

Derry Village Elementary School Student/Parent Handbook 2017 - 2018

A school environment that promotes respect, responsibility and safety.



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 lifelong 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.

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Derry Village Elementary School
28 South Main St.
Derry, NH 03038

Dear Parents,

We are excited to begin the 2017-2018 school year at Derry Village School (DVS). DVS is a community of learners that involves students, parents, and staff working toward a common goal. Our goal is to provide the students of DVS with a quality education filled with enriching experiences to develop their drive to be life-long learners. We strive to ensure that challenging curriculum and innovative instructional practices are implemented.

Communication with the community is extremely important. Please feel free to contact us to discuss any concerns or ideas you may have to improve your school. A newsletter from the principal is emailed home and posted online at the beginning of each month to keep you updated on the activities and happenings. You can find current and back issues of the newsletter posted on our website at www.dvs.sau10.org. On the school website you will find contact information for our Staff and Teachers. It is important for you to check the DVS website for school information. Please bookmark this page on your computer so you can refer to it throughout the school year. You can also follow us on Twitter @DVS_NH.

The PTA has a website as well that you can access through the DVS website. Our PTA is very active and parent volunteer programs are vital to us. We hope that you will get involved with the PTA in some capacity. Our school community is very proud to have such a committed PTA.

This handbook has been provided as a general information guide to school practices and procedures. We hope that it will be useful to you. Further information about our district initiatives, curriculum and policies is available on our District Website at www.sau10.org.

We look forward to our school year with you! If you have any questions or feedback during the school year, please feel free to contact us.

Sincerely,

Christopher McCallum, Principal

Melanie Curren, Assistant Principal

Important contact information at your child's school:

School phone. 432-1233
Fax 432-1235
Nurse Lucie Collins 437-3579
Extended Day care Jane Cuthbert 818-1008
Kitchen Theresa Paulin 437-4870
First Student.....432-7417
Superintendent's Office.....432-1210

Derry Village School Philosophy

Derry Village School represents one of the five elementary schools in the Derry School District. In order to meet and provide for the uniqueness of the individual child attending this school, an overall educational program has been developed which, while maintaining flexibility in adapting to an ever-changing society, will be dedicated to the total personal development of each student to the limits of his or her abilities and interest.

Upon entrance to our school, each child is introduced to an environment designed to develop cognitive skills, promote social awareness and nurture habits, attitudes and appreciations that are the basic skills necessary for successful living.

The Derry Village staff addresses the needs of each child by encouraging the principles of self-awareness, self-discipline, communication and physical development as well as fostering an acceptance of individual and cultural differences.

We believe that the needs of all children are met through programs which provide for inclusion of all students. We believe that our school staff, working in cooperation with parents, volunteers and the community at large, provide every student with the opportunity to achieve maximum success. To this end, we will strive to aid each student's intellectual, physical, moral, emotional, aesthetic and social growth, so that he or she may become a useful and responsible member of home, community and society, while leading a personally rewarding life.

PTA Information

DVS PARENT TEACHER ASSOCIATION (PTA)

Only through parent-school teamwork and effort toward consistent goals can a child gain full benefit from a school program. DVS has a Parent Teacher Association and it is our sincere hope that every family with children in DVS will become active members.

Meetings are held on the second Wednesday of each month. These meetings are held at 6:30 PM at the school. Anyone is welcome to attend and see firsthand your PTA in action! Baby-sitting is provided during PTA meetings.

PARENT VOLUNTEER PROGRAM

Both the PTA and DVS staff are committed to providing your children with the best possible school experience. One way to ensure this enriched experience is to support a volunteer program. This program gives parents the chance to play important roles as classroom assistants, clerical helpers, classroom parents, and chaperones on field trips. Please consult the volunteer information and sign-up form sent home at the start of the school year or call one of the volunteer coordinators at DVS.

FUNDRAISERS

Expect PTA fundraisers during the year. Typically we do them three times a year: Fall, Holiday and Spring. We ask you to support our school through these fundraisers. The money raised helps the PTA purchase items for the school from which all students will benefit. For example: field trip transportation, playground equipment, cultural arts, artist in residence programs, etc.

Parties

At different times throughout the year classrooms celebrate together. Common party events include Halloween, Holiday, Thanksgiving, Valentine's Day. While these parties are moments when students and teachers can be more relaxed and take a break from their studies we are mindful not to interrupt the school day on too many occasions. Some classrooms opt to take breaks in other ways and will forgo a party. Your child's teacher will inform you of any party arrangements well in advance of the event.

