

South Range School



Parent Handbook
2009-2010

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OFFICE OF THE PRINCIPAL
SOUTH RANGE SCHOOL
1 DRURY LANE
DERRY, NEW HAMPSHIRE 03038
(603) 432-1219
September 2009

MISSION STATEMENT FROM THE DERRY COOPERATIVE SCHOOL DISTRICT:

THE DERRY COOPERATIVE SCHOOL DISTRICT'S MISSION FOR SCHOOL AGE CHILDREN IS TO CREATE A SAFE AND SUCCESSFUL LEARNING ENVIRONMENT FOR ALL STUDENTS; ONE THAT FOSTERS CHALLENGING SITUATIONS, PROMOTES SELF WORTH, ENCOURAGES LEARNING AS A LIFE LONG ACTIVITY, AND PRODUCES HEALTHY YOUNG ADULTS WHO WILL CONTRIBUTE TO SOCIETY. THE SCHOOL DISTRICT IS COMMITTED TO ENSURING THAT STUDENTS POSSESS THE ACADEMIC, SOCIAL AND TECHNOLOGICAL SKILLS NECESSARY TO STRENGTHEN DECISION MAKING, TEAMWORK, LIFE SKILLS AND RELATIONSHIPS.

Dear Parents,

I would like to welcome all of you to South Range School and thank you for taking the time to read this letter and informative handbook. There are several parts of this handbook that would be helpful for you to go over with your child. If a question arises while you are reviewing the handbook, please give the school a call.

When you enrolled your child at South Range School, you also enrolled yourself to be involved in a very strong partnership with the South Range School. Please remember that our number one priority is for your child to feel secure and successful in all learning experiences. For this year to be a very successful year, creating and maintaining a partnership is crucial. Communication and working together for the benefit of the children in this partnership will create a pleasurable and successful school year for everyone.

Last year was another great year. It was a very rewarding year seeing all of the academic progress and growth all of the children made, especially with our first group of public kindergarten students. I am even more excited for this upcoming school year to see your child continue to develop. And for our kindergarten and first grade students, it will be great to become involved as they begin their journey toward academic success. It is such a tremendous sight to see the face of a child as s/he works toward and/or reaches their potential.

This handbook should be used to answer some questions you may have. For first time kindergarten and first grade parents, I hope this information eases some anxiety you may be feeling. If there are still some questions after going through the handbook, please do not hesitate to call the office.

Sincerely,
Matthew J. Olsen
Matthew J. Olsen
Principal

A Welcome to South Range School from your PTA

September 2009

There is nothing more important to our children's future than the quality of their educational experience. Studies have shown that children perform better in school when their families are actively involved with the school and community. Listed below are some of the ways you can keep informed and participate in our school and community activities:

Join the Parent Teacher Association and become an active member.



The PTA wants you! Become a part of an organization that greatly enhances the educational experience at South Range School. The PTA sponsors cultural arts events, reading programs, book fairs, supplement field trips, playground upkeep, holiday fairs, end of year field days and a host of other enrichment projects that accompany the school curriculum. A monthly PTA newsletter and website will keep you informed and updated on school and community activities. The PTA holds board meetings on the first Monday of each month at 7:00 p.m. in the school library. Show your child how much you value their educational experience by your actions!

Become a school volunteer.



The Derry Cooperative schools are very proud of their Blue Ribbon Awards attributed to the many hours of volunteer work. South Range School has won this prestigious award for over twenty years with volunteers providing many valuable services to the teachers, students and staff. You can volunteer to help in a classroom, do clerical work, chaperone field trips, chaperone school parties or provide help wherever your talents lie. The South Range School volunteer coordinator is Chris Haswell, and she can be reached at the school. Please do not hesitate to sign up, with so many activities throughout the school year any amount of your time and effort will make a big difference.

Get involved with your community.



Good citizenship within the Derry community has always been an important part of school life at South Range School. There are many ways to keep informed and get involved in our community. Make sure you are a registered voter and take part in all federal, town and school elections. Keep educated on the issues by attending or watching school board and town council meetings. Public input is welcome at most meetings. Support the many other fine Derry organizations (Rotary, Lions, etc.) and recreational programs for our children.

- School Board Meetings are on the second and fourth Tuesday of each month at 7:00 p.m. on Channel 6.
- Town Council Meetings are on the first and third Tuesday of each month at 7:30 p.m. on Channel 17.

The Derry school system is doing a wonderful job, but with just a small volunteer effort from all of us, we can make it exceptional!

Any questions?

