

**ABBOT-DOWNING SCHOOL  
HANDBOOK  
2016-2017**



225-0827  
152 South Street  
Concord, NH 03301

<http://www.sau8.org>

Select: Schools

Select: Abbot-Downing School

**Abbot-Downing School promotes an enriching environment in which the love of learning is encouraged and where each individual is valued.**

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**CODE OF CONDUCT AND EXPECTATIONS**

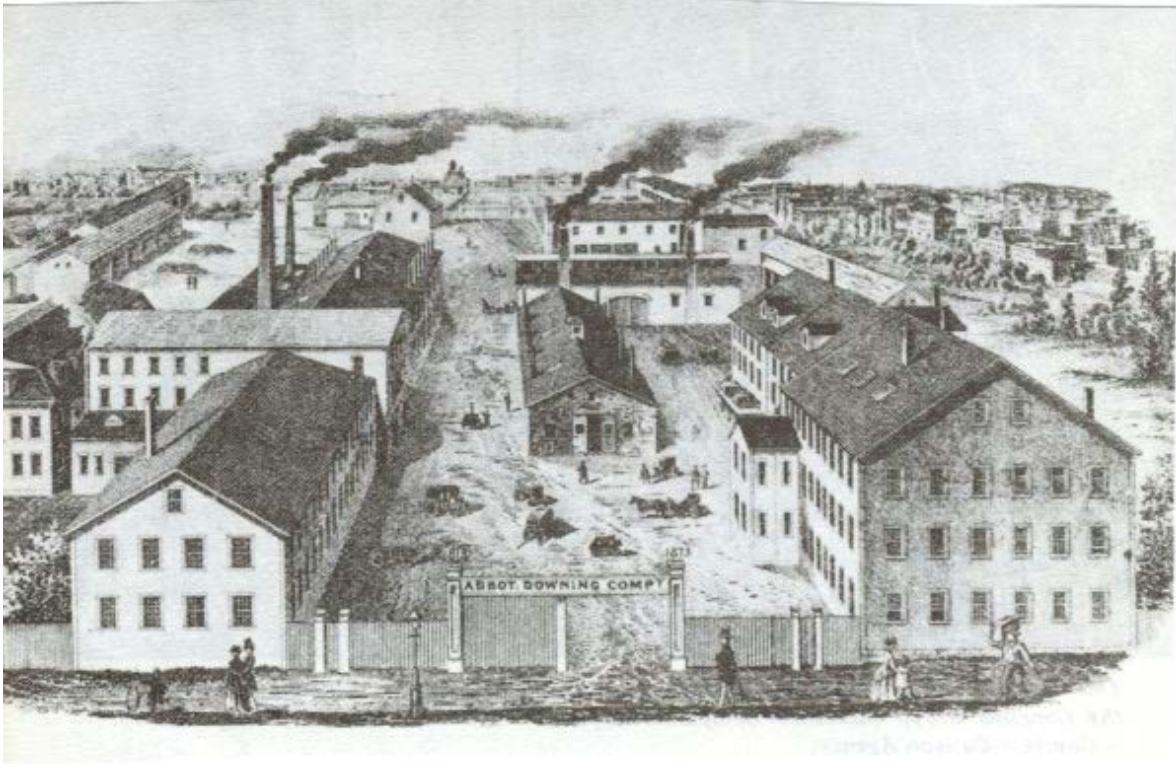
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## History of Abbot-Downing School

The Abbot-Downing Company was a maker of the world renowned Concord Coach. Lewis Downing began the business in May of 1813, when at 22 years of age. Having learned the trade from other senior members of his family, he opened a wheelwright shop on the corner of Main Street and Washington Street. J. Stephens Abbot joined him in business in 1825. They began manufacturing coaches in a unique manner in 1826. The technique by which they supported the body of the coach with layers of leather strips gave the coach a comparatively comfortable ride. The coaches were sold all over the United States, encouraging westward expansion and the delivery of mail and goods over long distances in a reliable manner. Soon the coaches were in demand all over the world. Later the sons of the founders became involved in the business. They created a factory and a foundry at lower Main Street and some of those buildings remain standing to this day. During the height of the demand for their coaches, Abbot-Downing had sales offices in New York City and Boston, Massachusetts. In their later years the company even made some of the first trucks made in the United States. Later, the Abbot-Downing Company was eventually purchased by the Wells Fargo Company. In December of 2010, the Concord School Board voted to name the new school to be built in the south end, the Abbot-Downing School. The former Conant School was located in the area of the new school's playground.



