

# Raymond School District

SAU 33, 43 Harriman Hill Road, Raymond New Hampshire, 03077  
Tel. 603-895-4299 Fax. 603-895-0147 [www.sau33.com](http://www.sau33.com)

Tina H. McCoy, Ed.D., Superintendent of Schools  
Walter Anacki, Special Education Director  
Todd Ledoux, Facilities Director  
Jennifer Heywood, Administrative Assistant



Ron Brickett, Business Administrator  
Michael Whaland, Curriculum Coordinator  
Karen Stuart, Human Resources Coordinator  
Kevin Federico, Technology Director

July 2018

Dear Parents and/or Guardians,

We are so glad that you have chosen to enroll your child at Iber Holmes Gove Middle School, a place where students can continue to develop their independence and grow both academically and socially. Our teachers and staff members are here to support your child throughout the journey of adolescence and middle school. In partnership with you we are working to realize the mission of the Raymond School District, which is to ensure high levels of learning for all. Through innovation and collaboration, we will encourage and challenge each student with a rigorous and relevant program.

*Iber Holmes Gove Middle School is a community of learners and positive role models working and growing together to encourage all students to reach their highest academic potential.*

*Our vision is to provide a rigorous and engaging educational experience for all of our students, so they will become independent thinkers that are active and collaborative members of society who can communicate and lead effectively.*

We hope that you will consider becoming and staying involved in our school community by attending events, volunteering or joining our phenomenal Parent Core Group. Although your child is now in middle school, your ongoing attention to your child's classwork, homework and progress is still essential. Please stay in close communication with your child's teachers or other key professionals, and reach out to the school administration or the District office if you have questions or need assistance in any way. We are here for you and your child.

This Student Handbook is a reference intended to provide clarity in relation to a range of issues that commonly arise in schools. Please familiarize yourself with it, and refer to it when you have a question about procedures in our school. No handbook can address every process or challenge, so please feel comfortable reaching out to the educators at IHGMS if you are in need of further clarification regarding any aspect of the handbook or if there is an issue that is not referred to in the document.

We are so excited to start the 2018-19 school year at Iber Holmes Gove Middle School, and we hope that your child and you are equally eager. There are so many fantastic curricular and extracurricular learning opportunities to look forward to in the upcoming year!

Sincerely,

A handwritten signature in blue ink that reads "Tina H. McCoy".

Tina H. McCoy  
Superintendent

A handwritten signature in blue ink that reads "Bob Bickford".

Bob Bickford  
Principal

A handwritten signature in blue ink that reads "Mike Chouinard".

Mike Chouinard  
Assistant Principal

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School Board and District Administration

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Raymond School Board

Joseph Saulnier	Chairperson
Janice Arsenault	Vice-Chairperson
Beth Paris	Secretary
Michelle Couture	Member
Moe Titcomb	Member

Superintendent of Schools  
Business Administrator  
Special Education Director  
Curriculum Coordinator  
Technology Director  
Facilities Director  
Food Service Director

Dr. Tina H. McCoy  
Marjorie Whitmore  
Scott Riddell  
Michael Whaland  
Kevin Federico  
Todd Ledoux  
Judy DiNatale

SAU 33 - Superintendent's Office  
43 Harriman Hill Road  
Raymond, NH 03077  
Tel. 603-895-4299  
Fax 603-895-0147

Raymond High School  
45 Harriman Hill Road  
Raymond, NH 03077  
Tel. 603-895-6616  
Fax 603-895-5415

Principal	Steven Woodward
Assistant Principal	Peter Weaver
Athletic Director	Davinney Brazeau

Iber Holmes Gove Middle School  
1 Stephen K. Batchelder Parkway  
Raymond, NH 03077  
Tel. 603-895-3394  
Fax 603-895-9856

Principal	Robert Bickford
Assistant Principal	Michael Chouinard

Lamprey River Elementary School  
33 Old Manchester Road  
Raymond, NH 03077  
Tel. 603-895-3117  
Fax 603-895-9627

Principal	Bryan Belanger
Assistant Principal	Laura Yacek

**RAYMOND SCHOOL BOARD MEETINGS**

The Raymond School Board meets regularly during the school year on the first and third Wednesday of the month at ~~7:00 PM~~ **6:00 PM**. Members of the public are invited to attend. To place an item on the agenda, please contact the School Administrative Unit at 895-4299 for a request for inclusion on the agenda.

# 2018-2019 Draft Student Handbook

## School District Mission and Belief Statements

This page may be updated with a Vision Statement as per the Strategic Planning Committee

### **Mission Statement**

The Mission of the Raymond School District is to ensure high levels of learning for all. Through innovation and collaboration with our community, we will encourage and challenge each student with a rigorous and relevant program.

### **Belief Statements for the District**

We Believe:

1. Acquiring and applying knowledge and skills is a lifelong collaborative process.
2. Each student must be valued, challenged and encouraged.
3. Each student will excel by engaging in diverse, rigorous and relevant experiences.
4. Innovation in teaching practices is essential to student success.
5. Service to community engenders pride, ownership and sense of belonging.
6. Community support and engagement is essential to students' academic success and personal growth.
7. Students will acquire and apply thinking and problem solving skills that are creative and adaptive for success.
8. We must ensure a healthy and safe environment for all.
9. Our school community values a positive attitude, hard work, high expectations, a shared vision, and effective communication.
10. We are committed to preparing our students to assume their roles as productive, responsible citizens.
11. Strong student-teacher relationships are the foundation of all meaningful learning.
12. Our core purpose is to ensure high levels of learning for all students to foster unlimited opportunities.

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Iber Holmes Gove Middle School Vision Statement

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**Vision Statement**

**Iber Holmes Gove Middle School is a community of learners and positive role models working and growing together to encourage all students to reach their highest academic potential.**

**Our vision is to provide a rigorous and engaging educational experience for all of our students, so they will become independent thinkers that are active and collaborative members of society who can communicate and lead effectively.**

**Objectives of Iber Holmes Gove Middle School**

1. To expose students to a variety of teaching and learning methods.
2. To provide programs and experiences appropriate to the needs, interests, and abilities of each student.
3. To provide an environment conducive to the development of a positive self-image while fostering respect for others.
4. To offer experiences for research, creative thinking, and problem solving.
5. To give each individual quality educational experiences which will enrich life and provide the tools to become a productive, healthy member of society.
6. To teach students good study habits and organizational skills.
7. To provide students with the knowledge and career awareness necessary for success in their continuing education or vocational choices.
8. To support reciprocal relationships among students, staff, and the local community so that there is an exchange of ideas, services, and skills.
9. To provide students opportunities for participation in a wide selection of competitive, noncompetitive, group, and individual activities based on their interest and abilities.
10. To prepare students to assume their adult roles as active participants in a democratic and multicultural society.
11. To involve students in the development and application of school programs and policies.

## 2018-2019 Draft Student Handbook School Delays and Cancellations

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### How do I find out if school is delayed or cancelled?

In the event that inclement weather requires the school to open late, close early, or be cancelled, the Superintendent will notify the building principals and the media outlets listed below.

The Raymond School District also activates an automatic call and email notice to notify parents of school closings, delayed openings, early releases due to weather, and any emergency situation. Please be sure to keep us up to date on telephone numbers and email address changes.

