

Northwood School

Student & Parent/Guardian Handbook 2016-2017



Home of the Lakers

NORTHWOOD SCHOOL

511 First New Hampshire Turnpike
Northwood, NH 03261
Tel. (603) 942-5488
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Dr. Robert Gadomski
Superintendent SAU #44

Jocelyn Young
Principal

Adrian Alford
Assistant Principal

August 25, 2016

Dear Northwood Families,

I am very excited for the start of the 2016-2017 school year! As an educator for over fifteen years and a student for longer than that, I still find something pretty special about the start of school. This yearly ritual allows us to reconnect with old friends and meet new ones, establish new routines and make resolutions to stick to them, and reflect on the growth we've made and the lessons we've learned just in the past year.

Mr. Alford and I are both new to the school this year and while that certainly presents challenges, it presents great opportunity as well. We have greatly enjoyed our time this summer learning about the school, meeting staff, families, and community members, and asking lots of questions. We have learned about many great things happening in the town and in the school; in particular, the dedication shown by faculty, staff, and parents/guardians to support our students' academic, social, and physical growth. This school year, we plan to take all that we've learned to further strengthen the things that are going well so that students, families, and the community have even more reasons to be proud, celebrate, and keep working hard.

This handbook provides guidelines on our school's processes, procedures, and policies. Please review it with your child(ren). As new administrators to the school, we likely didn't manage to predict all the things that families may need to know, so stay tuned for updates through One Call Now, the Laker Newsletter, and other correspondence. Feel free to ask questions and make suggestions for future editions of the Student and Parent/Guardian Handbook. A complete listing of Northwood School Board policies can be found on the school or SAU website.

I welcome parent involvement and communication. Mr. Alford and I will be working hard to create opportunities for parents/guardians to provide input and engage in productive two-way communication with the school. Let's work together to make the 2016-2017 school year the best year ever!

Respectfully,

Jocelyn Young
Principal

Adrian Alford
Assistant Principal

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

**NORTHWOOD SCHOOL ADMINISTRATION
2016-2017**

Dr. Robert Gadomski, Superintendent of Schools
Scott Reuning, Assistant Superintendent/Student Services
Jocelyn Young, Principal
Adrian Alford, Assistant Principal

NORTHWOOD SCHOOL BOARD MEMBERS

Keith McGuigan, Chair
Barbie Hartford, Vice Chair
Bree Gunter
Tim Jandebour
Shane Wells

SAU 44 PHONE NUMBERS

PHONE: 942-1290
FAX: 942-1295

NORTHWOOD SCHOOL PHONE NUMBERS

PHONE: 942-5488
FAX: 942-5746

**SCHOOL ADMINISTRATIVE UNIT #44
NORTHWOOD SCHOOL DISTRICT
SCHOOL CALENDAR
2016-2017**

Official Adopted by the Board- April 7, 2016

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

August 23 & 24 Teacher Workshop
August 25 School Opens
 September 5 Labor Day
 September 30 Teacher Workshop
 October 7 Teacher Workshop
 October 10 Columbus Day
 November 10 Parent Conference
 November 11 Veteran's Day
 November 23 Early Release
 November 24 & 25 Thanksgiving Recess

December 23 Early Release
 December 26- Jan 2 Christmas Vacation
 January 16 MLK/Civil Rights Day
 February 27 - Mar 3 Winter Vacation
 March 24 Teacher Workshop
 April 24-28 Spring Vacation
 May 26 Teacher Workshop
 May 29 Memorial Day
June 12 Last Day/Early Release

August through January 99 Days
 February through June 81 Days
 Total Instructional Days 180 Days * Required by State Statue

PC - Parent Conference Day - No School: November 10
TW - Teacher Workshop Days - No School:
 August 23 & 24, September 30, October 7, March 24, May 26
ER - Early Release Days for Students/Teachers:
 November 23, December 23, June 12
Snow Days: April 27 & 28, June 13, 14, 15, 16
**April 27 & 28 will be used as student days if there are 7 days of school cancelled before March 3, 2016. If there are less than 7 cancellations then they will be counted as vacation days.*

Grades Close: October 28, January 20, March 31, June 13
Progress Reports: September 30, December 9, March 3, May 12
Report Cards (sent home): November 4 (given out on the 10th at PC), January 27, April 7, June 19

ARRIVAL/DISMISSAL TIMES

Please note that there will be a change to drop-off procedures this year: Students arriving to school by car will be dropped off at the front of the building and enter through the Kindergarten door. It is very important that the cars pull as far forward as possible to prevent traffic from backing up onto Rt. 4. Please have your child(ren) ready to exit the car and enter school right away.

Students may enter the building at 7:25 unless they have a pass to come in earlier for a meeting with a teacher. Upon entering the building, students in K-4 walk to breakfast or to their classrooms to leave their backpacks by their classroom door and then proceed to morning recess (for recess, students in K-2 use the upper playground, students in 3-5 use the lower playground, and students in 6-8 use the courtyard). Students in grades 5-8 may proceed directly to breakfast or recess at 7:25. On days with inclement weather, students will wait quietly in the hallway outside of their homeroom. When the bell rings at 7:45, students report to their homeroom. Students who arrive in homeroom after the 7:50 a.m. bell are marked tardy, unless they are arriving by bus. Tardy students must sign in at the office or they may be marked absent for the day.

Please be aware that there is no student supervision provided by school personnel before 7:25 a.m. Students who arrive before 7:25 will wait quietly in the courtyard foyer. Students should not be on the playground or in the building before 7:25 a.m. Students arriving before 7:25 should be dropped off at the front corner of the building and walk on the sidewalk to the courtyard foyer.

Classes are dismissed at 2:20 p.m. Parents/guardians wishing to pick up their children at dismissal time should meet their children at the foyer doors along the side of the building. To ensure the safety of all Northwood students and allow for an organized dismissal process, Parents/guardians/adults will be asked to remain outside the foyer doors when weather allows. The staff member on duty will ensure each child is dismissed to the proper adult. Changes to a student's regular pick up procedure may be called in and must be followed up in writing or faxed prior to 1:00 pm for day of change. After 1:00 pm, only written (emailed) to nwsoffice15@northwood.k12.nh.us or faxed requests will be honored.

The school playground and fields are open to the residents of Northwood when school is not in session, but children under the age of twelve must be supervised by an adult per Policy #KFB. Normal school hours are 7:25 a.m. until 2:20 p.m., Monday through Friday.

ASSEMBLIES/CEREMONIES/SPECIAL EVENTS

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

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

ATHLETIC PROGRAM

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

There are also seasonal sporting and recreational activities for different age groups made available through the Northwood Recreation Department.