School Attendance & Operations

2017-2018 School District Calendar

DERRY COOPERATIVE SCHOOL DISTRICT School Calendar 2017-2018

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

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

Early Release - ER

September 14	September 4
April 12	October 9
Middle School Dismissal Time: 11:45 am	November 10
Elementary Dismissal Time: 12:55 pm	November 22-24
	December 25-January 1
	January 15
	February 26-March 2
	April 23-April 27
	May 28

August 30	First Day of School
September 4	Labor Day
October 9	Columbus Day
November 10	Veterans Day
November 22-24	Thanksgiving Recess
December 25-January 1	Holiday Recess
January 15	Martin Luther King Day
February 26-March 2	Winter Recess
April 23-April 27	Spring Recess
May 28	Memorial Day

Teacher Workshop - TW

August 24
August 25
August 28
August 29*
Grade 6 Orientation
December 7
Parent-Teacher Conference
June 13

() = Makeup for inclement weather

Approved January 31, 2017

School Attendance: Student attendance at school is the responsibility of parents and the student, and is mandated by [NH RSA 193:1](#). In order to assist families, the school will keep a record of absences and inform parents of any unexcused absences. Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Absences are classified in two categories: excused absences or unexcused absences.

EXCUSED ABSENCES:

Illness
Family emergencies (of an unforeseen nature)
Doctor or dentist appointments
Death in the family
Subpoenaed court appearance
Principal approved absences

UNEXCUSED ABSENCES:

Truancy
Suspension from school
Absences not accompanied by call/note from parent/guardian
All absences not covered under excused absences

Any student who has a considerable amount of unexcused absences can expect any or all of the following:

- Phone call and/or letter home to parent/guardian informing of excessive absences
- Formal meeting with the parent/guardian and student
- Mediation regarding absences and a plan of action
- Referral to school district social worker and possible court involvement for truancy

School Residency Law: According to State Law [RSA 193:12](#) , 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 Derry Village region of Derry and remain residents of that Derry address to attend Derry Village 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.

School Registration: Kindergarten students must be five 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. Registration begins in November and screenings/orientations are conducted in the spring at each elementary school. Parents registering new students must present the following:

- Child's original birth certificate
- Updated immunization records
- Two legal proofs of residency
- Physical examination: All students entering grade one must have had a thorough physical examination prior to entering school. The child must have the following immunizations: Polio (IF eIPV or OPV), Measles/ Mumps/Rubella (MMR), HIB, Hepatitis B and Varivax (Varicella).

School Hours: School begins at 8:35am and ends at 2:55pm.

Absences: When your child is absent, please call the school office before school starts to verify his or her absence. You may leave a message on the answering machine if calling before 7:30 AM or after 4:00 PM each school day. If your child is going to be absent for an extended period of time and you want their work sent home, please contact the school in the early morning or preferably the day before, so that the material can be prepared for you to pick up or have it sent home with another prearranged individual.

Tardiness: Students are expected to be on time for school each day and ready for class to begin at 8:35 AM. Any student arriving after 8:35 AM will be considered tardy and **parents/guardians must accompany their children into the school office to sign them in and fill out a pass.** Out of consideration to the teachers and other students, please do your best to have your child to school on time. Tardiness causes interruptions in the educational programs and in the study habits of other students.

Arrival & Dismissal:

SCHOOL ARRIVAL

8:25 AM Student Arrival Begins for Grades K thru 5/ School Breakfast Begins
8:30 AM Arrival Bell
8:35 AM Tardy Bell/ School Begins With Morning Announcements
12:10 PM PM Kindergarten Arrival/Start Time

Children who are walkers should not arrive at school prior to 8:25 AM at which time children are supervised by DVS staff outside their classrooms. School Staff & Crossing guards are posted at outside at this time.

PLEASE DO NOT DROP OFF YOUR CHILDREN IF THERE ARE NOT STAFF PRESENT OUTSIDE.

SCHOOL DISMISSAL

11:10 AM Dismissal for Morning Session Kindergarten
2:55 PM Afternoon announcements begin.
Dismissal begins for All Students

Early Release: On scheduled early release days (see [district calendar](#)) there will be no Afternoon Session Kindergarten classes, and students will be dismissed at 12:55 p.m. On occasion, when unforeseen weather conditions pose safety concerns, the school day is shortened and students are released earlier than scheduled. Announcements will be made on the local TV/radio stations listed below (see School Closing). Parents must have an alternate plan for dismissal for their child, on file at school, in the event an early dismissal occurs. Unfortunately, the school is not equipped to telephone parents of individual students for directions in this matter.

Inclement Weather/ School Closing: It is the intent of the Derry Cooperative School District to keep school in session under most weather conditions. However, if severe weather conditions are known by 6:00 AM, school will be closed or a delayed opening procedure will be followed. We

encourage you **NOT** to call police and fire departments during inclement weather conditions. These agencies must keep their telephone lines open for emergencies that usually accompany storm conditions. Radio and Television stations will carry the announcement from 6:00 AM to 8:00 AM. We encourage you to use the radio and television stations listed below.

DCSD Website	http://www.sau10.org/
DCSD Twitter	@derryschools
DCSDTV	Channel 6
Radio Stations	WGIR AM 610/ WZID 95.7
Television	WMUR-TV Channel 9

Power Announcement: Our school has the capability of sending phone/ email messages to parents in the event of no school, delay or early release. This is called Power Announcements. However, you will only be notified if the phone/email information that you provided to the school is accurate. Thus, it is important for parents to notify the main office of any changes to phone numbers and email addresses.

Delayed Opening: In some instances following a storm or early morning ice conditions, it may be advantageous to announce a delayed opening.