Please telephone these PTA members for assistance:

Laura Spinney @ 437-2310

Suzanne Howe @ 432-4734

Sincerely,

Laura Spinney

Suzanne Howe

PTA Co-Presidents

**DERRY COOPERATIVE SCHOOL DISTRICT
School Calendar 2009-2010**

August	M	T	W	T	F						
	X	X	X	X	X						
	X	X	TW	TW	TW						
	TW*										
	* Teacher Workshop and 6th grade orientation										
September 21 days	M	T	W	T	F	February 15 days	M	T	W	T	F
		1	2	3	4		1	2	3	4	5
	X	8	9	10	11		8	9	10	11	12
	14	15	16	17	18		15	16	17	18	19
	21	22	23	24	25		X	X	X	X	X
	28	29	30								
October 21 days	M	T	W	T	F	March 23 days	M	T	W	T	F
				ER	2		1	2	3	4	5
	5	6	7	8	9		8	ER	10	11	12
	X	13	14	15	16		15	16	17	18	19
	19	20	21	22	23		22	23	24	25	26
	26	27	28	29	30		29	30	31		
November 17 days	M	T	W	T	F	April 16 days	M	T	W	T	F
	2	3	4	5	6					1	2
	9	ER*	X	12	13		5	6	7	8	9
	16	17	18	19	20		12	TW	14	15	16
	23	24	X	X	X		19	20	21	22	23
	30						X	X	X	X	X
December 17 days	M	T	W	T	F	May 20 days	M	T	W	T	F
		1	2	3	4		3	4	5	6	7
	7	8	9	10	11		10	11	12	ER	14
	14	15	16	17	18		17	18	19	20	21
	21	22	23	X	X		24	25	26	27	28
	X	X	X	X			X				
January 19 days	M	T	W	T	F	June 11 days	M	T	W	T	F
					X			1	2	3	4
	4	5	6	7	8		7	8	9	10	11
	11	12	13	14	15		14	15	TW**	(17)	(18)
	X	19	20	21	22		(21)	(22)	(23)	(24)	(25)
	25	26	27	28	29		(28)	(29)	(30)		

180 DAYS REQUIRED FOR INSTRUCTIONAL PURPOSES - RSA 189:1 AND ED 306.02

Early Release = ER		Teacher Workshop = TW
October 1	August 31.....6th Grade Orientation	
November 10-Parent/ Teacher Conference	September 1..... First Day of School	August 26-TW
March 9	September 7.....Labor Day	August 27-TW
May 13	October 12.....Columbus Day	August 28-TW
	November 11.....Veterans Day	August 31-TW6
	November 25-27.....Thanksgiving Recess	Nov. 10-TW 1/2
Elementary Dismissal: Time: 1:00 pm	December 24-January 1.....Holiday Recess	April 13-TW
	January 18.....Martin Luther King Day	June 16-TW 1/2
Middle School Dismissal Time: 11:45 am	February 22-26.....Winter Recess	
	April 26-30.....Spring Recess	
	May 31.....Memorial Day	
	June 15.....Last Day of School	
	() = Makeup for inclement weather	
	ER* will be for PM parent/teacher conferences.	
	TW** will be after the last day of school for students. It will be a half day only.	

SOUTH RANGE SCHOOL STAFF

2009-2010

Matthew Olsen, Principal
Lisa Long, Assistant Principal
Pam Foster, Secretary
Susan Carrier, Secretary

Kindergarten

Amy Chenette
Leighann Munn
Nancy Thompson - Asst
Lynne Vanasse - Asst

Grade 1

Karen Fitzpatrick
Elizabeth Kingsley
Megan Neeb
Lauren O'Brien

Grade 2

Taylor Amsler
Janice Burke
Melanie Hartman
Stacey VanAlstine

Grade 3

Judith Burakowski
Sheila Cairns
Jaclyn Harrison
Katherine Nichols

Grade 4

Lynda Jean
Carole Lagerberg
Stacey Potter

Grade 5

Erika DiBenedetto
Sarah Muncey
Kristie Nolan

Unified Arts

Cynthia Cooke, Physical Education
Christopher Ganter, Music
Linda Lemelin, Art
Leah Manchester, Computer Skills
Jacqueline Turni, Library Skills

Nurse

Susan Linehan

PACE

Anna Clark

Guidance

Kristen Cretella

ESOL

Sandra Reyes

Special Education

Pam Trainor, Spec. Ed. Facilitator
Maryanne Albert
Aimee Fulford
Katelyn Lorden
Katherine Sheridan
Jennifer Stumpf

Special Education Assistants

Karen Bagley
Rachelle Bourgoin
Marjorie Butler
Karen Caouette
Debbie MacDougall
Rose McAfoose
Gloria McMahon
Christine Perfetto
Robin Saunders
Joyce Scherer

Reading Support

Deborah Bush, Reading Specialist
Lisa Capistran
Cindy Erb
Marie Loiselle
Robin Remillard

Support Services

Jennifer Thomas, Speech Therapy
Mark Marandola, Occupational Therapy
Shannon Berube, Physical Therapy

Home-to-School Coordinator

Maryanne Taylor

Daycare Program

Robin Saunders

Food Services

Irene Nikias - Manager
Theresa Gutierrez
Christine Mead

Volunteer Coordinator

Christine Haswell

Day Custodian

Dianne Shay

SCHOOL OPERATING PROCEDURES

SCHOOL HOURS

The South Range School hours are from 8:40 a.m. to 2:40 p.m.