#### Internet

[www.sau33.com](http://www.sau33.com)

[www.wmur.com](http://www.wmur.com)

#### Television Stations

RCTV	Raymond	Channels 13 and 22
WMUR	Manchester	Channel 9
WBZ	Boston	Channel 4

#### Radio Stations

WZID	Manchester	95.7 FM
WBZ	Boston	1030 AM

### How do I update my contact information?

*Input online registration contact info directions here.*



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Students will be allowed to go to classrooms as 7:35 AM. There is no supervision before that time. The school day begins at 7:55 AM and ends at 2:35 PM. Any students not in their class at 7:55 AM will be considered tardy and must report to the office for a tardy slip. Both tardiness and failure to sign in at the main office or leaving school grounds without authorization and approval from the main office will result in strict disciplinary action by the administration.

All students are dismissed from their classroom at 2:35 PM. Students waiting for buses remain in the gymnasium until their bus arrives. If you need to pick up your child prior to the end of school, you must sign your child out in the office. Students should not be in the building after 3:00 PM unless they are attending a specific scheduled event **or after-school program/activity**.

### Bell Schedule

All students must be in their homerooms by 7:55 AM. If later than 7:55 AM, students will be marked tardy.

5th Grade		6th Grade		7th Grade		8th grade	
7:35-8:00	Homeroom	7:35-8:00	Homeroom	7:35-8:00	Homeroom	7:35-8:00	Homeroom
8:00-8:30	Morning Meeting	8:00-8:30	Morning Meeting	8:00-9:30	Instructional Block	8:00-9:30	Unified Arts
8:30-10:45	Instructional Block	8:30-10:00	Instructional Block	9:30-11:00	Unified Arts	9:30-11:30	Instructional Block
10:45-11:30	AIB	10:45-12:30	Instructional Block	<del>11:30-1:50</del> <b>11:30-1:05</b>	Instructional Block	12:00-1:50	Instructional Block
11:30-12:00	Recess	12:30-1:00	Lunch	<del>1:50-2:35</del> <b>1:05-1:50</b>	AIB	1:50-2:35	AIB
12:00-12:30	Lunch	1:00-1:30	Recess	<b>1:50-2:35</b>	Instructional Block		
12:30-1:30	Unified Arts	1:30-2:35	Unified Arts				
1:30-2:35	Instructional Block						

### Snow Delay/2 Hour Delayed Opening Schedule

<del>9:55-10:10</del>	Homeroom
<del>10:10-10:50</del>	Block
<del>10:50-11:30</del>	Block
<del>11:00-11:30</del>	<del>5th Grade Lunch</del>
<del>11:30-12:00</del>	<del>8th Grade Lunch</del>
<del>12:00-12:30</del>	<del>7th Grade Lunch</del>
<del>12:30-1:00</del>	<del>6th Grade Lunch</del>
<del>1:30-2:00</del>	Block

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2:00–2:35

Block

### IHGMS Academic Intervention Block (AIB)

#### What is AIB?

- AIB stands for Academic Intervention Block.

#### What is the goal of AIB?

- The primary goal of AIB is to **give students the opportunity to improve their academic performance in reading and math so that 80% of our students are mastering the related academic standards.** ~~provide academic interventions, supports and enrichments for students within the school day.~~

#### What are the details of AIB?

- The AIB block meets every day for 45 minutes.
- Students are assigned to an AIB advisor for the year.
- ~~The first day of the week is a Planning Day. Students will report to the AIB advisor the first day of each week during homeroom for attendance and AIB scheduling for the week.~~
- AIB advisors will email their students their AIB schedule for the week.
- Students will report to their assigned AIB rooms throughout the week during AIB..

#### ~~AIB Planning Day~~

- ~~Planning Days are usually Mondays during homeroom. Should a holiday or inclement weather day happen to occur on a Monday, Planning Day will take place on Tuesday.~~
- ~~Students report to their AIB rooms for attendance, and review academic progress with their advisor. Prior to meeting with their AIB advisor students will complete their weekly AIB Conference Sheet. Students will need to review their PowerSchool information to record what formative and summative assessments that they have missing, need to make up, etc. as well as to record their current academic standing is for each course that they are enrolled in. Students will also identify their first, second, and third choice for AIB placement for each day of the week.~~
- ~~Academic teachers may “pre-book” students for AIB and students are expected to attend. These bookings will take priority over student preferences.~~
- ~~AIB advisors may book students for academic interventions based on student performance indicated in PowerSchool. These advisor bookings will take priority over student choices.~~
- ~~After students review pre-bookings, they may request to be booked for specific skills reinforcement, extra help, or choose a location to spend their time in during the Intervention days.~~
- ~~Students will record their destinations in their Agenda Books or other appropriate tracking method such as their electronic calendar. Advisors will email each student their AIB schedule for the week at the completion of AIB planning period.~~

#### AIB Scheduling

- **AIB scheduling will be based on the results of screening assessments. Students will be grouped according to their assessed needs for academic intervention, or enrichments, in reading and math. Students with similar needs will be grouped together.**
- **Intervention/enrichment groups will normally be scheduled for six week sessions.**

#### ~~AIB Intervention Days~~

- ~~These are the days during which AIB interventions actually take place (normally Mondays through Fridays during AIB period).~~

#### ~~What type of things can I do during AIB Intervention Days?~~

- ~~Subject Specific Extra Help. Classroom teachers will provide assistance to assigned students by re-explaining concepts, clarifying course expectations, providing time to make up work, quizzes, or tests, and/or following up.~~

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- Targeted Intervention Centers. Students who are identified with skills deficits will spend their AIB period engaged in learning designed to assist them in strengthening those skills. ~~The remaining days of the week may be spent in any of the other activities described in this section.~~ Targeted Intervention Centers can be with a **classroom teacher**, case manager, reading specialist, etc.
- ~~Computer Resource Centers. Computer areas are available for student access. One lab will be designated for each grade level to use.~~
- ~~Quiet Guided Study – For students who are not in need of academic intervention may request to be assigned to the cafeteria to work or read quietly, with an emphasis on quiet as there will be no talking allowed.~~
- Academic Enrichment. Students may access resource centers for the purpose of supplementing or enhancing their performance in any class. Each grade level will have at least one enrichment activity scheduled each day of AIB. (UA teachers may volunteer to open their classrooms periodically for enrichment activities)
- ~~Student Tutors. Students with strong scholastic ability in a specific area are encouraged to provide teacher aide/peer tutorial assistance during AIB by seeking the permission of instructors to do so. They will need to book the appropriate teacher/location for this purpose as part of their planning process. Students can tutor students in lower grades with teacher approval.~~

### What is expected of me during AIB?

- Be there. Students will be marked “Present/ Active”, “Present/Inactive”, “Absent”, “Tardy” or “Skipping”. All students at all grade levels will be required to attend AIB.
- Stay there. Students will remain in their assigned location until they are dismissed.
- Be on Task. Students are expected to be productive during AIB. Students who persist in engaging in unproductive behavior will be written up for disciplinary action. All school wide behavioral expectations shall apply within the AIB block as they do at other times of the day.
- Be Responsible. Students who are found wandering the halls during AIB, without a “pass” will be subject to disciplinary action by teachers the same as any other time of the day. Students who do not report to their assigned bookings shall will receive the appropriate consequences.
- **Students will have the opportunity to demonstrate their academic performance during AIB. Those students who demonstrate the needed academic growth will be scheduled for other academic sessions, possibly including enrichments, for the next six week session of AIB.**

### Glossary of Terms

#### AIB Team

~~The IHGMS Leadership Team~~ **Student Intervention Team (SIT)** will oversee AIB. ~~The Leadership Team~~ **SIT** is made up of the school ~~administrators~~ **administrative team**, ~~and the team leaders~~ members of each of the grade level and Unified Arts teams.