School bus schedules can be determined by adding 90 minutes to regular bus route pick-up times. For example, if your child is usually picked up by the bus at 7:30 AM, then he/she would be picked up by the bus at 9:00 AM when there is a 90-minute delay. When arriving at school, students will go directly into the building.

Parents are expected to use discretion when deciding whether to send children to school on a stormy day. Age of students, location within the town, availability of sidewalks, and distance from school are factors that vary for each family. Each family is therefore in the best position to exercise judgment whether to send children to school on days when weather conditions are questionable, though not severe enough to close schools.

Car Drop-Off Procedure Supervised arrival procedures take place between 8:25am to approximately 8:35am [tardy bell]. NOTE: Students will be permitted into the building at 8:20am for breakfast ONLY.

Please follow these guidelines:

- Cars will not be permitted into the bus drop off area until the buses have cleared the area.
- The car drop off for students takes place on the right side of the driveway.
- Parents unload children on the right side of the driveway and children walk to the building. Signs will posted to direct parents and students.
- After unloading parents then make a left turn into the parking area to leave the school grounds. Be aware of departing buses as you leave the drop off area.
- As soon as your child is on the sidewalk, pull away with care. This drop off procedure requires that parents move as soon as their child gets out.
- **Please be patient and stay in the car line and do not pass other vehicles.**

NOTES

- It is strongly recommended that you have your child(ren) depart the vehicle on the passenger side of the car. Not on the driver's or traffic side of the car.
- If your child cannot open and close the car door safely, or if you do not want to pull away until your child has walked to the school door, **do not use the drop-off area**. Please park your car in an alternate location, and escort your child to the door.
- The goal is to keep the traffic flowing at one of the busiest times of the day.

Car Pick-up Procedures

- Please be sure your child wears a seat belt [State Law].
- For the safety of your child as well as other children and staff, please refrain from using your cell phone while you are in line.
- Be aware of students walking, crossing roads and crosswalks and riding bikes to school.
- Please keep to the recommended speed limit.
- **Do not U-turn in the driveway**. This is an extremely dangerous practice as buses arrive and depart and other car drivers pull into the drop-off area.
- **Arrive in good time**. Rushing to get your child to dash out of the car to reach the classroom before the school bell rings is the recipe for disaster in terms of child safety. Would you rather your child receive a tardy notice or risk an accident?
- ***Any student arriving after the tardy bell [8:35am] must be signed in to school at the office by the parent/guardian dropping off the student. Dismissal:***

Car dismissal: Takes place at the front of the building in the afternoon. Please line up in two lines on the driveway. Students will be dismissed to the front of the building where they will be allowed to walk to cars with staff supervision. Please stay with your car during this time.

Walking: Students walking to the Fairways are released to the back of the building. Reminder; there is no adult supervision for students walking to the Fairways. Students walking to Dexter Street are released to the front of the building.

Bus Students: are dismissed to the front of the building where they board their bus. *A bus is provided to transport students to the Fairways.*

Riding Bicycles to School: Students in **grades four and five only** may ride their bicycles to school. Bicycles must be locked in the rack provided when unattended. All students riding bicycles must have written parental consent provided to the school office. Forms for permission to ride bicycles may be obtained from the child's teacher or from the office.

All bicycle riders should be instructed by parents to:

- Use a bicycle helmet.
- Ride with the flow of traffic.
- Ride in a single line.
- Never ride a passenger.
- Always walk the bicycle on school property.
- Go straight home after school and "check in" before meeting friends.

Skateboards and roller blades are prohibited from use on any school property or in any school building.

Lost and Found Items: The DVS lost and found is located just inside the cafeteria doors at the coat rack. Most items that have been misplaced or lost should be placed there. Students and/or parents missing personal items should check at that location for missing belongings. More valuable items such as eyeglasses, phones, jewelry, etc. should be brought to the office. Any unclaimed items remaining at the end of the year will be donated to a local charitable organization.

Communication: It is important to remember that communication between school and parents helps us to be more efficient. Please be aware that your phone calls and notes help us to function as a school. It is imperative that items such as emergency cards and permission slips are filled out and returned. By doing so we are assured that we handle important situations regarding your child in a manner in which you approve. The teachers will respond to any emails and or phone calls within twenty-four hours.

If you have the need to contact your child during school hours, please come directly to the office. We will be happy to call them to the office, or deliver an item to them. It is very important that classrooms are interrupted as little as possible during the school day. Visits to classrooms must be prearranged with your child's teacher. All visitors must sign in at the office upon arrival. Please be aware that you may communicate with your child's teacher through voicemail, e-mail ([each teacher has a link on our staff web page](#)) or through written communication.

In an effort to keep you informed of school events we have a few ways to provide you with information. (1) This webpage. Under the [Information](#) and [News](#) sections you can access the school handbook, supply lists and other items. (2) You can also follow us on Twitter @DVS_NH We will be using this communication tool throughout the school year. (3) Staff can be contacted via email or phone. Email addresses and phone numbers are listed on the webpage under "Staff".

Policies, Rules & Guidelines

Derry Cooperative School District Policies: A full list of Derry Cooperative School District Policies can be found at the following link: [Policies](#) Printed copies of specific policies are available upon request. Below are a list of policies that specifically relate to students at school.