Students can be dropped off as early as 8:20 a.m. (Because recess duty teachers begin their supervision at 8:20 a.m.) Parents of non-bus students are requested to help plan their children's arrival at school no earlier than 8:20 a.m. Children will participate in a supervised recess until the 8:40 a.m. bell rings. Before school, bus students and walkers are permitted to enter the building upon arrival during inclement weather.

Kindergarten school hours are: Morning Session - 8:40 a.m.-11:10 a.m.

Afternoon Session – 12:10 p.m.-2:40 p.m.

ADMISSIONS

State Law: Every child between six and sixteen years of age shall attend the public school within the district to which s/he is assigned, private school, or enrolled in a home school program that has been approved by the Superintendent and/or State of New Hampshire.

Derry School Board Policy: Kindergarten children must be five years of age on or before September 30th of the year they are to enter kindergarten. First grade children must be six years of age on or before September 30th of the year they are to enter school and shall enter at the beginning of the school year. Children being registered for kindergarten and/or first grade must present a record of birth and vaccinations.

State Law: RSA 200:32: 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.

Recent state legislation now requires that all students, regardless of age/grade level, must present proof of immunization upon transferring to our school.

RSA 192:12: No person shall attend school, or send a pupil to school, in any district of which he is not an inhabitant, without the consent of the district or of the school board as herein otherwise provided. In simpler terms, families must live in the South Range School region of Derry and remain residents of that Derry address to attend South Range School. The Derry Cooperative School Board has adopted an aggressive residency policy to ensure that the taxpayers of Derry are not paying to educate children of residents of other towns.

ANNOUNCEMENTS OF SCHOOL CLOSINGS

It is the policy of the Derry Cooperative School District to keep the schools in session under most weather conditions. In the event of severe weather conditions, school may need to be delayed in opening or canceled. An automated phone messaging system will call you at 6:00 AM if school is canceled or delayed. You may also choose to listen to local television or radio stations or watch Channel 6 on the television to check for delays or cancellations.

In the event there is an early school dismissal due to poor weather conditions, you will also receive an automated call with dismissal instructions. It is recommended that parents make prior arrangements with their children in the event of an early dismissal.

REPORT CARD SCHEDULE

Report cards are issued four times a year in grades one through five and three times in Kindergarten. On Tuesday, November 10th parents are requested to schedule and attend a fifteen-minute conference with their child's teacher and discuss the report card (progress for kindergartners) at that time. Conferences can be requested by parents or teachers anytime during the school year.

<u>Kindergarten</u>	<u>Grades 1-5</u>
1 st Report Card: December 9, 2009	November 6, 2009
2 nd Report Card: March 29, 2010	January 29, 2010
3 rd Report Card: Last Day Of School	April 9, 2010
4 th Report Card: -----	Last Day Of School

DISMISSAL PROCEDURES

Morning Kindergarten:

11:10 - Morning kindergarten students who are picked up by parents (car riders or walkers).

11:15 - Morning kindergarten students who are picked up by the school bus.

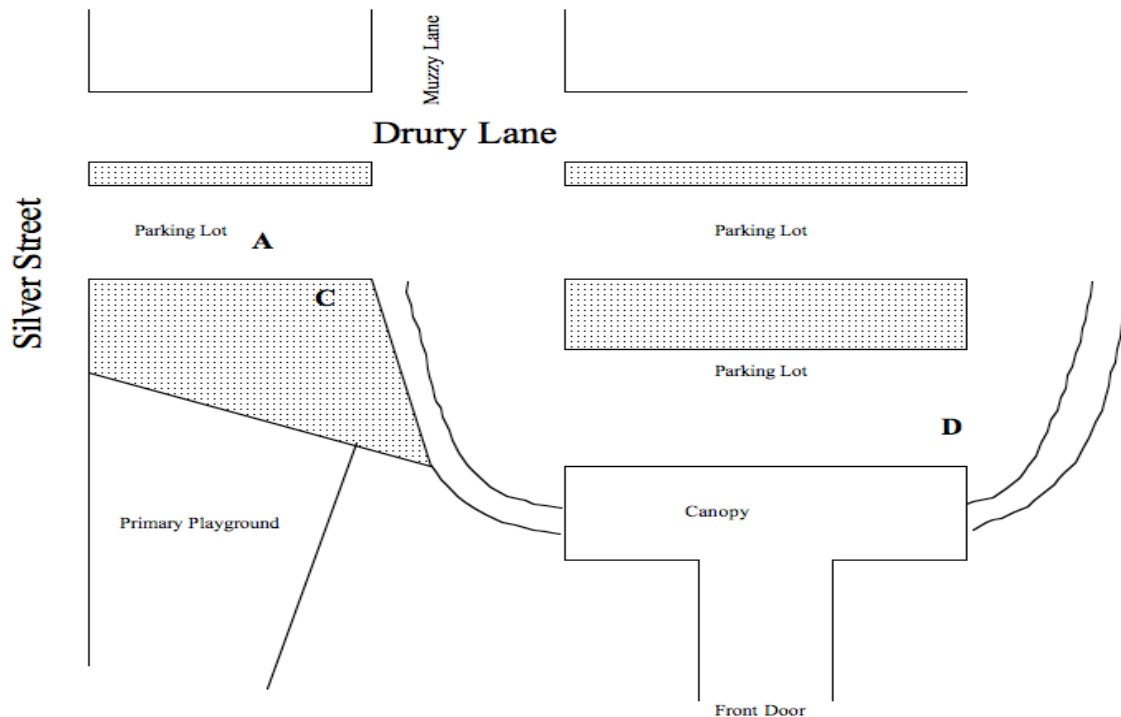
All morning kindergarten students will be dismissed via Mrs. Chenette's classroom (front of building).

