability, or genetic information in compliance with the provisions of Title VI of the Civil Rights Acts of 1964, the Age Discrimination Act of 1967, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Education for all Handicapped Children Act of 1975. Any person having inquiries concerning the Newmarket School District's compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1972, and 34 C.F.R., Part 106 or Section 504 of the Rehabilitation Act of 1973, may contact the Superintendent of Schools, Dr. James Hayes, 186A Main Street, Newmarket, New Hampshire 03857, (603) 659-5020.