## ABBOT-DOWNING SCHOOL STAFF

<b>Principal</b>	Kathleen Riordan	<b>Program/Instructional Assistants</b>	
<b>Administrative Assistant</b>	Mary Wyatt	Zach Whitney (SSR)	
<b>Office Assistant</b>	Kylee Syms	Peter Osiecki (Technology)	
<b>Nurse</b>	Janet Moffett	Stephanie Bates	
Kindergarten Teachers	Stacy Macri Chelsea Stickney	Carol Conte	
Grade 1 Teachers	Erica Izzi Lynne Stewart Trish Boisvert	Karlene Garczynski Stephanie Hillsgrove Janice Kiehl	
Grade 2 Teachers	Sissy Ellis Elizabeth Mignault Luanne Snow	Lindsay Magee Shirley Parker Matt Loughery Penny Pascale Peg Samaha Jenna Smith Ruth Sullivan	
Grade 3 Teachers	Elizabeth Bozek Zach Cary Jill Ledee Diane Serard	Custodians	Wayne Hammell Olga Feliz Sarah Pacheco
Grade 4 Teachers	Tracie Carpenter Casey Ireland Emily Wilkes	Head Cook	Donna Wheeler
Grade 5 Teachers	Josh Gajowski Kim Polanec Kathy Sullivan	Assistant Cook	Debra Broderick
Special Education Teachers	Jim Clute Sandy Metevier Lynda Masaites Laura-Beth Ulwick (SpEd. Coordinator)	Building Substitute	Michele Ladd
Art Teacher	Nate Shartar-Howe		
Music Teacher	Mike Alberici		
Physical Education Teacher	Lauren Daniels		
Technology/Media	Alison Casko		
Specialists	Kristen Amero-Duprez (Teacher of Autism) Karen Arnold (Occupational Therapist) Jeff Elrick (Physical Therapist) Cindy Femenella (COTA) Pat Morrell (Speech and Language) Mel McSteen (Guidance Counselor) Melissa Louf (ELL) Heather Santitto (Reading Specialist) Tara Spencer (School Psychologist) Susan Stockley (Title 1) Jeanne Schmidt (Title 1) Ellen Segal (Title 1)		

## GENERAL INFORMATION

### **Absence Procedures**

Please call school every day your child is to be absent or tardy. The school phone – 225-0827 has a 24/7 answering machine. If a serious accident or illness is involved, please inform the school nurse. If your child is absent and you have not called him/her in to school, you will receive a call from the school office to verify the absence.

### **Some After School Child Care in Concord**

<u>YMCA After School Program</u>	228-9622
<u>Concord Boys and Girls Club</u>	224-1061
<u>Girls Incorporated</u>	223-0087

### **Arrival and departure safety procedures Before School**

- School starts at 7:45am. Please be on time. Playground supervision is provided at 7:30am. All students must come to the playground to enter the building. Breakfast is served in the café beginning at 7:30am.
- School busses are the safest means of transportation to school. If you are eligible to ride the bus, please do so.
- Walking and biking to school are encouraged for safety, health, and environmental reasons. Please walk or ride bikes whenever you can. Locks are advised and helmets are required. For safety reasons **students must walk their bikes on and off school grounds. (The school is not responsible for bikes left after school hours.)**

### **Morning drop off.**

- Always cross South Street with the crossing guard.
- Use the car lane to drop off children; a staff member will supervise students crossing the bus lane

### **After School**

- Bus students are dismissed first. Students walking home or being picked up are walked outside under the canopy to their parents/guardians/child care providers.
- Pedestrians in crosswalks have the right of way.
- Bike riders must wear helmets and walk bikes on school grounds. Bike racks are in front of the main entrance.
- Children must leave school grounds promptly at dismissal time. This is for safety reasons. Supervision is not provided by school personnel or parents.

### **Band/Orchestra**

All students in 4th & 5th grades are eligible to study violin, viola and cello. Lessons are provided during the school day and are free. In 5th grade, students are eligible to study wind, brass and percussion instruments. Lessons are provided during the school day and are free.

### **Bikes, Scooters and Skateboards**

Students may ride their bikes, scooters, and skateboards to school. There are a few safety procedures which must be followed.

- It is a NH State Law (January 1, 2006) that children must wear helmets.
- Children should lock their bikes and scooters.
- Skateboards are brought to the principal's office for safe keeping during the day.
- Students **MUST** walk their bike, scooter, and skateboard to the bike rack once they arrive on school grounds (for example, crossing with the crossing guard). At the end of the day, the students will reverse the procedures.
- Students should not 'loan' their bike, etc. to a friend, nor ride double.
- Students not following these safety procedures will be denied riding their bike/scooter/skateboard to school.

### **Breakfast**

Abbot-Downing will be serving breakfast in the cafeteria beginning at 7:30. The full-price cost for breakfast is \$1.50 per day; reduced-cost breakfast is \$0.30. Applications for eligibility for free/reduced cost breakfast/lunch may be submitted at any time. Contact the Food Service Office for application information/questions at 603-225-0823.

## **Building Use**

Room reservations are made via Community Education at 225-0804. Gym reservations are made through the Athletic Department at 225-0800.

## **Bullying**

The Concord School District is committed to providing all students with a safe school environment in which all members of the school community are treated with respect. The Concord School District School Board Policy #539 is intended to comply with RSA:193-F which specifically identifies bullying as a form of pupil harassment. Conduct constituting bullying will not be tolerated and is prohibited by this policy in accordance with RSA:193-F.

Bullying is conduct which subjects a student to insults, taunts, challenges, whether verbal or physical, which is likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this manner.

Any school employee, or employee of a company under contract with a school in the district, or the district itself, who has witnessed or has reliable information that a pupil has been subjected to bullying as defined above, shall report such incident to the principal, or his/her designee, who shall, in turn, report the incident to the superintendent. The principal is initially responsible for receiving oral or written reports of violations of this policy. The principal may designate, in writing, an additional person to receive such reports. The principal shall conduct the investigation according to administrative guidelines. After receiving any such report, the principal shall report the incident to the superintendent. If the principal received the information verbally, he/she shall reproduce the report he/she received in writing within twenty-four hours of receiving the information and forward it to the superintendent. If the principal received the information in writing, he/she shall forward what he/she received to the superintendent within twenty-four hours of the receipt. The district will make available forms for reporting incidents of bullying and shall encourage the use of these forms. Such forms shall be available in the principal's office in each building and from the superintendent's office. Students (by-standers) who believe that bullying is occurring are encouraged to report the information to the principal.