Grades 1-5 and Afternoon Kindergarten:

*Please refer to the map to assist in the following explanation.

The first dismissal bell rings at **2:40 p.m.** for those students who are driven home from school. The students meet the duty teachers in the front foyer, walk to the end of the brick walkway, and wait under the canopy with the duty teachers. The students will be picked up along the main driveway. Cars must enter through parking lot entrance (marked A) and take a right up to the main driveway. Cars must pull forward as much as possible (front of the line marked D). Please form a double line of cars. For safety reasons, **drivers must remain with their car** during pickup procedures. Students will remain under the canopy until escorted/directed by a duty teacher to their car. **ALL DRIVERS SHOULD REMAIN MINDFUL OF CHILDREN SAFETY AS CARS ARE LOADING.**

At 2:50, no more cars will be permitted in the main driveway. At this time, bus riders will be dismissed. Car rider students who have not been picked up will be escorted to the old pick up spot (marked C).



At **2:45 p.m.** a second bell will ring to dismiss the students who walk home. The walkers meet the duty teacher in the front hallway, walk down the 'sidewalk' in line, cross the street under the direction of the duty teacher and proceed on their way. Walkers are to walk home in a safe manner (see Walker Procedure section below).

The final dismissal bell rings at **2:50 p.m.** for bus students. The bus students exit the building and immediately board their buses. The supervised students form bus lines outside the school if their particular bus has not yet arrived. On inclement days the children remain in their classrooms and wait for their bus to be called over the intercom. Parents who wish to pick up their child from the bus line must come in to the office and sign them out.

Parents should send in a note with their child to inform the school when there will be a change in dismissal procedure.

***NO student may change the way they are transported home without parental permission.**

When school is over for the day, children and parents may only come back into the school and the classrooms for forgotten items or homework if someone is in the office to escort them down the hallway and into the classrooms. (Before 4:00 p.m.) **Neither children nor parents are allowed in the classrooms without permission before or after school hours.**

Walker Procedure:

Without proper sidewalks, walking to and from South Range School can be a hazardous task. We ask our children to use extra caution, watch carefully for traffic (especially the school buses), and to obey all safety rules:

1. Look all ways before crossing.
2. Walk—do not run—straight across the street.
3. Keep away from parked cars.
4. Play away from traffic.
5. Be more alert on rainy or snowy days.
6. Walk on the left side of the road to face traffic.
7. Watch for turning cars.
8. Never accept rides from strangers.
9. During winter, stay off of the snow banks.
10. Do not walk in front or near the moving buses.

Bicycle Riding Procedure:

Only students in grades 4 and 5 are allowed to ride their bicycles to school and must have written parental consent. Bicycle riders must:

1. Ride with traffic.
2. Ride in a single line.
3. Never ride a passenger.
4. Always walk the bicycle while on school property.
5. Place and secure the bicycle in the rack.
6. Register the bicycle with the Derry Police Department.
7. **WEAR A HELMET as required by NH law.**

ATTENDANCE AND SCHOOL PROCEDURES

ATTENDANCE

Regular daily attendance and punctuality are essential for continuous progress of your child in school. Parents are expected to send children of school age regularly unless your child is ill. Any child arriving late is expected to present a note of explanation from the parents. Please make every effort for your child to be prompt. Tardiness not only teaches bad habits, it is highly disruptive to the child, teacher, and the entire classroom's schedule.

ABSENCES

It is requested that parents call the school before 8:50 a.m. to inform us of your child's absence. You may leave a message for the office prior to 7:30 a.m. In accordance with the Derry Cooperative School Board approved attendance program, a call will be made to the home of every child who is absent when the school does not receive a notification call from a parent, regarding the absence. This program is designed to be certain that all students are accounted for, to reduce the number of absences, and to help us better understand the causes for these absences, whether school related or otherwise. Illness, contagious disease, death in the family, hazardous road conditions, and exceptionally urgent situations affecting the child are the only reasons for excusable absence from school. Please have your child bring a signed note upon their return to school stating the teacher's name, the date and reason for their absence. We do encourage families to make vacation and travel plans during the scheduled school vacations. It is very difficult to make up the missed assignments. However, you cannot make up the actual instruction that was missed.

EARLY DISMISSAL

Students should not be dismissed from school before the close of the school day except in cases of illness or other emergency. A student may not leave the school building until the person receiving the student has reported to the school office, has been properly identified by a school official, and has been signed out in the office log book.