FALL

INTERSCHOLASTIC

- BOYS' CROSS COUNTRY (GRADES 5-8)
- GIRLS' CROSS COUNTRY (GRADES 5-8)
- BOYS' SOCCER (GRADES 6-8)
- GIRLS' SOCCER (GRADES 6-8)

INTRAMURAL

- GIRLS' SOCCER (GRADES 3-5)
- BOYS' SOCCER (GRADES 3-5)

WINTER

INTERSCHOLASTIC

- BOYS' BASKETBALL (GRADES 6-8)
- GIRLS' BASKETBALL (GRADE 6-8)
- CHEERLEADING (GRADES 6-8)

INTRAMURAL

- GIRLS' BASKETBALL (GRADES 3-5)
- BOYS' BASKETBALL (GRADES 3-5)

SPRING

INTERSCHOLASTIC

- BASEBALL (GRADES 6-8)
- SOFTBALL (GRADES 6-8)

NORTHWOOD STUDENT/ATHLETE GUIDELINES

(See School Board Policy JJH)

1. The athletic program is an integral part of the school curriculum and comes under the authority of the administration to the same degree as do all other phases of the curriculum.
2. Expenditures for the athletic program are incorporated as part of the general budget of the Board and are subject to the same approval procedures as academic expenditures.
3. District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, rules for student participation, and of annual sports schedules. Northwood School is a member of the Southeast League and is governed by rules that are subject to School Board approval.
4. No student may start practice for any athletic team until written consent is obtained from the parent/guardian.
5. All Northwood School student-athletes are required to have an annual medical physical on file with the school's health office, clearing them for participation in interscholastic sports with no restrictions.
6. Accident or injury insurance for students engaging in interscholastic athletics shall be the responsibility of the Parents/guardians.
7. All students must maintain a cumulative average of 78 in order to participate (including tryouts) based on the previous report card OR progress report, including the 4th quarter report card (not the final average). During an athletic season, if a student has one or more failing grades on their report card OR progress report, they become ineligible for the remainder of that season. If a student receives a grade of an incomplete on a progress report or report card, that student will remain eligible until that grade is made final.
**If applicable, a summer school grade counts as the most recent grade for eligibility.*
8. All students trying out for an athletic team must attend all scheduled tryouts, practices, and games unless previously excused by the coach. If special circumstances arise, the parent/athlete must arrange a prior meeting with the coach. The coach will then notify the Athletic Director of any special situations. The Athletic Director will meet with administration and either approve the circumstances or not.

9. Any student who has an after school detention is not permitted to attend a scheduled practice or game and must miss the practice or game to meet this obligation. A mandatory help session must also be attended by the student but with no practice or game punishment to the athlete. They may participate when the help session has concluded.
10. Any student who receives multiple disciplinary measures will have his/her athletic eligibility reviewed by the Athletic Director and administration. A school suspension may result in an athlete's removal from the athletic team, pending review of the suspension by the Athletic Director and administration.
11. Northwood School has a zero tolerance policy concerning drugs, tobacco, and alcohol. Any student caught using, possessing, or is in the presence of drugs, tobacco, or alcohol will be subject to immediate dismissal from the team pending review by the Athletic Director and administration.
12. Proper conduct and respectful behavior are required of all team members when playing at home or traveling to other schools.
13. Appropriate dress is required of all team members and coaches on game days as determined by the coach. Each athlete is responsible for appropriate attire at games and practices. Each athlete is responsible for maintaining the good condition of his or her uniform. Any uniform that is lost or destroyed by an athlete will result in a bill for the estimated cost of the uniform.
14. All students must ride the bus to and from all games unless arrangements have been made with the coach. Previous written permission must be obtained to ride with someone other than the student's guardian.
15. Students may participate in two school-sponsored athletic teams during one season under the following conditions:
 - Students must have made the honor roll during the previous quarter in order to be eligible to participate in two sports.
 - If a team must make cuts during try-outs, then no students will be eligible to participate on both teams.
 - In all cases, students must be approved by the Athletic Director and administration.
16. Sports schedules and field conditions are dictated by the league. The maximum number of games that each team may play is restricted to the number of games in league play, including league tournament.
17. Athletic games and practices:
 - a. Minimum of four instructional games/practices per week for each sport (weather permitting).
 - b. Maximum time per practice is limited to two hours.
 - c. No Sunday practices.
 - d. Practices during vacations are not mandatory and must be cleared by administration. Students will not be penalized for not being able to attend a vacation practice.
18. The Northwood School Board reserves the right to charge fees for interscholastic athletic participation.
19. The following sports programs may be offered:

a. Boys' soccer	Grades 6-8
b. Girls' soccer	Grades 6-8
c. Boys' basketball (A & B teams)	Grades 6-8
d. Girls' basketball (A & B teams)	Grades 6-8
e. Cheerleading	Grades 6-8
f. Boys' baseball	Grades 6-8
g. Girls' softball	Grades 6-8
h. Cross Country	Grades 5-8
20. The recommended number of players per team:

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

ATTENDANCE

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

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

Tardy - Students who are late to school without a note may be subject to detention. Attendance is accurately checked and reported on a daily basis for each class. All new absences are followed up immediately. Three (3) tardies are considered one absence and consequences from excessive absences can include after school detention and/or consequences determined by the absence policy. Students who are absent, tardy, or dismissed early for any reason will not be allowed to participate in or attend any school sponsored event or athletic activity on the day of the absence, tardiness or dismissal unless approved by the principal or assistant principal. Students who are absent for 20 or more days during the school year may be required to repeat that grade.

It is the responsibility of the parent/guardian to:

- Call the school office (942-5488) or email NWSOffice15@northwood.k12.nh.us before 7:50AM to report each student absence. (Messages given the night before or very early in the morning will be recorded by the answering machine.)
- Submit a written note to the school office following every student absence regardless of whether or not you reported the absence by telephone.

It is the responsibility of the student to:

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

It is the responsibility of the school to:

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

BAND AND CHORUS

The music department offers a band program for beginning and intermediate band students in grades 5-8. Small group lessons and band rehearsals are usually held during a lunch/recess time and/or a student's related arts period for grades 6-8. A choral program may be offered and is also open to students in grades 5-8 and is scheduled during lunch/recess periods and/or related arts when band members can participate.

BICYCLES

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

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

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

BIRTHDAYS

If your child's birthday falls on a school day, you may send in a snack for the class to share. Please check with the teacher about any food allergies or sensitivities and coordinate with the teacher to plan the best way to send the snack in to school. Please limit the size and sugar content of the snack.

BOOKS AND SUPPLIES

Textbooks and library books, as well as calculators and other small learning tools, may be loaned to students by members of the professional staff. All assigned textbooks will be taken home and covered. In addition, students in grades 4 -8 participate in a 1:1 laptop program in which students are issued laptops. Students in grades 7 and 8 may bring their computers home. Students in grades 4-6 keep their computers at school. Student agendas, textbooks, workbooks, paper, pencils, crayons and other necessary school materials will be given to students to complete assigned tasks. Students must take proper care of all books and materials, whether they are loaned or given to them by the school. Parents/guardians are expected to pay the cost of replacement in cases involving loss, willful damage, or destruction.