Family Educational Rights and Privacy Act (FERPA)

I. ANNUAL NOTICE

Annually, the School District will distribute a student handbook to students, parents or guardians and adult students over 18 years of age containing the following notice of policies hereby adopted by the School Board:

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTICE

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical or educational consultant, education provider or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the School District discloses education records without consent to officials of schools in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

B. NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Derry Cooperative School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- An annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30. The School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

DSCD Sexual Harassment Policy- Student Policy
SEXUAL HARASSMENT, DISCRIMINATION AND VIOLENCE - STUDENTS

Sex discrimination is discrimination in educational benefits, employment, activities, or opportunities based on a person's sex and includes sexual harassment and sexual violence.

Sexual harassment shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The unwelcome conduct or communication is made a term or condition of obtaining an education or benefits, or obtaining or retaining an individual's employment, either explicitly or implicitly;
2. Submission to or rejection of the unwelcome conduct or communication is used as the basis for educational decisions affecting a student or decisions affecting a person's employment;
2. The unwelcome conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with a student's educational performance or opportunities or interferes with a person's work; or creates an intimidating, offensive or hostile educational or work environment.

A victim can be anyone affected by the conduct, not just the individual to whom the offensive conduct is directed.

Examples of sexual harassment may include, but not be limited to: physical touching; displaying or distributing of sexually explicit drawings or graffiti of a sexual nature; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose perpetrated against a person's will or where a person is incapable of giving consent.

Sexual harassment, discrimination, and violence are against the law and District policy. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law.

Any student who believes he or she is a victim of sexual harassment, discrimination, or violence should report the alleged acts immediately to any District employee or the Building Principal.

The District will act to promptly investigate, and effectively and equitably resolve all complaints of sexual harassment, discrimination, or violence in accordance with Policy JBAA.

DSCD Bullying Policy- [Pupil Safety & Violence Prevention](#)

DSCD Nondiscrimination Policies- [Foundations & Basic Commitments](#)

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DSCD Video & Audio Recording Policy- [Recording & Surveillance on School Property](#)

DSCD Policy for Homeless Students- [Student Policy](#)

(Anyone with uncertain housing should contact Cynthia Thibeault, Homeless Liaison - 234-8568)

DSCD Suspension Policy- [District Policy, State Law](#)

DSCD IDEA Procedural Safeguards- [Notice & Policy](#)

Rules & Guidelines: In order to create a safe and positive atmosphere for everyone in our schools, we expect students to conduct themselves in an orderly, courteous, and responsible manner. Students are expected to respect the rights and property of others. Students will refrain from the following, as well as other inappropriate behaviors:

- Sale, use, or possession of alcohol, tobacco, other drugs, or imitations
- Possession of dangerous objects
- Harassment
- Vandalism
- Theft
- Fighting or roughhousing
- Throwing objects
- Obscene language or materials
- Improper attire

Dress Code: Students are required to dress in a reasonable and responsible manner. We encourage parents to see that their children are dressed appropriately at all times. The purpose of the student dress code is to ensure that students, parents, staff members, and members of the community will not be distracted, harassed, intimidated, or offended by student dress.

Inappropriate dress would consist of, but is not restricted to:

- Items that promote drugs, alcohol, or tobacco
- Items with profane or sexually suggestive writing/pictures / images
- Items that exhibit involvement in gangs
- Items in conflict with community standards, district policy, or state law
- Halter tops, Spaghetti strapped tops, tube tops, or clothing that exposes the midriffs or back
- Short shorts, skirts, and skorts that do not extend beyond the tips of the student's fingers when arms are at their side.
- Chains, handcuffs, spikes, and other metal paraphernalia

It is explicitly recognized that circumstances may cause the school to modify its dress code and appearance expectations. In those cases, parents and students will be provided notice in advance of the effective date of the change.

During snowy, cold or windy weather, appropriate boots, hats, gloves/mittens, ski pants, and warm jackets are requested. Students should bring in an additional pair of sneakers or shoes with their boots so that winter footwear might be removed during the day. Questions regarding the dress code should be directed to the building administration.

Students are scheduled for daily recess periods and need to be prepared for the variety and fluctuation of New England weather. Students wearing sandals or footwear without a back strap (ex. Flip flops) will not be permitted to run on the playground or use the playground equipment.

Bringing Personal Items to School: The only time students should bring toys, games, pets, etc. to school is when their teacher instructs them to do so or gives them permission.

The following are some examples of specific toys/items that are not allowed at DVS: trading cards, electronic pets, yo-yos, laser pointers, toy guns and toy knives. The school administration may make the decision to not permit other items if they become a problem or distraction. Under no circumstances are firearms, ammunition (live or spent), weapons, pyrotechnics (e.g. fireworks, caps etc.) allowed on school property.

Objects transported to school on school buses have to fit on the lap of students or are deemed unsafe.