EMERGENCY INFORMATION CARD

Please complete your child's emergency cards and return them to the school as soon as possible. In the event of an accident, contagion, or other illness, or in the event of an emergency early school closing, it may become necessary to dismiss a child from school. It is the obligation of the parent to see that prior arrangements have been made with a neighbor or relative to be responsible for the welfare of your child if it is impossible for the school to contact the parents. It is crucial that the school has accurate information on the emergency cards. Please contact the school at anytime throughout the school year to update your emergency card if anything does change. The school must have the telephone number(s) of the parent(s) and an emergency number (relative or neighbor) on file.

PERFECT ATTENDANCE

Please note that the *Perfect Attendance Award* is given to those students at the end of the year who have not been absent, tardy, or dismissed at all the entire year.

SCHOOL PROGRAMS

SOUTH RANGE EXTENDED DAY PROGRAM

South Range School does make available an extended day program for children whose parents work. This program is specifically designed for those students who would normally go home to an empty house. There is an hourly fee and children must be enrolled in the program to attend. Please contact the extended day program at 603-479-1021 if you are interested and would like more details. Hours are from 7:00-8:20 a.m. and 2:40-6:00 p.m. After school, children are provided with a snack, recreation, and a quiet place to do homework with a helping hand.

PARENT TEACHER ASSOCIATION

South Range School's PTA is a very active organization, affiliated with the state and national PTA. It holds holiday craft and shopping days, May Fairs, Ice Cream Socials, and many other fund raising activities. Funds raised are used to sponsor field trips, purchase playground equipment, and provide educational materials and speakers for the children. Through parent/teacher teamwork toward common goals, a child is provided with beneficial programs. All parents are encouraged and welcome to join and take an active part in the PTA at regularly scheduled, monthly meetings.

VOLUNTEER PROGRAM

Due to the consistent efforts of parents and volunteers, South Range School has an outstanding volunteer program. The program is recognized by the State Department of Education and the New Hampshire School Volunteer Program each year. Volunteers perform many tasks including working with small groups of children in the classroom, duplicating classroom materials, helping with holiday fairs, becoming room parents, chaperoning field trips, and working in the nurse's office. If you have an hour or two to spare and would like to get involved and help your child's school, contact Mrs. Christine Haswell, our volunteer program coordinator through the school office. A volunteer program orientation meeting will be offered early in the school year to go over the program and policies.

A PARENT'S ROLE

Your interest in your child's education helps make his or her school life happy and successful. Make certain that your child recognizes and understands your support of his/her full-time job of going to school.

- Encourage your children to do their best without pushing them into tasks beyond their energy and interest.
- Remember that all children are different in abilities and personalities.
- Guide them to do their best work with diligence, imagination, and excellence.
- Confer with teachers about your child to discuss the difficulties and misunderstandings ever present in the complex growing up of children.
- Provide home experiences that may be closely related to schoolwork, such as individual projects and reports.
- Schedule and attend parent/teacher conferences.
- Attend and participate in PTA meetings. The message of community involvement and interest in your child's activities through your membership in PTA can be a very powerful statement.
- Be sure your child's attendance is always prompt and regular.
- Listen to your child with undivided attention and let them know you care.

SUPPLEMENTAL SERVICES

Unified Arts teachers contribute to the curriculum in such fields as Music, Art, Physical Education, Library Skills and Computer Skills. They serve to help students in instructional areas in which particular equipment or unique skills may be needed. Our children are provided with instruction in the above subject areas at least once a week. At the beginning of the school year, students will bring home a copy of their schedules to let you know on which days these subjects are scheduled.

Classroom teachers alone cannot assume the responsibility for the many services that the children need. Supplemental staff include: the school nurse, speech and language pathologist, school counselor, reading specialist, occupational therapist, and physical therapist. Students may be referred for supplemental services, including possible evaluations for possible learning disabilities. Referrals to the special education team may be made by school personnel or a parent by contacting the special education facilitator or teacher.

FOOD SERVICE

All children are issued a card and student ID number. Parents, using an envelope system, can deposit money in their child's account. The cost of the milk, lunch, and/or breakfast is deducted from the children's account each time they use it to purchase those items. Mrs. Nikias, our Cafeteria Manager, keeps a strict accounting on the computer of your child's account. Anytime you have a question about your child's account, you can call her. The phone number to the kitchen is 437-4871. The cards are kept by the teacher, given to the students at lunchtime, and returned to the teachers by the kitchen staff at the end of the school day for safekeeping. The children do not carry their lunch cards around with them during the day.

Children may purchase breakfast, lunch, and/or milk for snack or lunch. Snack milk choices include, chocolate, skim, low fat, whole milk, or orange juice. Breakfast can be purchased any morning from 8:20 a.m. until 8:35 a.m.

Lunch menus are available on the internet, at www.derry.k12.nh.us. There are always two or three well-balanced meal choices for the students.

Kindergarten students do not have lunch at school because the program is a half-day program. They can purchase snack milk/juice if they would like.