#### ~~AIB Advisory~~

~~Group of students assigned to one teacher for planning and goal-setting purposes one day per week. Students will “book” their locations for the remainder of the week.~~

#### ~~AIB Planning Day~~

~~The first day of each week where students meet in their AIB Advisory to review academic progress and plan the remainder of their AIB blocks for the week (normally, Monday).~~

#### ~~AIB Intervention Days~~

~~These are the days during which AIB interventions actually take place (normally Mondays through Fridays).~~

#### ~~AIB Conference Sheet~~

~~Weekly sheet for students to fill in their locations so that they can be electronically “booked” in the AIB Master E-Planner. This sheet should remain in a standard location in the AIB Homeroom, so that students can check it in the event that they forget where they are going on any given day.~~

#### ~~Agenda Book~~



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~~An agenda book that includes a calendar in which students can record their bookings and class assignments.~~

~~AiBMaster ePlanner~~

~~The electronic software for recording student AiB schedules and tracking student daily participation from Monday through Friday.~~

~~Bookings~~

~~Term utilized by AiBMaster ePlanner when students book an appointment with a teacher.~~

~~Targeted Interventions~~

~~Students who have been identified with skill deficits will be booked to a Targeted Intervention twice a week. Teachers will be made aware of the identity of such students.~~

~~Grade Level Weekly Agenda~~

~~Grade level teacher teams will provided an outline of the next week's activities to students for planning purposes. This outline will be made available to all students during their AiB planning period each week.~~

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**Classroom activities that take place in our schools are a vital part of the teacher-students learning process. Regular daily attendance and being on time for school is essential and expected if students are to derive maximum benefit from school and the very best education. Please make every effort to ensure that your child is in school every day. Absenteeism is considered a serious matter for all students. Students are expected to attend school unless the student is ill or involved in an emergency situation. The active design of learning experiences in our schools incorporates group process and interaction with other students to a great degree. Those aspects of missed lessons cannot be replicated. The end result could be harmful to student achievement. School vacation times are provided on the school calendar. (Link to School Calendar here.)**

The Raymond School Board considers regular attendance essential to success in school. As the student progresses through school, the major responsibility for attendance shifts from parent/guardian to the student. Therefore, the school's response to an excessive number of absences will differ from level to level. Each school will develop procedures outlining ~~how it will deal with~~ **how to address** students who have an excessive number of absences.- There are a number of items that are common to all schools. They include:

- ~~• Tardiness has a negative impact on a student's performance in school. Each school will develop procedures to deal with students who are tardy.~~
- Students are expected to make up all work missed due to absence, tardiness, dismissal, or suspensions.
- Students who do not attend school will not be allowed to participate in or attend school activities on that day.
- Any procedures that impact a student's grades due to excessive absences will contain an appeals process.

~~Responsibility of the Administration, School Board, and Staff~~

~~Section I: Responsibility: the school board, administration and staff will have the authority to correct an attendance or recordkeeping error.~~

~~Section II: Consequences: Truancy and tardiness shall be considered cause for disciplinary action as determined by the administration.~~

~~The following applies to those students eighteen (18) years of age and older. After fifteen (15) consecutive days absent, when there has been no clear understanding with an absent pupil and his/her parent/guardian, the school will send a warning letter to parent/guardian giving notice that the pupil will be dropped from registration effective the 20th day of her/his consecutive absence. A copy of this letter will go to the Superintendent of Schools. The School District will conform to all State and Federal laws and regulations pertaining to attendance, Child Find, and truancy, such as: 169B, 193:12, and 300.125.~~

*Reference to RSA 193:1 Duty of Parent ; Compulsory Attendance removed. (Put at end - regulations)*

## **Regulations**

Each student enrolled in Raymond School District is required to attend school on a regular basis. In order to take maximum advantage of the education opportunities offered by the Raymond School District, students need to establish a pattern of regular and punctual attendance. Student attendance is the responsibility of the parent/guardian and student. Students should always be in school except when:

- The student's health prohibits attendance;

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- The student's presence is required elsewhere by a sound, pressing, and unavoidable out-of-school activity;
- The student, the student's parent/guardian, and the principal agree that the reason for absence is in the best interest of the student.

Parents/guardians are expected to notify the school when their student is absent. If the school does not receive a call notifying of the absence, then the school will call the parent/guardian to inform them of the absence. All absences will be unexcused unless the school receives a note indicating why the student is absent. Absences will only be excused for one of the following reasons:

- Illness (Physician statement required for more than three consecutive days)
- Recovery from an accident/natural disaster
- Required court attendance
- Medical and dental appointments
- Death in the family
- Observation or celebration of a bona fide religious holiday
- Approved school activity
- Individual Education Program/Alternative Education Program
- College visitations

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

Taking children out of school for family vacations is strongly discouraged and will be recorded as unexcused absences.

Students who do not attend school for at least 3 ½ hours on a regularly scheduled school day will not be allowed to participate in any school related activities on that day. In the case of a weekend activity, the student is expected to follow this guideline on the Friday prior to the event. Dismissals will be allowed for a legitimate reason when substantiated by the school nurse or appropriate designee. A parent/guardian wishing to dismiss their child from school must sign the dismissal register in the main office.

### **Perfect Attendance**

The only consideration given for qualifying for perfect attendance is an absence due to a scheduled school activity. Restriction, bereavement, any absence, tardy, or dismissal days will not be considered perfect attendance.

### **Absences**

Please remember to call us (895-3394) when your child is going to be absence and please also send us a note when your student returns so that we can document the asence. We can only excuse those absences that we have a note for which meets the School Board criteria for excused absences.

In the event of an illness, parents/guardians must call the school and inform the District of the student's illness and absence. Parents/guardians must provide written notice or a written excuse that states ~~one of these~~ the reasons for non-attendance within two days of the student's return. The Principal may require

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parents/guardians to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

### **Dismissals**

All changes to student dismissal must be made in writing - signature required. NO changes may be made over the phone. Please plan ahead when dismissing students before the end of the day. Please refrain from calling during dismissal time.

### **Make-Up of Work**

The actual make-up period will vary at the discretion of the teacher, but shall not be less than the number of days for which the student was absent. Students will be encouraged to collect work before an absence when it can be anticipated. **Allow 24 hours notice.** Work provided for a student prior to an absence is due within upon the student's return to school.

### **Truancy Procedure**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused as per policy JH Student Absences and Excuses will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A full-day presence is defined as a student who attends 4 or more hours of instructional time. A half-day presence is defined as a student attending at least 3, but less than 4, hours of instructional time. A full-day absence is defined as a student attending less than 3 hours of instructional time.

**See the complete policy JHB Truancy in our regulations section at the end of this handbook or at [www.sau33.com](http://www.sau33.com).**

*(Removed full description of specific IHGMS procedures and replaced with reference and link to policy.)*

**(Link to [Policy JH Student Absences and Excuses](#) and [Policy JHB Truancy](#) in paragraphs above.)**

### **Tardy Policy Procedure**

A student arriving to school after 7:55 AM is considered tardy.

Students tardy to school will be subject to the following per quarter:

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- On the 4th day of tardiness a student will receive a detention.
- On the 7th day of tardiness a student will receive a half-day of in-school restriction.
- On the 10th day of tardiness a student will receive a full day of in-school restriction.
- 10+ days of tardiness will result in a detention for each subsequent day of tardiness.