BUS INFORMATION

BUS SAFETY PROCEDURES

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

1. Students transported by the District shall be considered to be under the jurisdiction of the school from the time they board the bus in the morning until they are discharged from the bus in the afternoon. Consequently, all school rules apply to students while on the school buses. The following list of additional specific rules is expected of students to maintain the privilege of riding the bus to and from school:
 - To be at the assigned bus stop on time.
 - To wait for the bus in a manner that does not present a danger to themselves, other students, or to moving vehicles.
 - To wait 10 feet from the bus, until it is completely stopped, before boarding.
 - To be seated quietly at all times. All students will be assigned seats on all bus runs and are financially responsible for any damage done to seats or other equipment on that area.
 - To keep arms, legs, and personal belongings out of the aisle and away from open windows.
 - To refrain from eating, drinking, or smoking on the bus.
 - To understand when crossing in front of the bus, do so 10 feet in front of the bus, look both ways, and wait for the bus driver's signal before crossing.
 - To obey any request by the bus driver concerning safety and conduct.
 - To respond to bus evacuation procedures in an orderly manner and as directed.
 - To understand there will be absolutely no fighting on the bus.
 - No student will be allowed off a bus at any location other than school or the approved discharge point, unless prior written arrangements have been approved by the office.
2. Violation of the stated rules for safe bus transportation or violation of any other applicable school rules shall result in the following disciplinary actions:
 - Upon the first incident, the driver shall warn the student verbally. The driver will keep a log of such warnings.
 - Upon the second incident, the driver shall issue a written warning that will be turned into the school office. The student will be spoken to by the administration. The parent/guardian will be informed of the incident by the school.
 - Upon the third incident, the student may be suspended from riding the bus for up to five days. The suspension procedure will include the following steps:
 - Students will be referred to the administration for action.

- The administration will investigate the incident as necessary and carry out the suspension if appropriate. The administration will notify the parent or guardian in writing of the grounds for the suspension and the length of suspension.
- Copies of this notice will be filed in the student's record, and forwarded to the contractor and the driver.
- The suspension will begin on the next school day following the day on which the parent or guardian is notified except in cases of serious safety violations.
- Upon the fourth report of inappropriate bus behavior, or earlier, if any single incident could cause student injury and/or severe property damage, a student may be suspended from the bus for up to ten days according to the procedure specified above. The parent/guardian will need to appear before the School Board, with the student, to have the suspension lifted.
- The parent/guardian of any student suspended from the bus becomes responsible for his/her child's transportation to and from school during suspension. **Suspension from the school bus shall not be considered an acceptable excuse for non-attendance at school.** Suspension from the bus includes transportation to and from field trips and athletic events. Transportation to and from these events is also the responsibility of the parent/guardian.

BUS SCHEDULING INFORMATION

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

Please note:

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

CAFETERIA SERVICES

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

- Sending in or bringing in a check or cash.
- Applying money to the online account with a credit or debit card under the Meals tab on our website www.northwood.k12.nh.us.

Parents/guardians are encouraged to deposit a minimum of two weeks of breakfast/lunch money into their child(ren)'s account and are required to maintain a positive cash balance during the school year. Parents/guardians will be notified by the Food Service Director (via telephone, email, or printed notice) if their child's lunch account reaches a zero balance. Parents/guardians are asked to make a deposit into their child's account as soon as possible after notification.

NEGATIVE BALANCE (See School Board Policy EFDA)

In all circumstances, it is important to maintain a positive balance on your child’s lunch account. If and when a student account exceeds a negative balance of \$5.00, the student will no longer receive a regular school lunch or breakfast and will be provided with a Sun Butter and jelly sandwich, fruit, and white milk for a cost of \$1.00 at lunch time only. Students will only be provided the regular lunch and/or breakfast meals once their account has sufficient funds deposited in it. All account balances, either positive or negative, will carry over to the next year. Any student with a negative balance carried from a prior year will not be eligible for the regular school lunch program until the negative balance is corrected. Any student account that has a negative balance from the previous school year will not be eligible for the following year lunch program until the negative balance is cleared. (See School Board Policy #EFDA regarding economic hardship). In cases of economic hardship, parents/guardians are encouraged to file an application to participate in the national free and reduced meals program. Applications are available on the Northwood School District’s web site or from the Food Service Director

FREE AND REDUCED LUNCH APPLICATIONS

Applications for free and reduced-price meals will be sent home on the first day of school. By law, a minimal amount of time is allowed for processing new applications. To avoid having your application returned or rejected, please fill it out carefully and return the completed application to school promptly. Any child approved for either free or reduced meals is eligible for both breakfast and lunch. Milk for snack time (available to students in morning Kindergarten and in grades 1-5) must be purchased, if it is desired, by those eligible for either free or reduced-price meals.

SCHOOL LUNCH PROGRAM

The school lunch program disseminates monthly menu calendars to all students and is available online on our website www.northwood.k12.nh.us under the Meals tab. Menus may occasionally change without prior notice, but this usually happens only when there has been a snow day or an emergency day. The afternoon kindergarten children are entitled to lunch. Prices are as follows: (may change pending setting of new prices)

Lunch	\$2.30
Breakfast	\$1.25
Cold Lunch Milk	\$.50
Snack Milk	\$.50
Reduced Cost Lunch	\$.40
Reduced Cost Breakfast	\$.30

BREAKFAST PROGRAM

Breakfast is available to students from 7:25 a.m. to 7:50 a.m. and is purchased on a daily basis. The morning kindergarten children are entitled to breakfast. Students will be directed off their bus or drop off area to the cafeteria if they are requiring or requesting breakfast. An “on the go” option (bag breakfast) may be available for students in the main lobby as scheduling permits. Prices are as follows: (pending price change)

Breakfast	\$1.25
Reduced Cost	\$.30

CANCELLATIONS/DELAYED OPENINGS

If it should become necessary to delay opening of the school or close the school for any reason, we will implement our One Call Now system and the following radio stations will be asked to make this announcement: WOKQ 97.5, WTSN 1270AM, WHEB 100.3 FM, and WERZ 107.1 FM. WMUR-TV will also carry the announcement on www.wmur.com.

- No morning Kindergarten will be held on the days of delayed openings.

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

CAR TRANSPORTATION

CHILDREN BEING PICKED UP AT DISMISSAL TIME

To be picked up at school by someone other than the parent or guardian, a student must bring written permission, signed by the parent/guardian, to school. A child may not ride home with anyone other than a parent/guardian unless the note states the name of the person and the relationship. This note must be sent to the office no later than the morning of the day the child is being picked up. Verbal requests and/or phone calls regarding a change in a student's normal transportation routine must be made prior to 1:00 pm. and followed up with an email sent to nwsoffice15@northwood.k12.nh.us or a signed faxed note confirming the change. Changes after 1:00 pm may not be honored. Emergency situations may occur and must be faxed if after 1:00 pm.

- The time to meet students being picked up is 2:20 p.m.
- Students being picked up at dismissal time wait in the foyer.
- Any adult meeting a child at this location must also register on the sign-out form before leaving the area with the child.
- Parking is allowed down the side of the building to pick up students at the foyer doors. Please do not block entrances to school or the fire lane at any time with a car.

If transportation in a private vehicle will be a daily or a regular procedure on certain days of every week, please indicate all of the days the child will be picked up along with the name and relationship of the person providing car transportation in the written notes.

CO-CURRICULAR ACTIVITIES

In addition to athletics Northwood School offers many activities to students before or after school. Co-Curricular options planned for 2016-2017 include but are not limited to the Leadership Program, Junior Lego Club, Yearbook Club, Drama, Recycling Club, Math Club, Games Club, and Spanish Club, with more being added early in the school year. Co-Curricular activities are designed for specific grade level groups that vary among grades 1-8. Although co-curricular activities are voluntary, encouraged, and free for the designated age group of Northwood students (see Board Policy # JJH), there are student participation guidelines that will be enforced by the adult responsible for each activity:

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

COUNSELING SERVICES

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

CURRICULUM/GENERAL COURSE OF STUDY

All students receive regular instruction in the core areas of English Language Arts, math, social studies, and science. In K-5, students generally remain with one classroom teacher for instruction in all academic areas. In grades 6-8, students change classrooms and/or teachers for instruction in each subject area. Groupings are generally heterogeneous although students in grades seven and eight who have demonstrated sufficient progress in mathematics may be eligible for placement in an accelerated math course. Regular instruction in music, art, physical education, library (K-4), health (1-8), and technology (3-8) is provided by teachers with appropriate certification in these areas.