Electronic Devices at School: The use of cell phones, electronic games, iPods (or music players), cameras and similar non-instructional devices is prohibited during school hours. Optimally, such devices should stay home. The opportunity to use such devices during the school day is limited (unless specifically instructed by the teacher). At recess time, it is important for the children to participate in some type of physical and 'face to face' 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:

Cell phones and personal music devices remain off and packed in the backpack throughout the school day (unless specifically instructed by the teacher).

Cell phones and personal music devices remain off and packed in the backpack while on the bus

(unless specifically instructed by the bus driver).

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

These rules and guidelines about cell phones and electronic devices are to help ensure the safety and integrity of other students at school. When the phones/devices 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.

Detentions: Students who are kept after school hours for disciplinary reasons will be provided twenty-four hours written notice, and parents will be called. The student must return the written notice, signed by a parent, indicating that transportation home has been arranged. It is the responsibility of the parent, not the school, to arrange transportation home in such cases.

Suspension/ Expulsion: It is administrative prerogative to remove a student from his/her present school setting because of willful conduct which materially and substantially disrupts the rights of others to an education, or willful conduct which endangers the student, staff, other students, or the property of the school is affirmed, provided that such action is taken with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of suspension, but expulsion and exclusion can be placed in effect only through the specific action of the Board of Education.

The right to attend school is a civil right, fully recognized in the courts. It is not an absolute right, however, but is one which an individual possesses until the exercise of this right becomes damaging to the rights of others. The right of one person to attend school must not place in serious jeopardy the opportunity of others to profit from school.

No student will be recommended for expulsion or exclusion and a hearing set until a report is made to the Superintendent. All expulsion or exclusion procedures will support student due process rights as outlined in [RSA 193:13](#) and DCSD Policy addressing [Suspension of Students](#).

In-School Suspension: Any student who, in the opinion of the building administration, would benefit from in-school suspension may be so disciplined. The in-school suspension will last no longer than five days or the same informal hearing procedures that apply to out-of-school suspensions will apply.

The following guidelines will be observed:

- Students will be assigned to a special in-school area where they will be adequately supervised at all times. The classroom teacher will see that the student has textbooks and class work assignments.
- The administration will notify the parent or guardian by telephone if their child has been placed in in-school suspension, and will follow up this verbal communication in writing. A reason for the in-school suspension will be given.

- Students may not participate in extracurricular activities while they are under in-school suspension, but they will receive credit for work satisfactorily completed during the suspension period.

Student Conduct on School Buses-[Policy Regarding Recordings on the School Bus](#)

The major concern with bus transportation is for the safety and well-being of all children. Inappropriate behavior on a school bus can create potentially dangerous situations for all passengers.

In addition:

1. Children may ride only on their own bus. (Unless a bus pass is assigned.)
-Any parent requesting that his/her child ride an alternate bus must request so in writing to the office.
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.
- 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.

Inappropriate behavior will be addressed by the bus driver and/or the school principal. Discipline may include but not limited to warning, change of seat, and/ or bus suspension. 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.

Bus stop behavior is also a concern. Parents are requested to report any dangerous or hazardous situations they may observe at the bus stop to school administration.

DVS Behavioral Expectations

	Respect	Responsibility	Safety
Arrival/ Dismissal	<ul style="list-style-type: none"> - Use quiet voices 	<ul style="list-style-type: none"> - Walk directly to destination. - Go to the end of the line - Respect Personal space 	<ul style="list-style-type: none"> - Keep all belongings in backpack - Keep hands/feet to self - Raise hand for permission to leave line
Dismissal	<ul style="list-style-type: none"> - Use QUIET voices - Respect & follow the directions of the adults on duty 	<ul style="list-style-type: none"> - Make sure you have everything you need for dismissal in your back pack before leaving the classroom - Walk directly to bus line from classroom. - Respect personal space and belongings - Pay attention and remain in line to ensure you get on the correct bus 	<ul style="list-style-type: none"> - Keep all personal belongings in backpack - Keep hands/feet to self - Stay in single file lines all the way to the bus - Look ahead while walking
Playground	<ul style="list-style-type: none"> - Be kind, be fair, and share - Take turns 	<ul style="list-style-type: none"> - Follow adult direction. - Stay in designated areas. - Use school equipment only. - Bring it out, bring it back in. 	<ul style="list-style-type: none"> - Run in safe areas Shoes with backs on play ground equipment/ Use equipment safely - Follow the rules of game. - Report unsafe behavior (The 5 B's- blind, bruised, broken, bullying, blue)
Cafeteria	<ul style="list-style-type: none"> - Use indoor voices - Use good manners - Respect personal space 	<ul style="list-style-type: none"> - Follow adult direction - Clean up after self - Be prepared to eat/ Be prepared to leave - Lights out-hand up-voices silent 	<ul style="list-style-type: none"> - Walk at all times - Raise hand and wait for adult direction. - Sit properly
Assemblies	<ul style="list-style-type: none"> - Sit on your bottom - Look and listen to presenter 	<ul style="list-style-type: none"> - Listen and follow adult direction. - Show appreciation by clapping 	<ul style="list-style-type: none"> - Stay in assigned place - Keep hands and feet to self
Hallways	<ul style="list-style-type: none"> - Silent voices - Allow others to pass through 	<ul style="list-style-type: none"> - Keep feet on floor - Respect personal space - Walk directly to destination 	<ul style="list-style-type: none"> - Sign in and out of classroom if leaving without group. - Keep hands/feet to self - Stay to the right in single file - Look ahead while walking
Bathrooms	<ul style="list-style-type: none"> - Respect privacy for self and others - Indoor voices 	<ul style="list-style-type: none"> - Always flush - Use bathroom time wisely - Keep bathroom clean 	<ul style="list-style-type: none"> - Notify adults if a problem - Wash hands - Use facilities appropriately
Instructional Areas	<ul style="list-style-type: none"> - Use active listening skills - Work in your own personal space - Respect the differences/opinions of others 	<ul style="list-style-type: none"> - Be prepared - Take ownership for actions - Listen to and follow directions 	<ul style="list-style-type: none"> - Know emergency procedures - Follow classroom rules - Use classroom supplies and equipment correctly
Indoor Recess	<ul style="list-style-type: none"> - Use indoor voices 	<ul style="list-style-type: none"> - Choose a quiet activity - Put games away neatly and in correct space 	<ul style="list-style-type: none"> - Walk - Keep doorways clear/ Stay in classroom - Report unsafe behavior
Buses	<ul style="list-style-type: none"> - Use indoor voices 	<ul style="list-style-type: none"> - Keep bus clean - Keep aisles clear 	<ul style="list-style-type: none"> - Sit on bottoms - Stay in seat/ Hands & feet to self - Keep feet out of aisles/ head & hands inside bus.
Field Trips	<ul style="list-style-type: none"> - Please to assembly, classroom & bus procedures. 		