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### **After School Program - LEAP**

IHGMS has been awarded the 21st Century Community Learning Centers Grant for the 2018-2019 school year! Our program, named LEAP, is open everyday after school until 5:45. Our daily schedule consists of a healthy snack; homework support facilitated by certified teachers; enrichment clubs including cooking, science, gardening, crafts, sports, and other fun recreational activities; and general social time with friends. There is a one time registration fee of \$50 which will enroll your student(s) in our program for the entire year! A late bus will be available for an additional \$25 for families that wish to take advantage of this service, which departs the middle school at 5:00. Registration will begin mid-summer. If you have any questions, you can contact Pat Arsenault at [p.arsenault@sau33.com](mailto:p.arsenault@sau33.com) or call 895-3394 ext. 4308

### **Bicycles**

Students are extended the privilege of bringing bicycles to school as long as they respect the safety and rights of others and obey school rules. Any student seen operating his/her bike in an unsafe manner will have the privilege suspended temporarily or for the remainder of the school year. Students are required by law to wear helmets. The school district is not responsible for **damage to/loss of** bicycles brought onto school property. Students are not to bring bicycles on the athletic fields. Bicycle racks are provided outside the school. The student must place his/her bike in a rack immediately upon arrival to school and it must be left for the entire day.

NH RSA 265:144 states that anyone under the age of 16 may not ride a bike on a public way without wearing a helmet. This means that **any student riding a bike to school must have a helmet on**. Students who do not wear helmets will be reported to the School Resource Officer.

### **Change of Pertinent Information**

Any change of name, address, telephone number, immunization updates, etc., should be given to school officials immediately. In case of emergencies, it is very important that we have the most current information. **A legal document must be provided for any changes in a student's custody or guardianship.**

### **Crisis Protocol**

~~In the event of a crisis, it may be appropriate to secure the safety of students and staff by calling for a "lockdown." In this event, a responsible party will announce "Lockdown" over the public address system/intercom. Faculty is instructed to secure their rooms and take attendance. No one is to leave the room until a police officer or administrator gives the direction for dismissal. In extreme circumstances, students may be transported to another location.~~

**Safety drills are held at each school periodically throughout the year.** Instructions are posted in each classroom indicating how to leave the building in case of fire **evacuation**. Walk - Don't Run! No Talking! Move quickly and quietly to designated areas. Students will not enter any vehicles during a fire drill.

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**In the event that our students and staff find themselves in a potentially violent or life-threatening situation, the District has adopted the A.L.I.C.E. protocol: Alert, Lockdown, Inform, Counter, and Evacuate. Training is provided to all students and staff.**

### **Drop-off/Pick-up**

We have three lanes of travel in front of our school; the one closest to the building is for school buses only and two drop off/pick-up lanes through the parking lot. For students being dropped off at school it is safest if they exit/enter your vehicle at or before the crosswalk that leads to the front of the school. Beyond the crosswalk the three lanes of traffic merge into one and we don't feel that it is safe to have students in an area where drivers are focused on merging into a single line to exit the school grounds.

A staff member is always in the parking lot near the bus lane starting at 7:35 in the morning to help ensure student safety as they enter the school. Students who arrive before 7:35 are to come into the school and wait in the lobby. From there they can proceed to their classroom areas once the teachers are in place.

At 2:35 pm dismissal our walkers/bike riders and students being picked up exit the main entrance of the building. We will have three staff members in the parking lot, one in each of the travel lanes to assist with the safe dismissal of our students. All students leaving the building by the front entrance must use the lined crosswalk where we have folks stationed. We welcome you to use both of the pick-up lanes in the parking lot, staying to the right of each lane, and having your students enter your vehicle at or before the crosswalk. Please do not park near the stonewall to pick up your students.

All of our students riding buses exit through the gym entrance of the school to their buses. For students whose buses are not at the school at dismissal we have them wait in the gym on the bleachers with adult supervision until their bus arrives.

When parking at school please use only the designated parking spaces in the parking lot. Please do not park on either side of the exit from the parking lot (no parking alongside either the school or the stone wall).

### **Extracurricular Activities and Athletics**

The following interscholastic/intramural activities may be conducted during the school year. To be eligible to try out or participate in the following activities, all students must have a current written physical on file in the nurse's office.

Fall: Soccer

Winter: Boys & Girls Basketball, Cheerleading, Volleyball

Spring: Baseball and Softball

Following are some of the extracurricular activities that may be conducted throughout the school year:

Homework Club

Drama Club

Flag Football

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Newspaper	Yearbook	Student Council
Science Club	Chess Club	Chorus
Math Counts	Geography Club	Junior National Honor Society
Intramural Soccer	Environmental Club	

Parents/guardians are required to pick up their children within 15 minutes after the activity ends or your child will be denied participation at the next session of this school activity.

Information regarding these activities will be made available to students at the appropriate times throughout the year.

### **Extracurricular Eligibility Guidelines**

An important goal at the middle school is to provide students with a well-rounded academic and exploratory education. Participation in extracurricular activities is an important part of that process. However, there are occasions when involvement in extracurricular activities can be detrimental to an individual's academic success. For that reason, the following guidelines have been established.

Extracurricular activities include all interscholastic/intramural sports, school clubs and organizations. Eligibility rules apply to both boys and girls in all activities. An ineligible student shall not be allowed to be a member of any extracurricular organization.

To be eligible for any extracurricular activities:

1. Students must be present on the day of the activity for a minimum of 3.5 hours; if the activity is on Saturday, the student must be present in school on the preceding Friday for a minimum of 3.5 hours. Students are not exempt from detentions because of extracurricular activities, including sports.
2. Students must be passing all classes.
  - a. If a student receives a failing grade on a progress report or report card while participating in an extracurricular activity, the student will automatically be suspended from the activity for a period of 10 school days.
  - b. At the end of the 10-day suspension, the student will be reinstated provided that the student is passing all classes and reported to advisors/coaches and assistant principal. If at any time during the season after the first suspension the student receives a failing grade, he/she will be removed for the remainder of the season. Students involved in year-long activities will be reviewed quarterly.
3. Students must abide by all school rules:
  - a. Students who violate policy JICI regarding possession, use, and/or transfer of drugs, alcohol and tobacco products will lose their eligibility to participate in athletics and all other extracurricular activities for the remainder of the school year.
  - b. A student may not participate in extracurricular activities while suspended from school.

A student with a prolonged illness or injury must have written permission from the parent and physician to participate in extracurricular activities.

Students will also be expected to follow any guidelines set forth by the coach or advisors.



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### Field Trips

~~The Raymond School District stresses the importance of field trips as a means of helping students to learn as much as possible about the world we live in. Under NO circumstances will a student be allowed to go on a school-sponsored field trip without a signed permission slip. Phoned in permission is acceptable only with administrative approval.~~ **The Raymond School District considers field trips integral to the student's learning experience. Students must have a signed permission slip to attend all field trips.** Students are expected to be on their best behavior and to follow all school regulations regarding dress and conduct. Any misconduct may result in the loss of field trip privileges for the remainder of the school year **and any further disciplinary action as deemed appropriate by administration.** ~~The middle school stresses the importance of field trips as a means of helping our students learn as much as possible about the world in which they live. Teachers incorporate such trips into their curriculum and all students are expected to participate. Chaperones for field trips must be 21 years of age or older.~~

### Food or Beverages

Clear water, as well as foods that are in compliance with the Wellness Policy, will be allowed in classrooms at the teacher's discretion for snack time, and providing such does not create a distraction or result in spills. Other food or beverages are not allowed in the classroom, hallways or gymnasium unless authorized in writing by the teacher, school nurse, or administration. There will be no food or beverage of any kind on or near electronic equipment under any circumstances.