CURRICULUM NIGHTS

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

DAILY SCHEDULE

7:25	Supervision in cafeteria begins
7:25	Supervision on playground begins
7:35	First buses begin to arrive
7:45	First Bell
7:50	Tardy Bell followed by AM Announcements
7:55	First Period
10:50-11:25	7th/8th grade Lunch/Recess
10:50-11:15	1st/2nd grade Recess
11:05	AM K Leaves/PM K Arrives
11:15-11:40	K/1st/2nd grade Lunch
11:50-12:25	5th/6th Lunch/Recess
12:15-12:40	3rd/4th grade Lunch
12:40-1:05	3rd/4th grade Recess
2:15	Last Class Dismissal Bell/PM Announcements
2:20	2nd Dismissal Bell

DANCES

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

DISCIPLINE

Northwood School's Approach to Student Discipline

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

Northwood School’s disciplinary procedures are aligned with school board policies and are designed to ensure the physical and emotional safety of all community members.

PREMISES – Our Approach to Discipline

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

SCHOOL VALUES

- Be Respectful
- Be Responsible
- Be Safe

BEHAVIOR MATRIX

- What values look like in various school settings

PROACTIVE STRATEGIES – Recognizing Positive Behaviors and Addressing Negative Behaviors

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

LOGICAL CONSEQUENCES – Means to Respond to Inappropriate Behaviors

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

TAKE A BREAK – Time to Regain Self-Control

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

BACK ON TRACK – Office Managed

- Unable to regain self-control with a break

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

SCHOOL SUSPENSION – Exclusion from Classroom or School

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

Northwood School Behavior Matrix

	Be Respectful	Be Responsible	Be Safe
Playground	<ul style="list-style-type: none"> • Take turns • Use kind words • Show good sportsmanship • Invite and include others 	<ul style="list-style-type: none"> • Follow equipment rules • If you bring it out, bring it in • Follow directions 	<ul style="list-style-type: none"> • Dress appropriately for the weather • Stop and listen when directed • Leave ice, snow, sticks, rocks, and wood chips on the ground • Keep hands, feet, and objects to self
Cafeteria	<ul style="list-style-type: none"> • Use good table manners • Allow anyone to sit with you • Use kind words • Use a partner voice 	<ul style="list-style-type: none"> • Maintain personal space • Keep space clean • Know your lunch number • Clean up after yourself 	<ul style="list-style-type: none"> • Eat your own food • Use utensils appropriately • Use walking feet • Clean up spills • Keep hands, feet, and objects to self
Hallway	<ul style="list-style-type: none"> • Stay to the right • Be silent while walking, whisper while waiting • Keep hands away from displays 	<ul style="list-style-type: none"> • Have a pass • Go where you are supposed to be 	<ul style="list-style-type: none"> • Use walking feet • Keep hands, feet, and objects to self • Look where you are going
Bathroom	<ul style="list-style-type: none"> • Value privacy • Be timely • Use a whisper voice 	<ul style="list-style-type: none"> • Flush • Have a pass/sign out • Use materials as intended 	<ul style="list-style-type: none"> • Wash hands with soap and water • Keep feet on floor • Keep water in sink • Keep hands, feet, and objects to self
Instructional Areas	<ul style="list-style-type: none"> • Listen actively • Follow directions the first time • Use volume requested by teacher 	<ul style="list-style-type: none"> • Be prepared with your materials • Do your best • Stay on task • Clean up after yourself 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Use walking feet • Use materials as intended • Sign out/ask for a pass

	<ul style="list-style-type: none"> • Use kind words 		
Buses	<ul style="list-style-type: none"> • Use kind words • Use volume requested by driver 	<ul style="list-style-type: none"> • Leave food and drink in your backpack • Listen to the driver 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self and inside the bus • Sit on your bottom facing forward • Keep aisle clear

Northwood School Behavior Definitions

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

Behavior	Minor	Major
Inappropriate language	Unintentional use of profanity not directed at an individual.	Verbal, body, or written language including profanity directed at/about individuals, slurs, and/or reference to topics that are inappropriate for school.
Disrespect	Using words or actions that convey low-intensity disregard for a person (e.g., rolling eyes).	Using words or actions that convey high-intensity disregard for a person (e.g., arguing with an adult).
Disruption	Low level actions or utterances that disrupt the learning environment (e.g., making noises).	Actions or utterances that cause interruption of an activity or class that is persistent and intended to draw attention (e.g., sustained loud talk).
Defiance/non-compliance	Brief or low-intensity failure to respond to adult requests (e.g., not completing work).	Repeated or aggravated refusal to follow adult directions (e.g., crumpling up work).
Technology violation	Low intensity unauthorized use of electronic device (e.g., checking messages on cell phone).	Use of an electronic device to view, create, or access content that is not appropriate for school (e.g., content involving alcohol or drugs).
Property damage/vandalism	Intentional misuse of property (e.g., intentionally breaking pencils).	Intentional misuse or damaging of property that is valued at \$10 or more (e.g., ripping the pages out of a text book).
Physical Aggression	Non-serious but inappropriate	Actions involving serious physical contact

	physical contact (e.g., pushing, horseplay).	where injury may occur (e.g., punching or kicking with force)
Harassment/Teasing/Taunting	Verbal or written messages or gestures that result in hurt feelings and/or embarrassment of another person.	Verbal or written messages or gestures that are hurtful and involve threats, intimidation, and/or obscenities.
Theft	Student is in possession of, has passed on, or is responsible for removing someone's property without their permission. Property includes inexpensive and common items such as pencils, erasers, etc.	Student is in possession of, has passed on, or is responsible for removing someone's property without their permission. Property includes items of monetary or emotional value.
Lying/Cheating/Forgery	Intentional delivery of a message that is untrue; Violation of rules relating to doing one's own work on practice assignment.	Violation of rules relating to doing one's own work on summative or high-stakes assignment; Signature of another person's name to an official document and/or use of someone else's email to send messages without identifying themselves.
Bomb threat/False alarm	none	Delivery of a message of possible explosive materials being on/near campus and/or pending explosion; Pulling of fire alarm when no threat of fire is present.
Sexual harassment	none	Conducting unwelcome sexual comments or sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature
Weapons	none	Student is in possession of any weapon readily capable of causing bodily harm or is using an object as a weapon.
Out of Bounds	Leaving classroom/designated area without pass/permission.	Leaving building without pass/permission.

Northwood School Consequences and Interventions

(Please note: Administrators reserve the right to determine the most appropriate consequence and may impose consequences not listed below).