Parents usually send in a snack with their children each day. Snack drink is also available through the cafeteria, but not food for snacks. It is up to the parents what they send in for snacks. We do encourage the students to bring in healthy snacks.

Children from families whose income is at or below a certain level are eligible for free or reduced priced meals. You will receive a form from your child's teacher at the beginning of the school year with regard to this. If circumstances change during the year, please do not hesitate to let us know in the office so that we can help out with forms if so needed.

The current prices are: Breakfast=\$1.25 (Reduced Breakfast=\$.30)
Hot Lunch=\$2.05 (Reduced Hot Lunch=\$.40)
Snack Drink=\$.40

HEALTH SERVICES

Mrs. Linehan, the school nurse, can be reached directly at 432-1222.

The Derry Cooperative School District schools are staffed with a full-time registered nurse. Any student who is ill should request permission from his/her teacher prior to reporting to the nurse. Exceptions to this policy should be made in the event of an emergency.

All students and parents are requested to inform the nurse of any particular health problems. These should be a matter of record (ie. allergic reaction to bee stings, food allergies, etc.).

Students should have a doctor's note to return to school after surgery, stitches or injuries requiring splints, slings, casts, or crutches.

Periodic vision, hearing, and other screenings will be conducted through the nurse's office.

The school nurse uses health program activities as learning experiences to contribute to health education. Each encounter with the student is a health teaching opportunity utilized by the school nurse to teach first aid, personal hygiene, preventative health measures, etc. The school nurse also provides counseling and guidance on health matters and serves as a health consultant/resource person to the school staff, students and parents.

PHYSICAL EXAMINATION/IMMUNIZATION

The State of New Hampshire requires that all students have proof of immunization on file. All immunization dates must include the day, month, and year of administration. A physical examination completed within one year of entering kindergarten (or first grade-if child did not attend kindergarten at SRS) is required. Transfer students will need a physical examination if one is not in their records. Health forms may be obtained on the school district website at www.derry.k12.nh.us.

MEDICATION POLICY

Students are not allowed to bring medicine to school. This includes cough medicine, cough drops, herbal supplements, prescription or over the counter medicines. Only medicine prescribed by a physician will be administered. Physician's written authorization along with parental/guardian permission must be kept on file at school. All medicine containers must be properly labeled with the student's name, physician name, and instructions for the administration of the medicine. These bottles must be the original prescription bottles. A second bottle for school use may be obtained from the pharmacy.

New Hampshire state law allows students to carry inhalers and Epi-pens while at school. If your child has either medication prescribed and you wish for him/her to carry the medical equipment while at school, please contact the school nurse for necessary forms and information.

No medicine may be dispensed until all of the above procedures have been followed. In the absence of the school nurse, the principal or assignee will assist the student with medication.

Parents must make arrangements to pick up student's medicine on the last day of school. All medication not picked up by the parents will be disposed of by the school nurse and administration at the close of the last day of school.

ILLNESS

When a child shows signs of a fever or is ill, it is advisable to keep him/her home. This policy serves as a protection for all students.

Fresh air is beneficial to growing children; however, they will not be outside for long periods of time during inclement weather or extremely cold weather. Generally speaking, if a child is too ill to participate in recess or physical activity, s/he is too ill to attend school. An exception to this would require a doctor's note to excuse them from these activities.

All communicable diseases afflicting your child should be reported to the school nurse. Any student with a communicable disease requiring antibiotic treatment must remain out of school for 24 hours after beginning treatment.

HEAD LICE

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. The school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations. Students will be allowed to return to school after proper treatment as recommended by the school nurse. No student will be excluded from attendance solely based on grounds that nits may be present.



POLICIES, RULES, AND GUIDELINES

SCHOOL BOARD POLICIES

Homework Policy:

There is a district policy on homework for each grade level (School Board Policy Code #IKB). Guidelines are given for the times homework should be given in each grade span. Please see below for a schedule to be used as a guide.

<u>Grade Span</u>	<u>Maximum Time</u>
Kindergarten – 2 nd	15 - 30 minutes
3 rd – 5 th	30 - 60 minutes

We have a school policy of no child working more than one hour a night on homework. If you find your child laboring for longer than that, please feel free to call a halt, write a note to the teacher, and the teacher will accept that. Many times parents will come in to say that their child is working two hours or more. No teacher intends to assign that much work. We need to speak together on what is being assigned, how your child tackles the assignments, and how to adjust this. Please do not hesitate to contact the teacher. Keep in mind that time should be well-managed and budgeted for projects and long-term assignments.

Internet Policy:

The goals of the Derry Cooperative School District in providing the technology resources to access District network services, the Internet and related technology are to enhance education by:

- Providing access to educational resources.
- Facilitating communication for resource sharing and innovation.
- Instructing students in the responsible use of these resources through integration into existing curriculum.

Any use of the District's technology resources or network services by students other than for educational purposes is not permitted.