### Freshmen Orientation Program

*Jumpstart* is the freshmen orientation program to assist rising 9th graders with their transition from middle school to high school. It is open to all incoming freshmen and it takes place during the summer, over the course of three days.

### ID Badges

**Students in grades will be required to carry ID badges, as per policy ECAB. ([Link here.](#))**

### Lockers

Each student may be assigned a locker either to use alone or share with another student. Students are only to use the locker assigned to them. Lockers are the property of Raymond School District. They are subject to inspection by school authorities for such purposes as checking cleanliness, inspection for damage, and assuring that items that present a health, safety, or legal hazard are not present. Locks will be issued at no charge to the students. If a lock is lost or damaged, however, the student will be charged a \$5.00 replacement fee.

### Lost and Found

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The school cannot be responsible for items that have been misplaced or taken. We urge you to have your child's name on ALL PERSONAL ARTICLES, INCLUDING LUNCH BOXES. The lost-and-found department is located by the nurse's office. All inquiries regarding lost-and-found articles should be made at the main office. If an article is found, it should be taken to the lost-and-found department. If any student must bring in something of great value, PLEASE BE SURE PRIOR ARRANGEMENTS HAVE BEEN MADE FOR ITS SAFEKEEPING. ~~Quarterly~~; **Periodically** throughout the year, unclaimed lost and found articles will be given to charity.

#### Media Services

The purpose of the media center is to enrich the lives of our students. It offers many different types of printed materials: books, magazines, audio/visual materials, and computer access. The media center is a place to do reference work, read for pleasure, or simply learn how to access information. It is important that students be orderly and quiet when using the library so as not to disturb the work of others. Regulations established by the librarian must be followed at all times. Students must have an official pass and sign in, to be allowed in the media center. Books borrowed from the library should be returned on time so that others may use them. Overdue notices are sent to students notifying them of the overdue book/books. Replacement charges will be billed for all damaged or lost books.

Only students with official library passes will be allowed in the media center. ~~Students will be required to sign in at the media center and give their passes to the media aide.~~

#### Personal Articles

Personal articles such as mp3 players and cell phones may not be used in school without permission. ~~See Student Conduct~~ **See sections on Student Conduct and Discipline** for other personal items that cannot be brought to school. The School District is not responsible for lost or stolen personal items, including musical instruments that are brought onto school property. **Input links to sections.**

#### Recess

Fifth and sixth grade have daily recess. The purpose of recess is to give children a time to release energy and get some fresh air. Recesses are planned to make the students' day in school more profitable. Therefore, it is the parent's responsibility to see that the students come to school dressed appropriately to go outside for recess. If the student is well enough to be in school, he/she is usually well enough to go outside for recess. During inclement weather, indoor recesses will be planned.

#### Restraining Order

If an adult is under court order not see a child, and that individual comes to school in an effort to see that child, she/he shall be refused permission. The responsibility for showing such a court order to the proper school officials rests with the parent/guardian who procured it. **Word of mouth is not proof.** The actual court order must be presented to school officials so that a photocopy can be made and kept in the office files at all times for reference.

#### School Resource Officer

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**Raymond School District has a School Resource Officer (SRO) assigned by the Raymond Police Department, as approved by the Raymond School Board. The presence of this SRO is to serve as a resource for students, teachers, and administrators in establishing and maintaining an orderly and safe school environment.**

### **Skateboards/Rollerblades**

Use of skateboards, rollerblades, stunt bicycles, and scooters are prohibited on school grounds.

### **Student Assistance Program**

**The Student Assistance Program (S.A.P.) is a short-term counseling and referral service available to all students at the school who may be experiencing a dramatic change in performance or behavior. These services include: screening for substance abuse and other mental health issues, motivational counseling, psychological-educational support group experiences, and referrals to outside service providers.**

### **Student Dress and Grooming**

~~All students are expected to be neat and clean and to be dressed in clothing appropriate for school. Dress or appearance disruptive to an orderly learning process will not be tolerated, and students who do not conform may be sent home after parents are contacted. All students must wear appropriate footwear that is not dangerous or harmful. Students should avoid wearing black-soled hiking boots since certain types to mark the floor surfaces.~~

~~The following articles are specifically forbidden:~~

- ~~1. Skirts, "cut-offs," basketball/tennis shorts, dresses which which are hemmed at a point higher than mid-thigh. (Therefore, it is appropriate to have clothes hemmed at a point between mid-thigh and knee.) "Bermuda length" shorts are allowed to be worn. Spandex (or similar material) shorts or pants will only be acceptable when worn with outerwear that meets all other requirements.~~
- ~~2. Half-shirts, spaghetti strap tops (less than 2"), bare midriff, or halter tops, including fishnets and tank tops.~~
- ~~3. Muscle shirts worn without another shirt underneath.~~
- ~~4. Clothing or jewelry that promotes the use of drugs, alcohol, or tobacco.~~
- ~~5. Clothing with abusive or suggestive language or symbolism or clothing with obscene or profane language and/or pictures.~~
- ~~6. Chains, spikes, studs, or accessories that could be injurious to oneself or others.~~
- ~~7. Headwear, including but not limited to, hats, hoods, and hooded sweatshirts, cannot be worn to cover a student's head.~~
- ~~8. Footwear must be safe. Hazardous footwear, such as rolling footwear or flip flops, cannot be worn.~~
- ~~9. Pajamas/sleepwear/lounge pants.~~

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~~10. Any article of clothing which exposes undergarments.~~

~~Infractions of the Dress Code~~

~~If a concern over a student's attire arises, the student will be sent to the nurse and given appropriate clothing. If we are unable to secure a change of clothing, parents will be contacted and asked to bring in appropriate clothing.~~

~~As per Policy JICA, "When the dress of an individual student constitutes a health program, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation."~~

~~While the dictates of fashion may pressure students to wear certain items of clothing, these items may in fact be disruptive in a school setting or present a safety concern. The administration will issue directives on appropriate apparel as the need arises. Families are encouraged to assist the school in monitoring the clothing which students wear to school. We must strive to maintain an appropriate educational environment that is neither offensive nor distracting. The enforcement of the above regulation is at the discretion/interpretation of the building principal.~~

### **Student Dress Code**

**Iber Holmes Gove Middle School student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes.**

**Iber Holmes Gove Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, that student attire does not create a disruption or distraction to teaching and learning, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.**

**Our values are:**

- All students should be able to dress comfortably for school and engage in the educational environment without the need to be dress coded, provided they are following the dress code.**
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression within the dress code.**
- Student dress code enforcement should not result in unnecessary barriers to school attendance.**

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- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective and/or supportive clothing is needed, such as science (eye or body protection), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable and is appropriate for school within the dress code.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal substances, conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students Must Wear :

- A Shirt (with fabric covering the front, back, and on the sides under the arms),
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts),
- Articles of clothing that will cover all underwear, and undergarments
- Shoes . All students must wear appropriate footwear that is not dangerous or harmful.

Students May Wear:

- Religious headwear
- Fitted pants, leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks area are not exposed.
- Shirts with at minimum a one inch strap.