RISE - Positive Behavior Management

RISE [Reinforcement, Interventions, Supports, and Expectations] is modeled on PBIS which is a body of evidence-based practices that positively and effectively respond to the social-emotional, behavioral and learning needs of all students. This system of interventions, strategies, and supports help to guide the school manage behavior.

Derry Village is committed to working for positive, effective changes in school climate and students. We continue to watch our students change and grow, along with us to become effective learners and citizens.

The RISE curriculum was created by a team of DVS staff working under the PBIS guidelines over a period of several months. The program is based on three main ideas:

1. Children need to know what is expected of them.
2. Children need to be directly taught the correct way to behave.
3. The correct behavior needs to be encouraged and rewarded.

We have come up with three main school wide expectations that will be expected in every area of our school environment. They are easy for the children to understand and easy for the teachers and staff to remember.

Lucky's Expectations are: **Show Respect** - **Be Responsible** - **Be Safe**

These three ideas put into place in all of our instructional areas and all other areas of the school will make a big impact on the children in our care. It will support children in their social development, keep our classrooms consistent in what we expect from the children, and most importantly give the children a safe environment in which to learn and grow.

Academics & School Programs

Curriculum (for more details and core maps, please see our district [website](#))

- English, Language Arts (Readers Workshop)
- Mathematics (enVisionsmath2.0)
- Social Studies
- Words Their Way (Word Study/ Spelling)
- Computer & Technology
- Writing
- Science
- Health
- Guidance

Unified Arts: Students in all grade levels at DVS participate in Art, Music and Physical Education on a weekly basis. Children are provided opportunities to integrate Math, Science, and Language Arts with these specialized programs. Through active participation in these programs, students at DVS will gain a broader appreciation of humanities and their applications.

Through the Art curriculum students learn about the language of art, namely the elements of art and the principles of design. Art lessons are designed to reinforce the academic curriculum. Students are encouraged to use their artistic language and creativity to produce works of art that are personal statements that reflect an understanding of the material presented. In addition, students explore various cultures of the world through the arts and also learn about famous artists and their various styles of artistic expression.

Objectives found within the Music curriculum strive to provide students with opportunities to experience and appreciate music on many different levels. It is the goal of the DVS music program to foster and develop a lifelong appreciation of music in its many forms. Through the presentation of age-appropriate lessons using aural, visual, and kinesthetic approaches on such music-related topics as singing, music history, theory, movement, and basic instruments, children will develop the skills required to participate in middle and high school music activities.

The Physical Education program provides age appropriate activities for students to explore how their bodies move, and to develop and improve their gross motor skills. It also aims to help students develop individual, lifelong fitness and to promote cooperation and team work.

Because art, music and physical education are integral parts of the educational curriculum requiring self-discipline, listening skills, and participation, students are expected to perform with high standards of behavior, and effort and will be graded based in part upon these criteria.

Technology: Students will be introduced to basic operation of and proper terminology for the different components of the computer with emphasis on learning keyboarding skills to develop skill and accuracy. Technology skills are integrated in classroom activities and applied to published stories, reports and letters, become familiar with educational software to assist with curriculum goals, and to develop internet research skills.

Library: Students have access to the DVS school library on a weekly basis and are encouraged to

borrow books and magazines for their pleasure and benefit.

Due to the high cost of books, it has become necessary for us to be reimbursed for lost and damaged books so we can continue to provide quality materials for your children. If a student does not return the book by the three weeks beyond the due date, he/she will receive a written reminder, followed by a bill for the replacement cost. A student may not borrow additional materials until the overdue book is returned or paid for.