It is the policy of the Derry Cooperative School District to maintain an environment that promotes ethical and responsible conduct by staff and students in all on-line and/or network activities. It is a violation of this policy for any student to engage in any activity that does not conform to the established purpose or which violates the guidelines described in this document. The use of the District's technology resources is a privilege, not a right. Depending upon the severity or frequency of the offense, a student's disciplinary consequences may range from immediate cancellation of that privilege to any further additional disciplinary action as determined by school administration, up to and including expulsion. Parental notification will occur in all instances of any student's violation of this policy (School Board Policy Code #INT-Student).

Video And Audio Surveillance On School Property:

In June of 2008, the Derry Cooperative School Board authorized the use of video and/or audio devices on District property to ensure the health, welfare and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment (School Board Policy Code #EEAA).

ELECTRONIC DEVICES AT SCHOOL

The use of electronic games, iPods (or music players), cameras and similar devices is prohibited during school hours. Optimally, such devices should stay home. There is no opportunity to use such devices during the school day (unless specifically instructed by the teacher). At recess time, it is important for the children to participate in some type of physical/social activity.

Recognizing that we are in the digital era and cell phones are a very useful tool in our world, it is important that if your child does bring a cell phone to school the following rules are followed:

1. Cell phones remain off and packed in the backpack throughout the school day.
2. Cell phones are to remain off and packed in the backpack while on the bus.

The school is not responsible for any personal electronic devices being lost, stolen, or broken.

The above rules are to ensure the safety and integrity of other students at school. When the phones are off and put away they cannot be used to take pictures and/or send inappropriate messages. If a child is unable to follow these basic guidelines, parents will be notified for a meeting to discuss other options. The office and classroom telephones are used during school hours.

SCHOOL RULES AND EXPECTED BEHAVIOR

School District Policy #JFC: In order to create a positive atmosphere for everyone in our schools we expect students to conduct themselves in an orderly, courteous and sensible manner. Because a good school citizen respects the rights and property of others, all students will refrain from the following:

- Sale, use, or possession of alcohol, tobacco, other drugs, or imitations
- Possession of dangerous objects or weapons
- Theft
- Fighting and roughhousing
- Foul or obscene language
- Throwing objects
- Vandalism
- Improper attire
- Harassment
- Bullying, verbally or physically

The Superintendent of Schools, Principal, or Assistant Principal shall have the authority to suspend students for a period of up to ten days for the following reasons:

- Using unacceptable language/profanity
 - Making sexual/ethnic/racial comments
 - Causing Vandalism
 - Fighting or striking another person
 - Sale, use, or possession of drugs, paraphernalia, or alcohol
 - Possession or use of tobacco substance
 - Theft
 - Possession of weapon(s) (expulsion from school)
 - Spitting
 - Biting
 - Making a threat toward another person
- Or any other reason deemed as inappropriate**

School Board Policy on School Rules was established to create a positive atmosphere and to set a level of expected conduct of our students that is orderly, courteous, and sensible in our schools. We also feel that it is necessary that children learn to develop self-discipline for further learning. We ask that you, as parents, discuss with your child the importance of and need for good behavior and a good attitude while at school. Students who break rules continuously will be sent to the office and disciplined accordingly. If problems recur, parents will be called in to help resolve the problem. We do have an after school detention program here at South Range School. For misbehaviors on the playground, lunch, or in the classroom, children may receive a one-hour after school detention. These will be issued with 24-hour notice for parents to make arrangements for transportation. Detentions are held on Tuesday and Thursday afternoons. It is the responsibility of the parent to provide transportation home in such cases. If the parent refuses to allow the child to be detained, or to provide transportation, the principal or the assistant principal shall proceed with the suspension of the student in accord with the Derry School Board Policy #JGB

Playground Rules:

Include but are not limited to the following:

1. Fighting, pushing, and spitting are not allowed. Hands and feet must always be kept to oneself. 'Play fighting' is not allowed.
2. No swearing or use of inappropriate language.
3. Verbal harassment is not allowed.
4. Snowballs, ice, sticks, dirt, and rocks must always stay on the ground.
5. Students must stay on the playground in clear sight of a duty teacher.
6. Students must wear appropriate attire (hats, mittens/gloves, and coats when necessary) for outdoor activity.
7. Students will use the playground equipment properly and in a safe manner.
8. Parents/guardians must pick up their child at the main office if they are dismissing them during recess time.

These rules are for everyone's safety. We expect that conflicts between students on the playground be handled appropriately and non-violently. We encourage good citizenship and problem solving skills at school and appreciate your cooperation in reinforcing these rules.

Bus Procedure and Conduct:

The major concern with bus transportation is for the safety and well being of all children. It is of the utmost importance that we take necessary precautions. Bus stop behavior is also a concern. Parents are requested to report any dangerous or hazardous situations they may observe at the bus stop. Please be reminded that children must be at the bus stop promptly in the morning. The bus **WILL NOT** wait for children who remain in their houses waiting for the bus regardless of the weather.

Section RSA 189 of the state statutes authorizes the suspension of students from buses for misbehavior. This means that if a student is suspended from riding the bus due to misbehavior, transportation of the student then becomes the responsibility of the parent or guardian until the suspension period is over. Absenteeism due to transportation problems (because of a bus suspension) is not an acceptable excuse.