## **Busses**

While a student is riding a bus, all school rules apply and the bus driver is in complete authority. Bus riding is a privilege which carries with it the responsibility for appropriate behavior. Students who violate bus rules will lose their riding privileges. Bus concerns may be discussed with the Transportation Department at 225-0849.

## **Cell Phones**

Student cell phones and texting are prohibited in school. Students may not have cell phones on, out, or in use while in school (talking, texting, taking pictures, making videos). Parents are strongly discouraged from contacting their child via cell phone during the school day. Please contact Abbot-Downing School directly and a message will be given to the student. Violation of this procedure will result in the cell phone being confiscated by the adult and given to the administration; parents will be notified and the child may take it home at the end of the school day. When a cell phone is confiscated, the student will remove the battery and keep it.

## **Child Find**

The Concord School District has the goal of providing a free, appropriate education to all educationally handicapped students between the ages of 3 and 21 who reside in Concord. Accordingly, we wish to identify children from birth through age 21 who are potentially handicapped. If you suspect your child has an educational need, please call the school for a referral.

## **Communication**

Abbot-Downing School administration, faculty and staff strive to have good communication with students and their families. We view the partnership of school and parents working together as crucial to the success of the child. The procedure to follow when concerns/issues arise is to contact the staff member involved. If you are dissatisfied, contact the principal for another conversation. The "Communication of Concerns to School Officials", School Board policy #812 provides further details.

## **Conferences**

Two evenings are set-aside in November for parent conferences at the close of the first trimester; parents and/or teachers may schedule a conference any time. We strongly urge **all** parents to meet personally with their child's teacher. If you desire a conference at any other time, please contact your child's teacher.

## **Curriculum**

The program of studies is constantly reviewed so that our students have a clear understanding of what they "Should know and be able to do." Abbot-Downing School faculty serve on district wide curriculum committees to guide the growth of our

school district. Our program is closely aligned with the K-12 New Hampshire Frameworks. The Concord School District's website has much information about the curriculum.

### **Dismissal**

School is dismissed at 2:30 pm; bus students are dismissed at 2:27. Students are expected to go directly home or to their after school day-care settings. **A note from parents is required for ANY change in dismissal.** A note from parents is required when a student will be dismissed from school for appointments. Parents/Guardians must sign the student out in the office for dismissal and the administration will arrange to have the student meet the parent/guardian in the office at the agreed upon time.

### **Emergency Closings/ No School/ Inclement Weather**

Usually school remains in session for the entire school day. However, should children be dismissed early due to a pending storm, parents are contacted. Information will be broadcast over the various news/television networks, as well as Concord School District's web site. Parents may pick up their children if they are concerned about the weather. School closings or delayed openings are announced through an AlertNow phone message from the administration, on local radio and television stations and the Concord School District website.

### **Enrollment**

To register your child please go to <https://register.sau8.org> and complete the online registration process. If you have any questions or need assistance with this please contact Mary Wyatt in the school office at 603-225-0827.

Children may enroll in Concord School District for kindergarten if they are five years old on or before September 30; children may register for first grade if they are six years old on or before September 30. Students may start school the day following receipt of all paperwork.

The following documents are needed before your child may start school: (You can upload these documents as part of the online registration process or they may be turned into the school office)

- Immunization Record
- Birth Certificate (copy)
- Physical Examination
- Proof of Residency (Utility Bill, lease agreement, etc.)

### **Family Vacations**

If a child will miss school due to a family vacation, we ask that you inform the office. Individual arrangements for make up work should be made with the child's teacher.

### **Field Trips**

The Concord School Board Policy states that field trips are for educational purposes and should be taken during school hours. Students may be excluded for unsafe behavior if appropriate parent supervision is not possible. Students who do not attend a field trip must be in school, supervised, and doing schoolwork. Parents are not required to pay for field trips, but voluntary donations toward the cost of admission will be accepted. Trips to White Farm and to Project SEE's Office on Clinton Street are not under the clear definition of field trips because space, availability of materials, etc. is more plentiful at these sites. Parents will not be able to accompany their child on every field trip; please read the following Chaperone Procedure implemented at Abbot-Downing School.

### **Field Trip Chaperones**

Parents of Abbot-Downing School students may chaperone classroom field trips; the classroom teacher and/or principal must approve adult relatives before the departure date. It is the desire of the faculty to have wide involvement of parents for these field trips; selection of chaperones will not be based on who returns the slip first, but on who has not had the opportunity to participate. Abbot-Downing School will not allow the chaperone's younger child or children to accompany their parent on a field trip. Though the preschooler may enjoy the trip, the younger child will detract from the expectations Abbot-Downing School has for its chaperones.

### **Field Trip Chaperone Expectations:**

- Adhere to the rules and procedures of Abbot-Downing School awhile away from the school building.
- Hold the children accountable for appropriate bus behavior; follow the teacher's lead if unfamiliar with bus safety rules.
- Stay with the group assigned to you at all times.
- Keep close track of students assigned to you- be safety conscious.
- Expect proper behavior and language from students; model appropriate behavior and follow the teacher's lead for expectations.