Behavior	Possible Consequence(s)/Intervention(s)
Cheating	Zero grade; Parent/guardian Conference; Loss of Privilege
Disrespect/Defiance	Parent/guardian Conference; Loss of Privilege Detention; Suspension
Truancy	Parent/guardian Conference; Suspension; School Counseling; Report to Superintendent; Report to Police
Theft	Parent/guardian Conference; School Counseling; Suspension; Report to Police, Restitution and/or return of property; Loss of Privilege
Inappropriate Language	Parent/guardian Conference; Detention; Suspension; Report to Superintendent and/or Police; Loss of Privilege
Physical Aggression/Fighting	Parent/guardian Conference; Detention; Suspension; Report to Superintendent and/or Police; Loss of Privilege
Threats/Harassment	Parent/guardian Conference; Detention; Suspension; Report to Superintendent and/or Police; Loss of Privilege
Vandalism	Parent/guardian Conference; Detention; Suspension; Report to Superintendent and/or Police; Loss of Privilege; Restitution
Technology Violation	Parent/guardian Conference; Detention; Suspension; Loss of Privilege

ANY STUDENT WHO IS SERVING A DETENTION OR SUSPENSION ON THE DAY OF AN EXTRA CURRICULAR ACTIVITY, AN ATHLETIC EVENT, OR PRACTICE WILL NOT BE ALLOWED TO PARTICIPATE OR ATTEND THAT ACTIVITY OR EVENT. SUSPENDED STUDENTS ARE NOT ALLOWED ON SCHOOL PROPERTY BEFORE, DURING, OR AFTER SCHOOL ON THE DAY(S) OF THE SUSPENSION. REPEATED INFRACTIONS OF THE SCHOOL RULES BY THE SAME STUDENT(S) MAY RESULT IN FURTHER DISCIPLINARY ACTION, INCLUDING IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION, DENIAL OF RECESS, EXCLUSION FROM FIELD TRIPS WITHOUT A PARENT/GUARDIAN AS CHAPERONE, EXCLUSION FROM EXTRA-CURRICULAR EVENTS AND/OR REPORTS TO THE POLICE.

DISMISSALS AND TARDINESS

Appointments for non-school activities and doctor's appointments should be made outside the school day. Both student dismissals and tardiness cause a disruption in the educational process for Northwood students and staff. It is disruptive to the entire class when a student is called to the office for dismissal or arrives late and needs a pass to enter

class. A shortened school day also puts the affected student at an educational and organizational disadvantage. Because a full school day is recognized as essential for beginning and ending learning activities for *all* students, Board Policy JHB and state law RSA 193:1 require students to arrive at school on time and stay at school until regularly scheduled dismissal time.

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

EARLY DISMISSALS:

- Please do not request early dismissals between 1:50 pm and 2:20 pm. This is the block of time that staff prepare all students for dismissal and bring closure to the day's activities.
- If you cannot avoid the need for an early dismissal, a signed permission slip from the parent/guardian must be given to the school office first thing in the morning. The note must indicate the date and time of the requested early dismissal, and the name/relationship to the child of the person picking up the child, if it is different than the signature on the permission slip. Notes can be faxed or emailed to NWSOffice15@northwood.k12.nh.us. Verbal requests after 1:00pm or later and/or phone calls may not be honored.
- Students being dismissed early will be called to the office after the designated adult arrives.
- Any adult picking up a child for early dismissal must register on the sign-out form before leaving.

TARDINESS:

- All students who arrive in homeroom after the opening bell at 7:50 a.m. are considered tardy. (Students arriving on a delayed bus are not considered tardy). Tardy students are to bring a written note of explanation, signed by the parent/guardian, to the office upon arrival, or no later than the following day. Please be aware that the written note is for documentation and record keeping; it does not "excuse" the student from the relevant consequences for being late to school.
- If you cannot avoid a child being tardy to school, please notify the office. The school calls to confirm all absences within a reasonable time at the start of the school day. The school answering machine operates all night, allowing for messages from parents/guardians regarding an absence and/or tardiness. (A phone call does not negate the need for a written note.)
- Tardy students must sign in at the office as soon as they arrive.
- Tardy students must obtain an office pass admitting them into class.

DRESS CODE

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

- Head gear (hats, bandanas, etc.) will not be worn in school.
- Sneakers, or shoes with soft rubber soles, are required for participation in physical education classes. All shoes should be comfortable and safe. In winter, we recommend that students wear boots to and from school and bring a pair of sneakers (or other appropriate footwear) to wear during the school day. Boots are required for students in grades K-4 for snow play at recess. If a student does not have boots, he/or she will be required to stay on the paved areas of the playground.

- Shirts must cover the midriff and shoulders. Underwear shirts will not be worn as an outside shirt. Tank tops, halter tops, and shirts with thin (spaghetti) straps will not be allowed in grades 5-8 unless accompanied by an appropriate dress or sundress.
- Shorts and skirts must be an appropriate length. The hem of shorts or a skirt must be as long as or longer than the length of the student's fingertips when standing.
- Ripped or torn clothes are not allowed.
- Articles of clothing with inappropriate pictures or lettering are not allowed (including clothing which advertises alcoholic beverages, alcohol-related messages, gender bias or sexual messages, smoking, drugs, or violence/weapons.)
- Hairstyles may not be maintained during class nor be distracting to others in class.
- Clothing, jewelry, and accessories which pose hazards to the welfare, health, property, or safety of students and others will not be allowed (heavy chains, steel toed work boots, spiked leather items).
- Pajama bottoms will not be allowed except on administrator approved "Pajama Days."
- Leggings are to be worn beneath pants, skirts, or long shirts. Skirts and shirts are to remain an appropriate length when accompanied by leggings (see skirt length).

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

EARLY RELEASE AND PROFESSIONAL DAYS

Early Release Days and Professional Days are noted on the School Calendar on the school web site, www.northwood.k12.nh.us, under the district calendar link on the main page. The faculty and administration have limited time to work together on curriculum and school-wide improvement issues so we make every effort to use the early release and professional days as efficiently and effectively as possible. Dismissal from school is at 12:35 PM on the Early Release Days. Lunches are served before the students are dismissed.

EDUCATIONAL RECORDS

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

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

RELEASE OF STUDENT RECORDS will occur if and when:

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

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

EIGHT CONDITIONS

The Eight Conditions for Student Aspirations were developed by the Quaglia Institute. If practiced and globally expected, these eight conditions create an optimum teaching and learning environment. All behavioral expectations and consequences developed by the Northwood School staff and administration are derived from these aspirations.

The Eight Conditions help students achieve their full potential by ensuring that a supportive school environment is in place for them to reach their goals. Following the Eight Conditions Framework, we believe, as a school, that academic, social, and personal success is fostered through belief in oneself, active engagement in learning and understanding the connection between what is being learned today and how it can be applied in the future.

THE EIGHT CONDITIONS FOR STUDENT ASPIRATIONS:

Belonging

Feeling like you are part of a group, while knowing you are special for who you are.

Heroes

Having someone who believes in you and who is there when you need them.

Sense Of Accomplishment

Being recognized for many different types of success including hard work and being a good person.

Fun and Excitement

Enjoying what you are doing, whether at work, school, or play.

Curiosity and Creativity

Asking why? or why not? about the world around you.

Spirit of Adventure

Being excited to try new things, even when you are not sure if you will be good at them.

Leadership and Responsibility

Making your own decisions and accepting responsibility for those choices.

Confidence to Take Action

Setting goals and taking the steps you need to reach them.