1. Children may ride only on their own bus. (Unless a bus pass is assigned.)
2. The students must remain seated until the bus comes to a complete stop.
3. The students should only open windows if permission is given.
4. The students should not operate the front door or handle the emergency doors except in an emergency or as directed.
5. The children should be punctual to their morning bus stop.
6. Children should not extend any part of their bodies outside the windows.

APPROPRIATE CLOTHING

We encourage parents to see that their children are dressed appropriately at all times. All children should wear proper clothing for the season, and be governed by the bounds of good taste and safety, especially in warmer weather.

Sneakers should be worn on those days that your child has physical education classes. They should not be platform sneakers or backless sneakers. Girls should wear pants or shorts on gym days.

During winter months, please see that your child brings their sneakers or shoes to school to change into from out of their winter boots. Children should not wear slippers in school (unless otherwise directed to by the teacher for special events), and they are not to go shoeless.

Shoes with retractable wheels are not safe to be worn at school or school events. Shoes that mark the floors are also prohibited from being worn in our school. In any case when the administration feels that a pair shoes is compromising students' safety, the parents will be notified.

During the warm weather, or any other time, short shorts, midriff shirts, mesh shirts, or spaghetti strap shirts are not permitted. Please do not allow your child to wear flip-flops and/or high platform type shoes due to the hazard of tripping during recess and transition time in the hallway. T-shirts or clothing with profanity, violent/obscene pictures or with slogans that promote activities prohibited by the school district Code of Conduct are not allowed.

TELEPHONING THE SCHOOL

When you find it necessary to telephone a message to your child or teacher, our secretaries will relay the message as timely as possible or put you through to the teacher's voice mailbox. Please note, that the teacher may not be available to check their voice mail until the end of the school day. If possible, all instructions should be given to your child before leaving for school in the morning. Kindly limit phone calls between 2:30 p.m. - 3:00 p.m. to those of an emergency nature. Phone calls received around dismissal time create additional difficulties as we look after the safety needs of the students. A telephone answering machine is also available to take messages for teachers or to notify us of a sick child, from the hours of 4:00 p.m. until 7:30 a.m.

PARENTAL RIGHTS AND RECORDS

It is the duty of the school district to make sure that parents are aware of their parental rights regarding their children's records. In accordance with the policy, this information will be sent home in the handbook every year. By signing the final page of the handbook this year, parents acknowledge the fact that they were made aware of their parental rights according to FERPA and the Nondiscrimination Policy.

Family Education And Privacy ACTS (FERPA):

Records of individual students are accessible to the parents for review within the schools. Schools are not required to provide copies of materials in educational records unless, for reasons such as great distance, it is impossible for parents to inspect the records. Schools may charge a fee if copies are made.

Parents have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the records, the parent then has the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the parent has the right to place a statement with the record commenting on the contested information in the record.

Schools must have written permission from the parent before releasing any information from a student's record.

Notice of Discrimination:

The Derry Cooperative School District does not discriminate on the basis of race, color, national origin, age, gender, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Any student, parent on behalf of their child, or employee who believes that s/he has a disability and thinks that accommodations are necessary to afford an equal opportunity for success, should contact their school Section 504 coordinator listed below for further information. At South Range School, the 504 Coordinator is Mrs. Long (432-1219).

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office of Civil Rights, 33 Arch Street, Ninth Floor, Boston, MA 02110.

IMPORTANT PHONE NUMBERS

(Save for future reference)

School Office 432-1219

School Fax 432-1221

School Nurse 432-1222

Cafeteria Manager 437-4871

Extended Day Program 479-1021

Superintendent's Office 432-1210

PTA Co-Presidents, Suzanne Howe 432-4734
Laura Spinney 437-2310

WEBSITES To Visit

Derry School District: www.derry.k12.nh.us

South Range School: www.derry.k12.nh.us/srs/index.html

South Range PTA: www.srspta.com/index.html



NOTES and QUESTIONS

SOUTH RANGE SCHOOL HANDBOOK 2009-2010

Signature page



Please be reminded that ALL visitors of the school (or on school grounds) must report to the main office to sign in and obtain a visitor's badge.

I/We have taken the opportunity to read and review the South Range Elementary School Parent/Student Handbook in its entirety. We are aware of the student and parental responsibilities put forth. We understand and agree to adhere to the rules, regulations, and policies as outlined throughout.

Print Student's Name: _____

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

*****EARLY RELEASE DISMISSAL PLANS*****

The Derry Cooperative School District provides our teachers with four (4) Early Release days (1:00 PM dismissal). During those afternoons, the teachers will be involved in specific professional development activities and training.

Please state the dismissal procedure for your child on our four (4) Early Release Days.

We will begin dismissing students at 1:00 p.m. on the following days: October 1, November 10, March 9, and May 13.

The dismissal plans for _____ are to _____
(Child's name)

****Please sign and return this page ONLY to your child's teacher.
The remainder of this handbook is yours to keep for future reference.****