- Attend and participate in all activities on the field trip experience; act as a teacher pointing out items of interest to the children that tie in with why the children are on the field trip.
- Chaperones may be asked to pay for their admission.
- Follow the field trip schedule; be prompt for scheduled activities, lunch departure, etc.
- It is neither necessary nor expected that chaperones purchase items in the gift shop or snack bar for students in their group.
- Please speak to the classroom teacher ahead of the departure date if you wish to drive your own car (adults are needed on the bus for supervision). However, your own child will be expected to ride the school bus coming and going on the field trip.
- No smoking. Our children are not exposed to smoking at Abbot-Downing School and a field trip is an extension of school.

**Fire Drills/Evacuations/Lockdowns/Shelter in Place**

Abbot-Downing School must hold ten drills during the school year. Evacuation or Lockdown of the building using guidelines established by the faculty will be followed. Children are informed of the process and the procedure to use to quickly evacuate the building. Each classroom has the fire drill routes and lockdown procedures posted.

Safety is important. Everyone must vacate the building during a drill or follow lockdown procedures. In an emergency evacuation Abbot-Downing students and staff will relocate to Rundlett Middle School.

**Free/Reduced Meals**

Applications are sent home at the beginning of each school year with each student for qualification of reduced or free meal pricing for students. Applications are to be returned to the school where they will be sent to the food service office to be processed. Parents are urged to complete the application in cases of either reduced income levels or unemployment situations, where the normal price of meals would cause hardship. The application is reviewed according to federal guidelines and your child may qualify for either free or reduced lunch and breakfast meals. Snacks are not sold at Abbot-Downing. Applications are also available during the school year at the Abbot-Downing School office should the need arise.

**Guidelines for Appropriate School Clothing**

A student’s appearance is primarily the responsibility of the student and his/her parents. However, a student’s clothing and grooming should be of such a nature as not to endanger his/her health and safety nor that of others. In addition, the school cannot permit clothing to be worn that is damaging to school property or disruptive to the educational process. Examples of inappropriate clothing include skimpy sandals; high heels, halter-tops, short shorts, or t-shirts with unacceptable language or obscene words. Coats and hats(hoodies) may not be worn during the school day and are only worn outside for recess. Sneakers are necessary for physical education class.

During winter, student’s attire must be appropriate for outdoor recess and walking to and from school. Children **MUST** have appropriate clothing on (hats, gloves/mittens, boots, ski pants, and jackets) to be able to play in the snow. It is recommended that children keep a pair of sneakers at school to wear during winter rather than wearing boots all day.

**Harassment**

Sexual harassment of any employee or student by any other employee or student, or by anyone with whom an employee or student interacts while fulfilling job or school responsibilities, is against the law and violates this policy. The Concord School District has a Sexual Harassment Policy\* in accordance with RSA193-A. Anyone who has witnessed an incident or has reliable information as defined above shall report the incident to the Superintendent.

**Hours of School/Playground/Office**

Hours: School Day	7:45 AM to 2:30 PM
AM Kindergarten	7:45 AM to 10:30 AM
PM Kindergarten	11:45 AM to 2:30 PM

On school days, the office is open from 7:30 AM to 3:30 PM. The playground is supervised from 7:30- 7:45 AM. During school hours, parents, visitors and volunteers are asked to please sign in at the office before visiting classrooms.

**Lost and Found Locations**

The Lost and Found box may be found in the cafeteria. Small valuable items may be kept in the school office. Items are periodically displayed for student review. Feel free to check in for items throughout the year.

**Lunch/Snack**

Students may purchase breakfast, snack milk/juice, lunch milk or a school lunch. A debit card system is used from which a child draws money for meals. Every child attending school has a debit card that is kept in the cafeteria. Cash or check payments are accepted at the school cafeteria. To access the ePay system or to use a credit card contact the Food Service Office – 225-0823. A username and password will be emailed to you to access the district website and view your child's account. If the account becomes past due for any amount your child will receive a weekly bill until the account is paid. You will receive reminder notices of the remaining balance weekly. If you have any further questions please call 225-0823. Hot lunches include a carton of milk. Menus are sent home to students each month from school. Menus can also be accessed on the School District's web page. Choose Departments then Food Services.

**Cafeteria Prices:** \* subject to change for the 2016-2017 school year

Student Breakfast	\$1.50
Reduced Breakfast	\$0.30
Student Lunch	\$2.50
Reduced Lunch	\$0.40
Snack Milk	\$0.40

**Lunch/recess schedule** *Students will have lunch followed by recess.*

Grade 1	11:45 AM to 12:15 PM
Grade 2	12:00 PM to 12:30 PM
Grade 3	12:15 PM to 12:45 PM
Grade 4	12:25 PM to 12:55 PM
Grade 5	12:40 PM to 1:10 PM

### **Media/photographs**

Abbot-Downing students are often photographed for the school website, newspaper or filmed for CCTV. Please submit a written note to the office if you do not want your child's image or name used.

### **Media Center**

The Thomas Noah Sullivan Media Center has access to all Concord schools' materials including books, reference materials, videos and software. Students are responsible for returning materials on time and replacing lost or damaged materials.

### **Newsletter**

A newsletter will be posted on the on the Abbot-Downing School Homepage to keep families informed about events or activities at Abbot-Downing School. Go to Concord School District's homepage ([www.concordnhschools.net](http://www.concordnhschools.net)), select Schools and then select Abbot-Downing School. Please check for dates of upcoming events in each publication.