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- **Athletic attire (cheerleading skirt must have shorts underneath, to meet dress code guidelines).**
- **Shorts or skirts that are at least mid-thigh in length.**

**Students May Not Wear:**

- **Caps, hats, and other headgear in compliance with School Board Policy JICA**
- **Tank tops (with less than 1 inch strap)**
- **Spaghetti strap shirts**
- **Violent language or images.**
- **Images or language depicting drugs or alcohol (or any illegal item or activity).**
- **Hate speech, profanity, pornography.**
- **Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.**
- **Accessories that could be injurious to oneself or others**
- **Any clothing that reveals undergarments**
- **Swimsuits.**
- **Any item that obscures the face or ears (except as a religious observance).**
- **Shirts that allow mid drift to be exposed (crop tops)**

**Dress Code Enforcement:**

**To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. The administration will issue directives on inappropriate apparel as the need arises. Families are urged to assist the school in monitoring the clothing which students wear to school.**

- **Students will not be called out in front of other students in classrooms about perceived dress code violations but rather be asked to go to nurse's office, at the start of the class, at the end of the class, during homeroom, or transition periods.**
- **Students who are asked to go to the nurse's office as a result of a dress code violation will:**
  - **Be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.**
  - **If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.**
  - **If they don't have alternative clothing, and they don't want to call their parents for clothing, then students will be offered temporary school clothing to be dressed more to code for the remainder of the day.**

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- **If you see a dress code violation after lunch please remind the student that their attire is not appropriate but at that time changing will not be necessary.**
- **These dress code guidelines shall apply to regular school days as well as any school-related events and activities, such as athletic events, field trips, dances and other school sponsored events.**
- **Students who feel they have been subject to discriminatory enforcement that is outside of the dress code, should contact the Assistant Principal.**

**No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.**

**Students who refuse to follow the dress code and/or repeatedly violate the dress code could be subject to disciplinary action.**

While the dictates of fashion may pressure students to wear certain items of clothing, these items may in fact be disruptive in a school setting or present a safety concern. The administration will issue directives on inappropriate apparel as the need arises. Families are urged to assist the school in monitoring the clothing which students wear to school. We must strive to maintain an appropriate educational environment that is neither offensive nor distracting. The enforcement of the above regulation is at the discretion/interpretation of the building principal.

Raymond School Policy-JICA - When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation. **Add link.**

### **Telephone Use**

~~Any electronic devices that are considered a nuisance or a distraction (including but not limited to cell phones, cassette players, DVD players, CD players, handheld electronic games, laser pointers, and paging devices) are not to be used in school by students.~~ **As per RSD Policy JICD, student use of cell/smart phones, camera phones, MP3 players, and handheld electronic and/or communication devices is strictly prohibited during the school day unless approved by a classroom teacher and/or building administrator.** Violations of this will result in school disciplinary action. Any devices that are considered a nuisance or a distraction will be confiscated during the school day.

Students Making Calls: The telephone in the office is used for school business. Students will be allowed to use it only in cases of emergencies. Students may not make calls or text during the school day on their cell phones.

Students Receiving Calls: No pupil may be excused from class to take a phone call. The caller will be asked his/her name and telephone number, and the message will be given to the student so that he/she can call back at a convenient time. If the call is of an emergency nature, arrangements will be made for the student to call back immediately. **ONLY** messages from a student's parent/guardian will be given to the student. Students may not receive cell phone calls or texts during the day.

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If a student brings his/her cell phone into the school, it must stay in the student's locker and not brought into the classroom unless directed by the teacher for classroom use in accordance with the BYOD (Bring Your Own Device) policy.

**Visitors**

**Adults:** Individuals who wish to visit the school must have prior approval for their visit. On arrival, they must sign in at the school office where they will be given a visitor's pass. NO pupil shall be released or allowed to see or talk to anyone except a parent or someone having a parent's official and verified authority. **Students:** Student visitations are not allowed.



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**Iber Holmes Gove Middle School Dance/Social Guidelines**

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1. Chaperones must be at least twenty-one years of age.
2. Chaperones must arrive at least 15 minutes before the dance/social is scheduled to begin.
3. Chaperones who have not been released by the activity coordinator must remain at the activity until it is over and plan to leave as soon as, but not before, the building is cleared of all students and/or all students have left school grounds.
4. Chaperones should be present in the cafeteria/gym at all times, unless they are checking the halls, restrooms, grounds, etc.
5. All decorations, materials, and equipment used at the dance/social must be removed from the cafeteria/gym at the conclusion of the event.
6. The amount of acceptable lighting will be determined by the chaperones.
7. No students whom the chaperones suspect of drinking alcohol, smoking, or using illicit drugs will be admitted to the dance/social and the chaperones shall notify the police.
8. In order to be permitted to attend dances that are sponsored by the Raymond School District, a student must be a Raymond resident who is currently enrolled in the Raymond School District, home-schooled, attending a private school, or placed out-of-district. Students who wish to attend dances/socials must be registered by their parents/guardians 7 days in advance of the dance/social. Registration will include parental/guardian permission, emergency contacts, and validation of school enrollment such as student ID or a signed letter from the student's school principal, assistant principal, or guidance counselor. Dance/social coordinators and/or chaperones will be given a list of registrants prior to the dance/social. A Dance/Social Permission and Emergency Contacts form is available in the front office. **Link?**
9. Students must be attired in accordance with the school's grooming and dress code to be admitted to the dance/social.
10. Students must arrange in advance for their transportation. Students must be picked up within 15 minutes after the dance/social ends, or they cannot attend the next school sponsored dance/social.
11. Students will not be permitted to leave prior to the conclusion of the dance except in cases of emergency.
12. No persons from the school or elsewhere are to be allowed to loiter outside the school during a school dance/social.
13. Restrooms must be checked regularly by the chaperones during the evening. No students should be allowed to loiter in the restrooms during a school dance/social.
14. Food and drinks will be allowed only in approved areas as designated by the chaperones.
15. Students will not be allowed to exhibit excessive or inappropriate displays of affections. Chaperones will enforce this rule.
16. It is expected that all students will observe the rules of good conduct and courtesy at all times.
17. Students will not be admitted into the dance/social when there is less than 1 hour remaining.
18. Students who are suspended out-of-school, serving in-school restrictions Thursday or Friday, or who have been dismissed by the nurse will not be allowed to attend a dance/social on Friday.

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A school nurse is in the district each day to serve the needs of the students in case of sudden illness or injury. Immediate first aid will be given with further treatment being the responsibility of parents and/or guardians. Parents or guardians are contacted only if the nature of the illness or injury appears to require further attention. If a parent cannot be contacted, the person designated by the parent on the ~~EMERGENCY INFORMATION CARD~~ **as emergency contacts** will be called. It is important to keep this information up to date by ~~notifying the school nurse of any changes.~~ **notifying the school of any changes to your contact information or updating the information online, including new work numbers and cell numbers.** ~~(New work numbers and cell numbers.)~~ **(See "How do I update my contact information?" on page \_\_\_\_.)**

The school nurse offers the following services:

- Medical referrals and follow up
- Vision and hearing screens
- First Aid
- Immunization review and referral
- Height and weight measurements
- Administration of medications
- Special procedures such as: blood glucose monitoring, peak flow
- Individual health counseling
- Maintain and update student health records

### **Immunization Requirements**

According to New Hampshire's immunization rules RSA 141:C-20, students must meet DHHS requirements for school attendance. Immunization requirements **may** change from year to year for all school-aged children. ~~The immunization requirements for the 2017-2018 school year are posted below.~~ **Required immunizations for this school year are posted on the following page.** Please contact the school nurse for more information and/or clarification.