ELECTRONIC DEVICES

Students are not permitted to use radios, cameras, tape recorders, CD players, iPods, MP-3 players, handheld video games, cell phones, or similar electronic/communication devices without adult approval. Faculty and staff may approve use of student-owned electronic devices only for educational purposes in school. Cell phones must be turned off and in students' backpacks during the school day unless approved by an adult. Students are not to turn their phones on to check their messages during the day. The school day is defined as the moment a student boards the bus or is dropped off at school in the morning until after they arrive off the bus or off school property. Students who remain for after school activities may use electronic devices after receiving permission from a supervising adult in a designated area determined by that adult.

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

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

EMERGENCY DISMISSALS

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

When an emergency dismissal is necessary, our One Call Now system will be implemented. The information for making the calls to the parents/guardians is obtained from the Emergency Dismissal Form. Parents/guardians are

strongly encouraged to promptly notify the school office of any changes in workplace or schedule, family structure, emergency telephone numbers, and/or emergency contact names and/or numbers. The parent/guardian should frequently make sure that their child(ren) knows what to do, and where to go if the parent/guardian is not at home when an Emergency Dismissal occurs.

EMERGENCY INFORMATION

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

ENRICHMENT

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

FIELD TRIPS

The school encourages field trips as a means of helping students learn about the world in which they live. Teachers and parent/guardian chaperones will be assigned on each trip to provide adequate supervision. Parents/guardians wishing to chaperone must have completed a background check. This process takes approximately 3-4 weeks. Please plan accordingly. Volunteer forms are available in the school office. The nurse is also involved in planning any field trips to ensure adequate medical coverage will be available. Before each trip, permission slips will be sent home to parents/guardians. These must be signed by a parent/guardian and returned to the school before a student will be allowed to go on a trip.

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

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

GRADING AND REPORT CARDS

RANKING PERIODS AND SCHEDULE:

Report cards are issued four times a year. Progress reports are issued mid-way between each quarter for students in grades 5-8. Grades "pause" midway through the quarter in order to view student progress and are available to view online through our MMS online grade book. Report cards are issued approximately one week after marks close, at the end of each quarter. Report cards may be disseminated at first quarter Parent/guardian-Teacher Conferences when conferences are held just prior to the posted date for distribution. Additional conferences are encouraged and may be requested by a parent/guardian or by the teacher.

1 st Quarter Progress Reports Available	September 30, 2016
1 st Quarter Ends, Grades Close	October 28, 2016
1 st Quarter Report Cards Issued	November 4, 2016

2 nd Quarter Progress Reports (Gr. 5-8)	December 9, 2016
2 nd Quarter Ends, Grades Close	January 20, 2017
2 nd Quarter Report Cards Issued	January 27, 2017

3 rd Quarter Progress Reports (Gr. 5-8)	March 3, 2017
3 rd Quarter Ends, Grades Close	March 31, 2017
3 rd Quarter Report Cards Issued	April 7, 2017

4 th Quarter Progress Reports (Gr. 5-8)	May 12, 2017
4 th Quarter Ends, Grades Close	June 13, 2017 (pending snow days)
4 th Quarter Report Cards Issued	June 19, 2017 (pending snow days)

GRADING SCALE:

A+= 99-100	B+= 91-92	C+= 83-84	D+= 75-76
A = 95-98	B = 87-90	C = 79-82	D = 72-74
A- = 93-94	B- = 85-86	C- = 77-78	D- = 70-71
			F = 69-0

HONOR ROLL: Grades 5-8

High Honors: As in all subject areas

Honors: As and/or Bs in all subject areas

Students earning High Honors and Honors will be recognized in special award ceremonies, scheduled in a timely manner following the dissemination of the report cards, for quarters one through three. Students receiving high honors and honors during the fourth quarter will be notified on their final reports cards sent home one week post the close of school. Students receiving high honors and honors will also be represented in the publication of the local town newspaper.

ACADEMIC PROBATION

When a student receives one or more failing grades (Fs) on a report card, or on a subsequent progress report, parents/guardians are strongly encouraged to make an appointment through the counselor’s office to arrange a parent/guardian/teacher/student conference. The student may not participate in athletics or extra-curricular activities for the remainder of the season. When a student receives one or more Ds or D-s, *a parent/guardian may choose* to withdraw the student from athletics or after school activities until the student’s grades improve. The school will not impose further consequences.

HARASSMENT

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

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

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

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

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

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

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

HEALTH REQUIREMENTS FOR ATTENDANCE AT SCHOOL

IMMUNIZATION

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

PHYSICAL EXAM

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

New Hampshire RSA 200:32 states: ...”There shall be a complete medical examination by a licensed physician of each child prior to, or upon first entry into the public school system, and thereafter as often as deemed necessary by the local school authority, provided no medical examination shall be required of a child whose parent or guardian

objects thereto, in writing, on the grounds such medical examination is contrary to his religious tenets and teachings.”....

STUDENT ILLNESS AT SCHOOL

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

MEDICINE AT SCHOOL

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

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

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

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

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

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

INFECTIOUS GERMS

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

HEAD LICE

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

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

HIGH SCHOOL ASSIGNMENT FORMS

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

HOMEWORK

The term “homework” refers to an assignment to be completed outside of class. It is an integral part of a student’s educational development, an extension of the classroom and a means of insuring progression through the curriculum. Homework is an extension of the classroom. It is a means of reinforcing skills, providing introduction to upcoming classes, or enrichment. To ensure that homework is appropriately assigned, completed satisfactorily, passed in on time and useful to the students as a learning tool, a *shared* responsibility between home and school is essential. For full policy refer to (Board Policy #IKB.)

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

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

HOMEWORK RESPONSIBILITIES

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

CONSEQUENCES FOR MISSING ASSIGNMENTS may include:

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

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

More than 4 missing assignments in one quarter: A third teacher detention will be given, with the addition of a referral to the administration for a parent/guardian/teacher/student conference arranged by the Guidance Counselor or

administration. The purpose of the conference will be to create a mandatory homework plan, which will be co-signed by all parties present.

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

HELPING YOUR CHILD WITH HOMEWORK

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

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

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

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

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

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

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

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

WEB RESOURCES

The National PTA's Homework Help Web page offers strategies to help parents/guardians cut homework stress and maximize learning. <http://bit.ly/PTAhomeworkhelp>

Visit the Department of Education's homework portal for resources on study skills and helping kids get organized. www2.ed.gov/parents/guardians/academic/help/homework

INTERNET ACCESS

GENERAL INFORMATION

The Northwood School computer network and Internet access have been established as a resource for supplementing, extending, and enriching established school curriculum and to communicate with others. Internet access will be made available to students for the purposes of communication, research, and education. It is our intention to provide an

Internet environment that is safe and appropriate for the maturity level and needs of student users. Filtering software will be installed to screen out inappropriate Internet sites. Access to the network and Internet for:

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

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

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

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

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

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

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

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

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

SCHOOL DISTRICT INTERNET CODE OF CONDUCT

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

9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

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

RULES RELATED TO INTERNET USE

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

1. To abide by the district Acceptable Use Procedures and Code of Conduct.
2. That district administrators and staff have the right to review any material stored on district computers, in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
3. That the school district will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the districts network resources.
4. That the school district does not warrant that the functions of any district network, or any network accessible through district resources, will meet any specific requirements you may have, or that the network resources will be error free.
5. That the school district shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use district networks and resources.
6. That the use of the district network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the school district network resources and in consideration for having access to the public networks, I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature, arising from my use, or inability to use, the district resources.
User and/or their parent/guardian accept full liability, legal, financial, and otherwise, for their child's actions when using Northwood School's network.