### **Parent/Guardianship**

If there is a guardianship issue relative to your child, the administration at Abbot-Downing must be notified with specific court-issued instructions. Parents are requested to keep Mrs. Riordan, Principal updated on custody issues. In addition, we ask that you let the child's teacher and the Office know if a copy of the children's report card/Individual Educational Plan/etc. should be sent to the non-physical custodial parent at his/her address.

### **Placement of students**

Abbot-Downing teachers try for balanced classrooms, boys and girls, new and returning students, etc. Children's social relationships either support or interfere with learning are also considered. Such balance is beneficial to the development of diverse experiences and contributes to a healthy learning environment. At each grade level, a school placement team consisting of your child's teacher, classroom teachers of that grade, as well as specialists, the guidance counselor, and the principal, has the responsibility for making specific decisions about each child's classroom and teacher for next year.

### **Radios/Electronic Devices**

Personal Electronic devices (cell phones, pagers, beepers, personal listening devices, CD players, radios, electronic games, laser lights) are not permitted in school. While it is reasonable to believe that many students carry a cell phone or other electronic device to school with them, it is expected that the item will be off and placed in the student's backpack. Students who violate this procedure will have their personal electronic device confiscated and returned to them at the end of the school day; repeated violations, the electronic device will be returned to the parent. Children should leave valuable personal belongings at home. Electronic items often interfere with learning and disturb other children. Abbot-Downing School is not responsible for any items lost or stolen.

### **Recess**

Recess is a part of the normal school day. If a child has a medical condition that prevents him/her from participating in

outdoor recess, the school nurse must have a note from the physician stating the reason and the length of time for this restriction. This is also the case if a child may not participate in physical education class.

### **Report Cards**

Report cards are issued three times a year (November, March, and June). Kindergarten report cards are only issued mid-year and at the end of the school year. Conferences will be arranged for all parents in November.

### **SchoolMessenger**

SchoolMessenger is a communication link for messages to parents through the telephone (cell or land line) and/or email. This communication will help to remind parents about early dismissals, school cancellations, and or school events.

### **School Property**

Desks, lockers and cubbies are the property of Abbot-Downing School and may be searched by authorized personnel.

### **School Supplies**

Abbot-Downing tries to provide all supplies necessary for students except for backpack, lunch box and sneakers for gym class. If a student does need any 'back to school supplies' please inform the guidance counselor (Mel McSteen), school nurse (Janet Moffett) or principal (Kathleen Riordan). An effort will be made to assist the student.

### **Ski Program**

The ski program begins in January and runs for five weeks. The Pat's Peak Program is offered for a cost and is organized by a group of parents. There is an additional cost if students wish to ride the school bus. Information is sent home in the late fall.

### **Special Permission**

Concord School District does permit elementary students to attend a city school that is not in their immediate neighborhood. However, space limitations and class size have not enabled this practice to occur at all the elementary schools. Abbot-Downing School Office and/or Superintendent's Office can assist with specific information.

### **Tardiness**

Students enter school at 7:45 am. After 7:55 students are considered tardy and must be signed in by an adult at the Main Office. Students who arrive late miss key information shared at the beginning of a school day, as well as connecting with their friends and teacher. Please help your child be prompt.

### **Telephone use**

Abbot-Downing phones are in constant use and it is sometimes difficult to reach the school by phone. Students may only use the phone with special permission from their teacher. We do not permit children to make after school "play" arrangements by phone from school; these arrangements should be made in advance from home.

### **Visitors**

Visitors are always welcome at Abbot-Downing; however, due to our new school building there are restrictions for non-Abbot-Downing families. Please call ahead and schedule an appointment to visit the school at a time that is appropriate for Abbot-Downing students and staff.

### **Withdrawal or Transfer**

Parent/guardian of a student who is withdrawing from Abbot-Downing School should notify the school as soon as possible. Children who move outside of the Concord School District need to enroll in their new school before records are sent. Penacook/Boscawen is in the Merrimack Valley School District. Abbot-Downing's Office has a listing of Concord streets and the schools that are within that neighborhood. It is most important that any textbooks and library books, as well as other materials belonging to Abbot-Downing School be returned before the child's last day.

**Abbot-Downing PTO**  
(Parent-Teacher Organization)

The Abbot-Downing School PTO is a collaborative venture between parents, teachers and the school administration. The goal of the PTO is to achieve the best possible education program at our school for our students, while building an active school community. The organization serves as a communicative link between parents, raises funds for special events for the school and encourages parent, teacher, and community involvement in Abbot-Downing School. It is not a policy-making body. The Abbot-Downing School PTO meets the first Tuesday of every month from 6:30-8 PM. Everyone is welcome to attend.

**Abbot-Downing School PTO Board 2012-2013**

<b>President</b>	<b>Alison Nyhan</b>
<b>Vice-President</b>	<b>Kate Amrol</b>
<b>Treasurer</b>	<b>Jason Neville</b>
<b>Secretary</b>	
<b>Volunteer Coord./Website</b>	
<b>Spirit Wear</b>	<b>Amy Smith</b>
<b>Walkathon Chairs</b>	<b>Kristen McGonigle</b>
<b>Popcorn Chairs</b>	

**HEALTH INFORMATION**

**Janet Moffett, RN for Abbot-Downing School**

**Accidents**

First aid is administered to minor injuries that have occurred while a child is at school. It is essential that the school have emergency numbers for parents in the event of a more serious injury. Please **keep the school updated on telephone number changes**. Parents, relatives, babysitters or friends may be contacted in an emergency.