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<b>Minimum Age &amp; Interval Schedule for Valid Vaccine Doses - New Hampshire School Immunization Requirements 2018/2019</b>				
<b>Vaccine</b>	<b>Dose #</b>	<b>Minimum Age</b>	<b>Minimum Interval Between Doses</b>	<b>Notes</b>
<b>Diphtheria, Tetanus, and Pertussis DTaP</b>	DTaP – Dose 1	6 weeks	4 weeks between Dose 1 & 2	All children must have a valid dose on or after the 4 <sup>th</sup> birthday.  For children 6 years and under, the 5 <sup>th</sup> dose is not necessary if the 4 <sup>th</sup> dose was administered at age 4 years or older.
	DTaP – Dose 2	10 weeks	4 weeks between Dose 2 & 3	
	DTaP – Dose 3	14 weeks	6 months between Dose 3 & 4	
	DTaP – Dose 4	12 months	6 months between Dose 4 & 5	
	DTaP – Dose 5	4 years	-----	
<b>Tetanus, Diphtheria, and Pertussis Tdap</b>	Tdap – Dose 1	10 years*	-----	Students entering 7 <sup>th</sup> are required to have a dose of Tdap. *Tdap given on or after the 7 <sup>th</sup> birthday meets this requirement.
<b>Polio IPV</b>	IPV – Dose 1	6 weeks	4 weeks between Dose 1 & 2	*Kindergarten through 6 <sup>th</sup> Grade: 3 or 4 doses, with one dose on or after the 4 <sup>th</sup> birthday and the last 2 doses separated by 6 months.  If a combined IPV/OPV polio schedule was used, the total number of doses needed is the same as an all IPV schedule. Any OPV dose(s) given on or after April 1, 2016 do not count towards the polio vaccine requirement and the series must be completed with IPV.
	IPV – Dose 2	10 weeks	4 weeks between Dose 2 & 3	
	IPV – Dose 3	14 weeks	4 weeks to 6 months between Dose 3 & 4*	
	IPV – Dose 4	4 years	-----	
<b>Hepatitis B HepB</b>	HepB – Dose 1	Birth	4 weeks between Dose 1 & 2	Minimum age for Dose 3 is at least 24 weeks of age.
	HepB – Dose 2	4 weeks	8 weeks between Dose 2 & 3	
	HepB – Dose 3	24 weeks	16 weeks between Dose 1 & 3	
<b>Measles, Mumps, and Rubella MMR</b>	MMR – Dose 1	12 months	4 weeks between Dose 1 & 2	Live attenuated vaccines not administered on the same day must be administered at least 28 days apart.
	MMR – Dose 2	13 months	-----	
<b>Varicella (chickenpox) VAR</b>	VAR – Dose 1	12 months	12 weeks between Dose 1 & 2	If first dose administered ≥ age 13 years, the minimum interval between Dose 1 and Dose 2 is 4 weeks. Live attenuated vaccines not administered on the same day must be administered at least 28 days apart.
	VAR – Dose 2	15 months	-----	

**Children Students** must have required proof of all required immunizations, or valid exemptions, in order to attend the first day of school. Documentation of immunity by confirming laboratory test results is acceptable **for Measles, Mumps, Rubella, Varicella, and Hepatitis B.**

A **child student** may be conditionally enrolled when the parent or guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required vaccine.

(He-P 301.13) [www.gencourt.state.nh.us/rules/state\\_agencies/he-p300.html](http://www.gencourt.state.nh.us/rules/state_agencies/he-p300.html)

All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines not administered on the same day should be administered at least 28 days apart.

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Medical and religious exemption information is available at:  
<https://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>

Additional information can be found at <https://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>. Questions should be directed to the New Hampshire Immunization Program at 1-800-852-3345 x4482 or 603-271-4482.

All immunizations need documentation to determine that these have been properly dispensed. Without documentation of these vaccines, the student will be excluded from attending school. A record of acceptable immunizations must be submitted to enroll a child in school unless there is a notarized exemption for religious reasons or a medical exemption. For further information please contact the school nurse.

### Communicable Diseases

All communicable diseases should be reported to the nurse so the school may respond appropriately. (Ex:lice, strep, rashes.) All information will be kept confidential.

### Administration of Prescribed Medication in School

Any pupil who is required to take, during the school day, a medication which is prescribed by a licensed physician, advanced registered nurse practitioner, or licenses physician's assistant, must have a written statement from that practitioner and written authorization from the parent and/or guardian. ~~A form is available from the school nurse.~~ **The Prescription Medication During School Day form is available at the back of this handbook, on the district website, or from the school nurse to assist in this process.** A parent, guardian, or a parent/guardian designated responsible adult shall deliver all prescribed medication to be administered by school personnel to the school nurse. **All medications must be delivered in the original bottle or package in which it was dispensed by the pharmacy.**

### Administration of Non-Prescribed (Over -the-Counter) Medication in School

In situations where non-prescribed medication needs to be given at school, parents/guardians must complete ~~an authorization form~~ **the Administration of Over the Counter Medication form (available at the back of this handbook, on the school district website, or from the school nurse).** All non-prescribed and prescribed drugs must be brought by a parent/guardian to school in their original container and given to the nurse with written authorization.

Medications, either prescribed or not, will not be administered without the appropriate forms completed and given to the school nurse. Students may not take any medications, whether prescribed or not, without supervision and assistance as described above. Students possessing medications without appropriate forms will result in disciplinary action.

If the school nurse is not available, the following option shall apply: The building principal or designee may assist students in taking required medications by making such medications available to the student as needed and by observing the student as he/she takes or does not take the medication.

### Permission to Self-Carry/Self-Administer Medication

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If your child needs to self-carry and/or self-administer a medication (ex. asthma inhaler or Epi-pen) while at school, a permission form needs to be completed which can be obtained online or at the school. ~~(They are included with the first day of school packets.)~~

Authorization to Administer Medication During the School Day  
Administration of Non-Prescribed (Over-the-Counter) Medication in School  
Use of Inhalers  
Use of Epi-Pens

**Medications for Field Trips**

The Raymond School District stresses the importance of field trips as a means of helping students to learn as much as possible about the world in which we live. In order to keep students safe at school as well as when they are away from school, arrangements need to be made by the parents/guardian with the school nurse prior to the field trip. Please contact the school nurse regarding inhalers, Epi-pens, and prescription medications that need to be sent along with your ~~child~~ **student**.