The policy of the Derry Cooperative School District is: "Fines will be charged for books/equipment students lose or damage." If this lost and paid-for book is returned in good condition, the money is refunded.

English for Speakers of other Languages: [Information](#) The Derry Cooperative School District provides a program that offers assistance to students who have another language in their background and need help in speaking, listening, reading, and writing English in order to be successful at school.

Report Cards/ Progress Reports: Report cards will be issued three times a year. This card provides parents with current information about their child's academic and social performance. All report card envelopes must be signed and returned to school. Please return these envelopes promptly.

The final report card of the year will be sent home on the last day of school.

Progress reports are issued twice each trimester for the purpose of providing parents with updated information as to their child's academic and social progress during the current marking period. Appointments to discuss your child's performance may be arranged with your child's teacher. Please contact the teacher either by note, e-mail, or through the school office to schedule an appointment.

Parent-Teacher Conferences: One of the greatest keys to your child's success at DVS is maintaining communication with the school. Teachers and administration care about your child's academic and social development. We encourage you to contact us with your questions or concerns. Teachers are available, by appointment, to review your child's progress throughout the school year. Formal conferences will be scheduled in the first trimester.

Placement: Our teachers spend many hours and put much professional thought and effort into placing their present students into next year's classes. The process is time consuming, as teachers focus on each child's needs. Every effort is made to place each child in a learning environment where they will be the most successful. This learning environment incorporates several factors.

Requests for specific teachers are not appropriate and will not be considered when student placement is made. We do not accept parent requests by teacher name. Descriptions of teacher strategies that have helped their children be successful are welcome.

It has been our experience that nearly all children are able to adjust rapidly to the different teachers they have over the years.

Blizzard Bags: The Derry Cooperative School District will implement Blizzard Bags again for the 2017-2018 school year. A Blizzard Bag contains assignments for students to complete at home during inclement weather days. **Blizzard Bags will be updated for the 2017-2018 school year and again be available to the right organized by grade level.**

- Blizzard Bags containing all assignments will be distributed on December 7th during Parent-Teacher Conferences.
 - All students are free to complete their paper Blizzard Bags during a Blizzard Bag Day.
 - Students in Grades 4-8 have an optional Google Classroom site to post questions or assignments.
 - Additional copies of the curriculum can be printed from the links provided below.
 - **Assignments are due the day the student returns from the Blizzard Bag Day.**
 - However, students may have an additional 5 school days to finalize their work.

WEE Deliver: WEE Deliver is the internal mail system at the school. Parents are more than welcome to use this mail system to write to your child. The bonus of using Wee Deliver is that it promotes writing skills among our students.

Extended Day: The Derry Village School Extended Day Program is a nonprofit, self-supporting program that operates at the Derry Village School. It is designed to provide supervision in a safe environment for children before and after regular school hours. Any child that attends DVS may enroll in the Extended Day Program, however, space is limited and applicants are taken for openings on a first come first serve basis. Contact program director, Jane Cuthbert at 434-1367 to obtain more information.

Hours of Operation: **6:45 to 8:20 a.m. 2:55 to 6:00 p.m.**

Food Service: [MySchoolBucks](#) Derry provides its students with a breakfast and hot lunch program. Participation in this program is voluntary. Students wishing to purchase hot lunch, snack milk or lunch milk are encouraged to prepay in advance of any purchase. Notices are sent home when your child no longer has a balance in his/her account. Parents may wish to send money into school weekly to ensure a positive balance remains in the student's account. Please take the time to fill out the envelope with your child's name, ID number and teacher. Each child in a family must hand in his/her individual envelope, along with payment, to their teacher first thing in the morning to ensure proper credit. Parents may also opt to sign up for [mylunchmoney.com](#) to pay using debit or credit cards.

Children from families whose income is below a certain level are eligible for free or reduced price meals. A form is sent home at the beginning of the year in regard to eligibility. It is also available at other times throughout the year by request on the [District Website](#). Please contact the school should you have questions or concerns. School lunch prices are in the chart below. All prices are subject to change. No student will be denied a lunch at DVS. Due to allergies, peanut butter is never included on our menu.

Breakfast (including milk/juice)	\$ 1.40
Hot Lunch (including milk/juice)	\$ 2.60

Lunch/Snack Milk	\$.40 (4 oz.)
Lunch/Snack Juice	\$.40 (4 oz.)

Extracurricular Programs: Extracurricular activities provide students with multiple opportunities to develop and showcase social, athletic, and academic skills in a non-classroom environment. DVS encourages all students to explore the many opportunities available to them outside the classroom. Possible programs of interest might include:

- Running Club
- PALS
- Book Clubs
- Destination Imagination
- Ski Club
- Invention Convention
- Band and Chorus (grades 4/5)

Supplemental Services: Classroom teachers alone cannot assume the responsibilities for the many services that children need. Supplemental staff include the school nurse, speech therapist, physical therapist, occupational therapist, school psychologist, school counselors, social worker, reading specialist, ESOL teachers (English as a second language), Gifted and Talented (PACE) teacher, Special Education teachers and teaching assistants. Specialists assist classroom teachers in meeting the educational needs of students. If you believe your child could benefit from any of these services, please contact the school.