**Allergies**

As with all medical conditions, please notify the school nurse regarding all allergies. Allergic reactions, especially those of a severe nature, are becoming more common among children. Please consult with the school nurse before sending in foods to be shared with the class.

**Health Education**

The school nurse sometimes addresses classes regarding health issues, nutrition, diseases and family life education. The nurse becomes a team member whenever health concerns arise.

**Home Instruction due to illness**

Should a child be confined at home for an extended period (three weeks or more) of time as a result of an illness, injury, or recent operation, the parent/guardian should contact Abbot-Downing School Office to discuss the possibility of arranging home tutoring.

**Illness**

Children who are ill or have fevers should be kept at home. If an illness develops during the school day, parents will be notified and arrangements made for the child to leave school.

**Immunization/Physical Exams**

In accordance with NH State Law, all students must have up to date immunizations. School entrance requires immunizations and a physical examination. Religious exemptions must be addressed to the Superintendent of Schools.

**Medication**

Medication must be given to the school nurse in its original container for distribution by the nurse. Prescribed medication must have instructions from a physician for dispensing the medication. Children may not carry medication.

**Physical Education Exemption**

All students are required to participate in physical education classes. Exemptions are given when a doctor's note requests an exemption.

## **Screenings**

Screenings include examining vision, hearing, height and weight for students. Parents are notified if screenings indicate the need for a doctor's appointment.

Screenings are also done to check for head lice. If lice are discovered, the child must leave school and may only return when nits (egg sacks) or live lice are completely removed from hair. Special instructions will be given on how to properly treat a lice problem.

## **Taking Precautions**

Please contact the school if a communicable disease has arisen in your family. We can successfully prevent the spread of disease if we have sufficient information.

## **ADDITIONAL INFORMATION ABOUT ABBOT-DOWNING SCHOOL**

### **Computer Use By Students**

- Use computers for educational purposes
- Enjoy the privilege of using the Concord School District's network to access the student server and the Internet
- Respect the value of other's work; (crediting the author of information gathered from the internet for research and not trespassing in another's folder, work, or files)
- Know the procedure to "back out" of an inappropriate web site and "Tell" the supervising adult immediately

*Concord's Internetworking Policies (#652 & #817) are located on the School Board's web page.*

### **English Language Learners (ELL)**

Children from a wide variety of non-English speaking backgrounds may receive instruction in written and spoken English. English language support is provided to children determined to need special services. The District's ELL Coordinator is Mrs. Delorie.

### **Guidance Program**

Ms. McSteen is Abbot-Downing's Guidance Counselor. Ms. McSteen provides direct services to children. The services include, but are not limited to, crisis intervention, liaison between school and parents, contact with social agencies, case manager for children with special needs, consultant for classroom teachers, group discussions in areas such as divorce, friendship, learning disabilities, playing fair, and individual counseling support.

### **Media Center**

Our Learning Commons/Media Center, staffed by Ms. Casco and Ms. Vachon, has an excellent collection of books, videos, and reference materials, including access to our District Online Catalog, *Destiny*. Materials not located in the Media Center may be borrowed from other Media Centers within the Concord School District. The main purpose of the Learning Commons/Media Center is to support curriculum by being a resource to students and teachers and to encourage students to enjoy reading and researching new information. Students are responsible for returning books and other materials borrowed from the library on time and are expected to replace lost or damaged materials. Items not replaced may result in the loss of the use of borrowing items out of the library. Students are also expected to use online resources in a respectful and ethical manner. Instruction in ethical use of technology resources will be a part of the overall media program.

### **Project SEE**

In the Concord School District, Environmental Education (Project SEE) coordinates and integrates science education for elementary children, K-5. The grade level units and activities directly compliment the science standards and provide students with concrete scientific learning experiences. Activities occur at White Farm on Clinton Street.

### **Special Education**

Special Education is defined as, "instruction specifically designed to meet the unique needs of an educationally handicapped student." This instruction is designed, at no cost to the parents, and may be delivered in a variety of settings. The basis for providing this instruction is the Individual Educational Plan. Concord School District and Abbot-Downing School provides a variety of services for those children who have been identified as needing special education, pursuant to Public Law 94:142, NH RSA 186:C, and New Hampshire Standards for the Education of Handicapped Students. Specific procedures are mandated for the referral process, evaluation process, educational diagnosis, monitoring, and the Parental rights is available for review in the school office.

If a parent suspects their child has a learning difficulty that may require special education services, the parent should contact the school through Mrs. Wilkinson, the Special Education Coordinator. The parent becomes a member of the special education team that will be involved in decisions regarding classroom modifications, evaluations, individual education plan (IEP), services, and placement.

### **Integrated Technology Program**

All kindergarten through fifth grade students at Abbot-Downing School participate in a technology education program that includes the use of ipads. They use or are exposed to many types of software, including productivity, creativity, research and other content appropriate software available on the ipad. Librarian Mrs. Casco and technology integration specialist Ms. Vachon support student learning in these areas.

### **Title 1 Services**

Under the direction of the Reading Specialist, Mrs. Santito, the certified Title 1 teachers provide additional literacy or math support to students in grades K-5 who are eligible to receive this assistance. Small group and/or 1:1 instruction may be given during the school day or afterschool. Parents will be informed if their child is eligible. Funds for this program are through the Federal Title 1 Grant (LNCB)

## CODE OF STUDENT CONDUCT FOR CONCORD SCHOOL DISTRICT

The existence of society is predicated upon the willingness of its members to adhere to established behavioral rules. One purpose of education is to prepare young people to participate productively and responsibly in our society. To do so, students must learn what appropriate behavior is and the consequences for inappropriate behavior.