KINDERGARTEN PROGRAM

Our Kindergarten Program is a half-day program. Each session is about 3 hours and fifteen minutes long. Students are assigned to either the first or second session determined by where they live in town. As a reminder, there will be no afternoon Kindergarten on Early Release Days and there will be no AM Kindergarten on delayed openings.

LIBRARY

Students in Kindergarten through grade 5 (weekly) and grade 8 (4 days per week for 1 quarter) will have instruction in library skills/literacy from the Librarian/Media Generalist. Students in grades 6-7 will go to the library for research and literature scheduled visits as well as classes determined by the yearly schedule.

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

LOCKERS

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

LOST AND FOUND

To help prevent loss of clothing and other belongings, parents/guardians are urged mark the name of the child on all personal articles. Please write the child's name on bags containing lunches. Should any article be lost at school, students are encouraged to promptly check the "Lost and Found Display Rack," located near room 115. Items in the "Lost and Found" are disposed of every two weeks to avoid the spread of germs. Valuable items such as glasses, rings, and watches will be sent to the office. Students should not bring valuable items to school.

MISSION STATEMENT

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

NEWSLETTER

The school publishes a monthly newsletter, generally on the first Friday of each month. The Laker is disseminated to all K-4 students each month to bring home. The newsletter is also available for families of students in grades 5-8 and community members at the school's local website address (www.northwood.k12.nh.us). Additional copies are in the school front lobby. This newsletter shares important information including future events, important dates, and information about what's happening in the school.

NOTES

A student **must bring a note** to school, signed by a parent/guardian if the student:

- Has been absent, (even though the parent/guardian "called in" the absence)
- Is late to school, (arriving after 7:50 a.m., not by bus)
- Needs to be dismissed early from school, (before 2:15 p.m)
- Is going to get off the bus at a different bus stop
- Is going to ride a different bus
- Is going to ride a bike or walk to and/or from school

These rules are for student safety and the peace of mind of all responsible adults. **No permission will be granted for student requests made without a signed note from home!** NO EXCEPTIONS.

OPEN HOUSE

An Open House is held in the fall for all families to visit the Northwood School and meet the faculty. This year our Open House will be held on September 13, 2016. Specific times for grade levels will be announced after school begins.

PARENTS' RIGHT TO KNOW

Parents/guardians have the right to:

- Refuse Title I, Limited English Proficiency, or Homeless support or services.
- Withdraw their child from Title I program.
- Withdraw their child from Limited English Proficiency program.

- Know the academic achievement results for their child's school.
- Know if their child's teacher is not a highly qualified teacher.
- Know if their child has been taught four or more consecutive weeks by a teacher who is not highly qualified.

PARENT-TEACHER ASSOCIATION

The Northwood PTA is a growing organization committed to the development of a united effort between the community and the school. Members of the PTA meet on the second Thursday of each month at 6:00PM in the Art Room. New members are always welcome. (Membership cost is \$6.00). The PTA website is <http://northwoodnh.my-pta.org/index.asp?PageID=0> . You can also find them on Facebook: <https://www.facebook.com/NorthwoodNHPTA>.

PARENT/GUARDIAN-TEACHER CONFERENCES

Formal parent/guardian-teacher conferences are scheduled for November 10, 2016. Teachers are also available throughout the school year for individual conferences. Communication between home and school is very important in all school activities. Our coaches, teachers, and other staff are available to discuss questions or concerns with you. We ask that all communication be handled through the school and that staff not be contacted at home. Please call or email the teacher to arrange an appointment that is mutually convenient. Teachers usually need a minimum of a 24 hour notice. If you would like to have more than the homeroom or subject area teacher present, please be sure to let us know.

PHYSICAL EDUCATION

Each pupil is required to participate in the physical education program on a regular basis unless the school receives a written excuse from a doctor or the School nurse. Physical Education grades will be determined through a combination of the following:

- Attitude and cooperation.
- Effort made.

A student's physical ability or development will NOT be used as a criterion for grading. It is the student's responsibility to bring sneakers on gym day. Students in grades 6-8 are encouraged to bring deodorant, a change of shirt and comfortable shorts or slacks to wear on days they are scheduled for physical education. (Remember: Being dressed appropriately is a good way to show a positive attitude, cooperation and effort in physical education!)

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

PLACEMENT

Each spring, school personnel spend a great deal of time working to place children in appropriate classes for the next year. Our goal is to provide each child with a suitable learning environment, and each teacher with a productive and positive grouping of children. We will provide an opportunity in the spring for parents/guardians to give input into the kind of classroom environment and instructional approach that is most conducive to their child's learning.

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

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

PLAYGROUND/RECESS

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

All children will be expected to participate in outdoor activities unless excused for medical reasons. Students may be required to use some of their recess time to make up incomplete or unsatisfactory school work or for disciplinary reasons. The playground is always supervised by staff during recess time.

QUESTIONS AND CONCERNS

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

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

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

RESIDENCY

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

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

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

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

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

RULES AND REGULATIONS

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

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

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

In addition to the above “General Rules and Regulations”:

- There is no gum chewing at Northwood School for students in Kindergarten through grade five except when allowed by a teacher during testing. Gum is allowed, per teacher or administrator discretion, in grades 6-8 as long as students are responsible and it does not disrupt the learning environment.
- The use and/or possession of alcohol, controlled substances, and tobacco products is prohibited anywhere in the school building or on the school grounds and at all times, whether school is in session or not.
- No student may carry medication, prescription or non-prescription, to school.
- Permission, which is usually in the form of a written pass, must be given by a staff member for a student to leave the classroom, playground, or currently supervised area to go to any other area in the building.
- Toys and electronic games should be left at home. If personal property is brought to school, the school accepts no responsibility for any loss or damage.
- Students may keep backpacks in their locker during the school day.
- Use of unauthorized devices such as cameras or cellular phones, etc is prohibited except in the event of an emergency that threatens the safety of students, staff, or other individuals.

SCHOOL BOARD MEETINGS

Copies of the Northwood School District Policy Manual are located in the school office, the school library and at the SAU office. Minutes of the School Board meetings may be downloaded from the Northwood School website at www.northwood.k12.nh.us. The Northwood School Board meets on the first and third Thursdays of the month at 6:30 p.m. in the school library. Agendas are posted on the front door to the school and on the front door to the SAU building at 23A Mountain Ave. All are welcome and encouraged to attend the meeting.

SECTION 504

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

SPECIAL EDUCATION

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

If documentation of the alternative strategies does not show improvement or progress over time, the student is likely to be referred to the Special Education Team for an educational and/or psychoeducational evaluation. In the State of

New Hampshire anyone may make the referral to the Special Education Team. The student's parent/guardian is an integral member of the Special Education Team that will determine the student's eligibility and need for special education services.