Field Trips: As part of the educational program, occasional field trips are planned to promote and enrich experiences for students. Trips are adequately supervised by teachers and parent chaperones. All students attending field trips are required to bring a permission slip signed by parents in order to participate. Parents are not allowed to transport their child to or from the field trip destination unless an emergency situation arises and arrangements have been approved by the building administrator. If your child has any pervasive health concerns, parents are encouraged to accompany their child on field trips.

Field Trips for Students: When you are on a field trip, you represent the school and you are expected to follow all school wide expectations of respect, responsibility and safety. You are expected to be a good representative of DVS and behave accordingly.

Field Trips for Chaperones: Students learn from the example set for them by adult role models, both in the school and beyond the school walls. On field trips, chaperones will work the with school staff to reinforce appropriate behavior. To that end, the dress, conduct, language and interpersonal relationships of chaperones will contribute to the trip atmosphere. Thank you for volunteering and we appreciate your help.

Field Day: At the end of every year, students at DVS will participate in field day. Field day encompasses regular physical activity and games with classroom research and presentations. Included are the school wide BBQ day and cultural arts presentation. This is a fun time for students at DVS and a great way to celebrate our school year.

School Counseling: Derry Village Elementary has a professional counselor who provides guidance services to students. Guidance consists of working with students to develop academic, personal, and social skills. Elementary school counselors work with parents, teachers, school administrators, and others to provide the best possible resources and services. Referrals to

counseling can be initiated by parents, students, or teachers.

School Health & Safety

Health Service: (Direct Telephone 437-3578)

The Derry 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 (i.e. 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 consultant/resource person to the school staff, students, and parents.

Healthy Snack Options - Please refer to our District's Wellness Policy for more information on healthy snacks, lunches and treats.

Physical Exams/ Immunizations: 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 Grade 1 is required. Transfer students will need a Physical Examination if one is not in their records.

Medication: Students are not allowed to bring medicine to school. This includes cough medicine, cough drops, herbal supplements, prescription and over-the-counter medicines.

- Only medication prescribed by a physician will be administered. Physician's written authorization along with parental/guardian permission must be kept on file in the school.

- All medication must be brought to the school nurse by a parent or legal guardian. Students may not carry medication to school.

- All medicine containers must be properly labeled with the student's name, physician's name, and instructions for the administration of the medicine (in original Rx bottle). 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 the necessary forms and information. In order for this change in procedure to occur, a parent/guardian and physician must sign the appropriate documentation.

- No medicine may be dispensed unless 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 medications on the last day of school. Any medication that is not picked up by parents will be disposed of by the school nurse and administration at the close of the last day of school.

Illness: When children show signs of illness, such as sore throat, fever, or rashes, it is advisable to keep them 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 during inclement or extremely cold weather. Generally speaking, if a child is too ill to partake in a recess of physical activity, he/she is too ill to attend school. An exception to this would require a doctor's note to excuse these activities.

All communicable disease 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 twenty-four hours after starting therapy.

Emergency Cards: At the beginning of each school year you will receive two emergency cards that are to be completed for each child. Please read these cards carefully and fill out both sides before you return them to school. The information contained on these cards is critical to your child's safety and well-being. **SHOULD CHANGES OCCUR DURING THE SCHOOL YEAR, PLEASE UPDATE THE INFORMATION WITH THE OFFICE AS SOON AS POSSIBLE.** We sometimes have great difficulty reaching parents in emergency situations due to insufficient or inaccurate information on these cards.

Emergency Drills: Throughout the school year, students will participate in both fire and emergency evacuation drills. We will also perform "lock-down" drills. Participation in these drills is mandatory and is regarded as a valuable tool in maintaining school safety. Please review the emergency fire and evacuation procedures with your child. Your cooperation is greatly appreciated.

Security Access: Access to Derry Village during school hours can be made through the main doors near the office. Access to the school is protected by an automatic door locking system and video surveillance. The intention of the door locking system and video system is to provide a more secure setting for children and staff. As you arrive in the foyer a button and intercom is located to the left of the door. A video camera also provides a view of the foyer area for office staff. Press the button to gain access and office staff will open the door for you. The "buzz" is silent. After you

press the button wait a moment then pull the door open. Office staff will direct you via an intercom if the door does not open on the first attempt.

The added precaution enables us to better monitor visitors to the building. The system also provides protection in the case of an outside police matter, which unfortunately in this day and age could happen within any community.

Visitors: Derry Village school and the Derry Cooperative School District encourage parent and citizen visitation, at appropriate times, in classrooms.

For your child's safety and well-being, Derry Village requires all visitors, volunteers, parents and guardians to report to the school office upon arrival. Visitors, volunteers, parents, and guardians will sign in, obtain permission to enter the building, and wear a Visitor or Volunteer ID during the visit.

Parents or citizens wishing to observe a classroom while school is in session must arrange such visits in advance with both the classroom teacher and building principal. A minimum of twenty-four-hour notification is required. Teachers are expected to not take class time to discuss individual matters with visitors.