Furthermore, the mission of the Concord School District is to enable every student to acquire and demonstrate the skills, knowledge and attitudes essential to be a responsible world citizen committed to personal, family and community well-being. Among other outcomes, graduates of the Concord Schools are expected to be:

- **Active, self-directed learners** who examine options as they initiate and complete tasks;
- **Effective collaborators** who assume various roles to accomplish group or community goals, using self-knowledge, compromise, cooperation and respect;
- **Informed decision makers** who consider consequences and make choices which demonstrate intellectual integrity and rigorous evaluation;
- **Community participants** who understand and practice our democratic traditions and values, including respect for human dignity, honesty and fairness, and who accept the consequence for their actions.

To enable students to achieve these outcomes, every member of the school community must understand the rights and responsibilities of being a member of that community. The behavior expectations and any necessary consequences, are intended to create a productive, healthy, and safe school climate. A productive, healthy and safe school climate can exist only when behavior expectations are clearly stated and when consequences are consistently applied by the school and parents working together.

### BUILDING AND TEACHER EXPECTATIONS

Each school will establish a building discipline plan. Each teacher in each school will develop and implement a classroom discipline plan. These building and classroom plans will state expectations for students in such areas as attendance, promptness, acceptable classroom behaviors, dress, and other issues relevant to a productive learning climate.

*The district's Guidelines for Certified Staff, part of the district's Staff Appraisal and Development Procedures, outline expectations for district faculty.*

### EXPECTATIONS FOR STUDENTS

It is expected that students will demonstrate appropriate behaviors and attitudes including respect, honesty, and fairness necessary to maintain a productive, healthy, and safe school climate.

It is also expected that students will not demonstrate the following behaviors which seriously interfere with teaching and learning and are deemed unacceptable in our schools:

- Use of abusive language or inappropriate gestures
- Leaving school grounds without legitimate school or parental authority
- Physical, verbal and/or sexual harassment;
- Fighting
- Assault
- Possession of illegal substances - alcohol, tobacco, and drugs
- Vandalizing or stealing school, staff and/or student property
- Possession of weapons or weapon-like devices
- Persistent violations of school and classroom rules
- Disrespect toward school personnel and other students
- Any other behavior which seriously disrupts the productive, healthy and safe school climate we value.

All school staff teach and reinforce positive behavior in a consistent manner. **Students are also expected to abide by all federal, state and local laws.**

## CONSEQUENCES

Application of these listed consequences will depend on the severity and frequency of the unacceptable behavior in accordance with the building discipline plan:

- Loss of free time (recess)
- Parental/guardian notification
- Teacher/administrative detention
- Restitution
- In-school suspension
- Out-of-school suspension
- Police notification (if breaking a law is involved)
- Dismissal from school (requires School Board action)

## DUE PROCESS

When accused of a behavior violation, students are entitled to these following elements of "due process:"

- The right to be informed of the rules and regulations involved
- The right to be informed of the charges if a violation occurs
- A fair hearing
- Appeal, to the Board Communications Committee for long term suspension
- Receive a copy of all rulings regarding the case

More specific information relating to "School Safety Zone" may be found in the principal's office.

## **CONCORD SCHOOL DISTRICT POLICIES**

The Concord School Board Policy Manual details all the Concord School District policies and is available in the Principal's office and the Superintendent's office.

Policies that may be of particular interest are:

#514.1	Dismissal
#520	Weapons –Safe School Zone
#521 & 414	Sexual Harassment
#531	Physical Examinations
#532	Medication Management
#533	Immunizations
#533.3	Infectious Disease Policy as Related to HIV/HBV
#539	Bullying
#540	Code of Student Conduct
#541	Co-Curricular Expectations (High School)
#580	Student Records and Information
#643 & 816	Religious Observances and Displays
#651 & 815	Reconsideration of Instructional Materials
#652 & 817	Internetworking
#690.1	Athletic Philosophy and Guidelines
#694	Field Trips

## SAFE SCHOOL ZONE POLICY

It is the policy of the Concord School District that all school buildings, property, bus stops and routes and associated areas shall be safe environments for students, free of danger posed by the presence of weapons or conduct which threatens harm or causes injury. It is the policy of the Concord School District that the provisions of RSA 193-D:2 , the so-called, Safe School Zone Act, be carried out in all respects. Should any portion of this policy conflict with state law or regulations issued pursuant thereto, it is the intention of the Concord School District that its policy be read in such a manner that it conforms to such law or regulation.



## RIGHTS OF CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS

If your family is in a temporary or inadequate living situation because you have lost your housing, your child may be eligible for certain educational services. Under the *McKinney-Vento Act*, a Federal law, the Concord School District is responsible for providing certain services to children and unaccompanied youth (children living apart from a parent or legal guardian) who are considered “homeless.”

### **Who is considered “homeless”?**

Under Federal law, a student is considered homeless if the student:

- Does not have a fixed, regular and adequate nighttime residence
- Shares the housing of others due to loss of housing, economic hardship, or a similar reason
- Lives in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations
- Lives in emergency or transitional housing
- Was abandoned in a hospital
- Awaits foster care placement
- Has a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings or
- Lives in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.