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

**Northwood School Faculty & Staff
2016-2017**

Administrators Jocelyn Young, Principal Adrian Alford, Assistant Principal	Office Staff Joyce Helton - Administrative Assistant Donna DeTrude - Receptionist Colleen Gulick-Ryan - Special Education Secretary
Facilities Manager Thomas Sayers	Technology Director Steve Robert
Special Education Coordinator Karla Brewer	Special Educators Sharon Plourde (K-1) Eryn Duffy (2-4) Robert Paine (5-6) Jody Labrie (7-8) Elena Metzger, New England Center For Children Partner Program
Kindergarten Lisa Magnusson	Reading Specialist Jessica Carloni
First Grade Nicole Bolduc Lauren Hathaway	Title I Mary Gagne Linda Kahn
Second Grade Vonda Cunningham Ellen Gibson Melanie Harvey	Nurse Beth Benham, RN
Third Grade Lauren Dow Marni Smith	School Counselors Lynda MacDonald (K-4) Nichole Billcliff (5-8)
Fourth Grade Fran Bechtold Sue Desmarais Joanne Ahlberg	Speech/Language Therapist Lindsey Nelson Kelly Brown

Fifth Grade Leigh Cronin Margaret Fredette Cathy Wimsatt	Occupational & Physical Therapy Caroline King Holly Crowley
Sixth Grade Jenaya Paradis Louise King	Music Sarah Hashem
Seventh Grade Kimberly Clemons, Math Dana Kelly, Social Studies Jen Lenharth, Science Liz Sarno-Hill, English Language Arts	Art Melissa Lagasse
Eighth Grade Jennifer Feiden, Math Dana Kelly, Social Studies Jen Lenharth, Science Kristen Crosier, English Language Arts	Physical Education Chelsea Tyler TBD
Paraprofessionals Cheri Anthony Ann (Beth) Boudreau Geri Carruth Julie Doiron Jo-Anne Fuller-Sattler Penny Hampl Sandra Hassett Sue Hermenau Megan Robertson Erin McNall Jennifer Hodgdon Wendy Jandebeur Debbie Clark Yvette LeBlanc Christine Leoneyk Erin McAllister Hope McConnell Karen Perras Linda Royer Gregory Helton Carol Somers Laurie Sweeney Shaunna Riley	Library/Media Specialist Melissa Moore Heather Leas, Library/Media Aide
Custodians Rich White Jeffrey O'Neill Bob Ballou	Foreign Language Karina Beadling

Tom Morin John Skomurski	
Athletic Director Mike Brieger	

STUDENT COUNCIL

The purposes of the Student Council are to involve students at Northwood School in decision making, student government, community and school affairs, and to promote school spirit. If offered, a professional staff member serves as the Student Council Advisor. Reference guides have been purchased from the American Student Council Association, which is sponsored by the National Association of Elementary School Principals.

The Northwood School Student Council consists of sixth, seventh and eighth graders who are elected annually by their classmates. Usually, two representatives are elected from each sixth, seventh and eighth grade homeroom. More information will be provided by the Northwood School Middle School Guidance Counselor when applicable.

SUBSTANCE ABUSE

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

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

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

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

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

TESTING

All students are tested periodically by classroom teachers to determine appropriate group placement and to measure individual and class progress through the curriculum. Some of these tests may be paper and pencil type, and others may require the student to demonstrate an understanding through an oral presentation, dramatization, experimentation,

or record-keeping document. The results of the student's performance on some of the classroom tests will be included in the computation of report card grades. Parents/guardians may request more information during Parent/guardian-Teacher Conferences.

Standardized tests are given at specific grade levels to compare the results of the educational program in Northwood to what is achieved at other schools in New Hampshire and across the nation. Individual student results are mailed home to maintain confidentiality. Students may also be tested to determine eligibility for additional programs or services beyond the normal classroom instruction. Supplemental and/or a different approach to instruction is available to qualifying students through the Special Education Program and through Title I. Should your child be referred to either one of these services, you will be asked for written permission before any formal test is given. (Members of the Northwood Professional staff may observe and/or informally screen without written parent/guardian permission.)

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

TITLE I

Title I is a federally funded program that is designed to help students achieve success while meeting high academic standards. Students are referred to the program by staff members and selected based on test results and classroom performance. Parent/guardian permission is required for services to be provided. Title I math support is offered in grades K-5.

VACATIONS

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

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

VISITORS TO SCHOOL

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

VOLUNTEERS

Volunteers are a welcome and valuable addition to Northwood School! We encourage all parents/guardians to carefully review and consider the variety of options presented for volunteering time, talent, and/or services. You can work out of your own home or at school. The hours are flexible. All volunteers are subject to a criminal records check and must sign an agreement of the statement of confidentiality. Criminal record checks usually take 3-4 weeks and must be complete before you can begin volunteering. This includes attending field trips. The school district has a limited budget to pay for criminal background checks. Parents/guardians applying to be volunteers after the budget

has been expended may be responsible for the cost of the background check. Please contact the SAU # 44 at 942-1290 to arrange an appointment for fingerprinting.

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

WEAPONS

Weapons are not permitted on school property at any time. Visitors, faculty, staff and students are strictly prohibited from bringing any weapon, whether visible or concealed, into any school building, onto school property, on a school bus, or to any school-sponsored event.

The term "weapon" pertains to, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.), knives (instruments of any kind that have sharpened or pointed metal blade of two (2) or more inches in length), slingshots, metallic knuckles, firecrackers, billie stick, pistol canes, black jacks, or any other substance or object which, in the manner it is used, or threatened to be used, is known to be capable of producing death or bodily injury.

The violation of this policy by any person, with respect to any weapon, will result in an immediate report to the administration, who shall in turn notify the police. A violation of this policy will result in immediate confiscation of the weapon and notice to the student's parents or guardians. The administration is authorized to suspend any student possessing a dangerous weapon or any object used as a weapon while in school buildings, on school property, while riding a school bus, or at any function held under the name of the Northwood School District, for a period of time not to exceed twenty school days. The administration will refer all such cases to the School Board for possible further action to include additional suspension or expulsion.

If the student violation involves a firearm, the School Board shall expel that student from school in accordance with the mandates of RSA 193:13 III, and in accordance with the requirements of the federal Gun-Free Schools Act of 1994, any such expulsion shall continue for a period of not less than one (1) year, subject to the authority of the Superintendent of Schools to modify such expulsion requirement for a student on a case-by-case basis.

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

The only persons who are exempt from this policy are law enforcement personnel.

WEBSITES

SCHOOL WEBSITE (with links to the School Board and Administration, School Board Minutes, Teachers and Specialists, Calendar and Special Events, K-4, 5-8, Northwood PTA and Lunch Menu.)

www.northwood.k12.nh.us

PARENTING INFORMATION (From the National Parenting Center)

www.tnpc.com

HELP AND FUN INFORMATION FOR STUDENTS

www.4kids.org

NEW HAMPSHIRE DEPARTMENT OF EDUCATION

(With links to NH Schools, Laws, Legislation and Rules and Reports and Statistics.)

www.ed.state.nh.us/

EXTRA HELP

All teachers at Northwood School are willing to provide extra help to students. If the teacher does not make the suggestion to the student, students should request help from the teacher. Optimal times to schedule such work sessions are before school (7:25 – 7:45 a.m.), during lunch/recess, or after school (2:20-2:45 p.m.). Extra help sessions must be scheduled at least a day in advance to make sure the time is mutually convenient, to secure any necessary passes for the student to attend the session, and/or to notify the parent/guardian of the need for special transportation to or from school.

Check List for Items Returning to Homeroom Teacher:

_____ Learning Compact/Home School Partnership Agreement

_____ Computer/Internet Permission Form

_____ Emergency Information Form

_____ Optional Insurance Form

_____ Optional Legal Papers/Court Orders

_____ Optional Non-Disclosure Notification Form