Migrant children qualify as homeless if they live in any of the situations described above.

### ***What rights and services can homeless students expect from the Concord School District?***

1. *In General:* Homeless students are entitled to a free and appropriate public education, the same as all other students in the District. The District will not stigmatize or segregate any student because he or she is homeless.
2. *School Attendance and Enrollment:* A homeless student can continue to attend his or her “school of origin” (that is, the school attended before becoming homeless, or the school in which the student was last enrolled) or can enroll in the local public school. If feasible, at the family’s request the District will arrange transportation for any student
  - living temporarily in the District back to his or her school of origin or
  - living temporarily out of the District back to the student’s District school.

If a student continues to attend his or her school of origin, he or she can remain at that school during the entire time he or she is homeless. Even if the student moves into permanent housing during the school year, he or she can remain at the school of origin until the end of the year.

Homeless students who enroll in the local public school where they are living temporarily will be immediately enrolled in school even if they lack medical records, immunization records, school records, proof of residence, proof of guardianship or any other records usually required for school enrollment.

3. *Disputes:* If the District places the student in a school and the family disagrees with that placement, the District must explain the decision in writing and must provide a written explanation of how to appeal the decision.
4. *Transportation:* The District will arrange, at no cost to the student, transportation to the school of origin or, if the student enrolls in the local school, to that school in accordance with District transportation guidelines. Transportation remains in effect as long as the student is homeless and until the end of the school year in which the student moves into permanent housing.
5. *School Meals:* The District will arrange free meals (breakfast and/or lunch as offered by the school) at the family’s request. Once it is determined that the student is eligible for free meals, the free meals can remain in effect for the entire school year.
6. *Title 1 Services:* Homeless students are entitled to certain other services, such as extended day care, preschool and supplemental tutoring instruction, clothing and school supplies. The District will arrange these services if applicable. Title 1 services remain available as long as the student is homeless and until the end of the school year in which the student moves into permanent housing.

### ***Who can help?***

Each Concord School District school has appointed a Building Homeless Liaison who can help families enroll their

children and obtain other services. The Building Homeless Liaison for this school is listed at the top of this letter. You can find out the Building Homeless Liaison for any other school by asking the secretary at that school.

In addition, the State of New Hampshire has appointed a Director for Homeless Education who can help with any problems that can't be resolved with the District. The Director's name and phone number is listed at the top of this letter.

### **What are the family's responsibilities?**

Families who have lost their housing should keep in contact with the school's Building Homeless Liaison as their living arrangements change, and should contact the Building Homeless Liaison or District Homeless Coordinator when they obtain permanent housing. This helps the school keep in touch with parents and students. If you have any questions, please call your school's Building Homeless Liaison.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **PUBLIC NOTICE FOR PARENTS AND GUARDIANS OF CONCORD PUBLIC SCHOOL STUDENTS AND STUDENTS OVER THE AGE OF 18**

In 1974, the Federal Government passed the Family Educational Rights and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student educational records. Without prior written permission, only parents, legal guardians, authorized school staff, and, in appropriate circumstances, state and federal officials who have a legitimate educational purpose, have access to the educational records of Concord public school students. Under this law and School Board policy #580, parents and legal guardians are entitled to the following rights:

1. The right to inspect and review their children's educational record.
2. The right to seek to correct parts of this record if they believe it to be inaccurate or misleading.
3. The right to limit disclosure of information contained in the record consistent with FERPA.
4. The right to file a complaint if there is a violation of this law.
5. The right of parents and eligible students to designate certain non-directory information for release.


Also, as permitted under the Family Education Rights and Privacy Act, the following information has been designated by the Concord Board of Education as "directory information." This permits our schools to use this information without prior written consent if, and only if, it is used to publish student yearbooks, programs for athletic teams, performing groups, and graduation ceremonies, as well as to publicize the academic awards and honors of individual students:

1. The student's name.
2. The student's class (i.e. first, seventh, twelfth, etc.).
3. The student's extra curricular activities.
4. The name of the school the student currently attends.
5. Achievement awards and honors.
6. Weight, height, and position on athletic teams.

If any parent, guardian, or student\* over the age of eighteen years wishes that any or all of the items listed above not be used for the purpose stated, please advise the school principal in writing prior to the start of the school year.

If there are any questions regarding these rights or this policy, please contact Terri Forsten at 225-0811.

\*The rights and protections given parents under FERPA and this policy transfer to the student when he/she reaches the age of 18 or enrolls in an institution of post-secondary education.

  
Terri L. Forsten  
Superintendent of Schools  
Concord School District  
38 Liberty Street  
Concord, NH 03301-2934

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### **Section 504**

It is the policy of Supervisory Union No. 8, Concord, New Hampshire, not to discriminate on the basis of handicap in its educational programs, activities or employment policies, as required by Section 504 of the Rehabilitation Act of 1973. Inquiries regarding any matter dealing with Section 504 should be directed to the school principal.

### **Title IX**

Equal Educational Opportunity - Title IX of the 1972 Educational Amendments to the Civil Rights Act states that, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance". In compliance with this regulation, the Concord School District has appointed a Title IX Coordinator and the Title IX Committee. Any questions concerning the Title IX regulation should be directed to the Coordinator: Mr. Steve Mello, Concord High School, 170 Warren Street, Concord, New Hampshire, 03301, Telephone 225-0819.