**Physical Exams**

~~In accordance with the Raymond School District Wellness Policy - JLCG, all students in 5th and 9th grade are required to present a physical to the school nurse. This physical must be less than a year old at the start of the school year in August in order to comply with the new policy.~~

~~As per the policy:~~

~~"A physical exam is required for all students entering a new school within the District: K, 5, 9th grade. Only those students who wish to participate in interscholastic (competitive team) sports will need an annual physical exam at the high school level. This enables more students the opportunity to participate in intramural sports and not be omitted from participation due to lack of necessary physical."~~

~~Physical Examinations (Raymond Policy JLCG) - Each child shall have a complete physical examination within a one year period before first entry to the Raymond School District, and for students entering grades K-, 5, and 9. However, no medical examination shall be required of a child whose parent or guardian objects thereto in writing (notarized) on the grounds that such medical examination is contrary to his/her religious tenets and teachings.~~

~~Parents/guardians of students transferring to the District must present proof of meeting the immunization requirements at the time of enrollment, and a physical examination/appointment within thirty (30) days of entrance. Failure to comply with this provision may result in exclusion from school for the child.~~

~~Physical Education Participation/Athletics (Raymond Policy JLCG) - Students must have a valid physical on file in the nurse's office in order to participate in athletics for that school year. Students must present evidence of a physical exam from his or her own physician. Any injured student excused from athletic practice for three or more days while under a physician's care must provide written authorization from a physician to the coach in order to resume practice.~~

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~~No child shall be excused from regular physical education except on the written notice of a duly licensed physician or on the written request of the parents/guardians, subject to School Board approval, in which case an alternative program shall be provided. Temporary excuses on a day-to-day basis may be granted by the nurse upon the request of the parents/guardians.~~

**In accordance with Raymond School District Policy JLCA, a physical exam is required for all students entering a new school with the district; kindergarten, 5th, and 9th grade. This physical must be less than a year old at the start of the school year in August. Additionally, those students who wish to participate in athletics must pass a physical exam every two years to be eligible for athletics at the middle school level. (For more information about student participation in extracurricular activities and athletics, see “Extracurricular Activities and Athletics” in the Student Information section.) [Link](#).**

Please schedule your child's physical as soon as possible, as these appointments fill up fast. Do not hesitate to call the school nurse if you have any questions or concerns.

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Special Needs Services**

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**Special Education Program**

The Raymond School District complies with all State and Federal regulations in offering a “free appropriate public education” to all educationally disabled children. New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415 define educationally disabled children as children suffering from certain enumerated disabilities, who are between the ages of three and twenty-one, and who have not yet obtained a high school diploma.

A “free appropriate public education” consists of specially designed instruction and educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s parents.

**The New Hampshire Procedural Safeguards Parent Handbook can be found:**

**[https://www.education.nh.gov/instruction/special\\_ed/documents/procedural\\_safeguards\\_handbook.pdf](https://www.education.nh.gov/instruction/special_ed/documents/procedural_safeguards_handbook.pdf)**

For more information about the Special Education Program at each of our schools, please contact:

**TO BE UPDATED**

Stacey Wooster, Special Education Coordinator  
Lamprey River Elementary School  
603-895-4299 x339  
[s.wooster@sau33.com](mailto:s.wooster@sau33.com)

Becky Hadik, Special Education Coordinator  
Iber Holmes Gove Middle School/Raymond High School Freshman Academy  
603-895-3394 x4307  
[b.hadik@sau33.com](mailto:b.hadik@sau33.com)

*Insert third contact info here.*

The Raymond School District Student Services Director is:

Scott Riddell  
SAU 33  
43 Harriman Hill Road  
Raymond, NH 03077  
603-895-4299 x1107  
[s.riddell@sau33.com](mailto:s.riddell@sau33.com)

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**Notice of Rights Pursuant to RSA 186-C:16-B  
The Statute of Limitations for Special Education Cases**

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to, the following, which are listed in Title 20, United States Code, Section 1415 (b).

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.
2. Parents may obtain an independent educational evaluation.
3. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the state department of education, to act as a surrogate for the child's parents or guardian.
4. The school district must give the child's parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change, the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.
5. The school district must adopt procedures, which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.
6. Whenever a school district receives such a complaint, the child's parents or guardian shall have the opportunity for an impartial due process hearing which shall be conducted by an administrative hearing officer appointed by the state department of education. The hearing officer shall not be an employee of any agency involved with the education or care of the child. The administrative hearing officer's decision may be appealed to US District Court or to the New Hampshire Superior Court. State law establishes short deadlines for requesting an administrative hearing and for appealing the hearing officer's decision to the courts. According to New Hampshire Revised Statutes Annotated Section 186-c; 16-b, which became effective on May 1, 1992.

**186-C:16-b Due Process Hearing; Appeal**

- I. Any action against a local school district seeking to enforce special education rights under state or federal law shall be commenced by requesting an administrative due process hearing from the department of education within 2 years of the date on which the alleged violation was or reasonably should have been discovered.
- II. Notwithstanding the provisions of paragraph I, any action against a local school district to recover the costs of a unilateral special education placement shall be commenced by requesting an administrative due process hearing from the department of education within 90 days of the unilateral placement.
- III. Where the parent, legal guardian or surrogate parent has not been given proper written notice of special education rights pursuant to 20 U.S.C. section 1415(d), including notice of the time limitations established in this section, such limitations shall run from the time notice of those rights is properly given. The department of education shall make available a model notice of rights which



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school districts may use as one means of complying with this paragraph.

- IV. An appeal from a final administrative decision in a special education due process hearing to a court of competent jurisdiction pursuant to 20 U.S.C. section 1415(i)(2)(A) shall be commenced within 120 days from receipt of the final decision. All such decisions shall be sent certified mail, return receipt requested.
- V. An action pursuant to 20 U.S.C. section 1415(i)(3) seeking reimbursement for attorney's fees or seeking reimbursement for expert witness fees shall be commenced within 120 days from receipt of the final decision in accordance with RSA 186-C:16-b, IV. All such decisions shall be sent certified mail, return receipt requested.
  - (a) The court may award reimbursement to a parent of a child with a disability for expert witness fees incurred as part of a due process complaint at which the parent was the prevailing party and when the court determines that a school has not acted in good faith in developing or implementing a child's individualized education program, including appropriate placement.
  - (b) The court may deny or reduce reimbursement of expert witness fees if the hearing officer determines:
    - (1) The expert witness was not a necessary component to the parent's complaint.
    - (2) The expert witness fee exceeds an amount that is reasonable, given the type and location of the service provided and the skill, reputation, and experience of the expert witness.
    - (3) The parent, or the parent's attorney, did not provide notice to the school district of their intent to have the expert witness participate in the due process hearing.
- VI. Where a unilateral placement has been made, without the school district of residence being offered a reasonable opportunity to evaluate the child and to develop an individualized education program, reimbursement may not be sought for any costs incurred until the school district is given an opportunity to evaluate the child and develop an individualized education program.

**Source.** 1992, 114:2, eff. June 30, 1992. 2008, 274:32, eff. July 1, 2008; 302:19, eff. Jan. 1, 2009.

For additional information regarding special education and the special education laws, please contact the Director of Special Education at 895-4299.

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**Procedural Safeguards for Students with Disabilities**

**Time Limits or Statutes of Limitations**

You have the right to know the New Hampshire state law imposes certain timelines or statutes of limitations on actions involving Due Process hearings, the appeal of Due Process Hearing decisions and the recovery of attorney's fees. Specifically:

If you want to take action against a school district in order to enforce your special education rights under either state or federal law, you must request an Impartial Due Process Hearing within 2 years of the date on which the violation of the rights, which you believe, occurred either was discovered or reasonably should have been discovered.

If you place your child in a special education placement without involving the school district and you want to recover the costs of that placement from the district, you must request an Impartial Due Process Hearing within 90 days of making the placement.

If you want to appeal a Hearing Officer's decision, you must file that appeal within 120 days from the date on which you receive the final hearing decision.

**NOTE:** Although there is not a time limit specified for actions filed under federal law in federal court, the federal court will look to the most similar state time limit or statute of limitations. This means that the federal court would generally look to the timelines or statutes of limitations described above. (The language used in this note was provided by the United States Department of Education.)

*NH Department of Ed  
Revised January 1997*

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**Section 504**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. Section 504 guarantees certain rights to individuals, including the right to full participation and access to a free, appropriate public education to all children regardless of the nature or severity of the disability. Specifically, 34 C.F.R. 104 states:

“No otherwise qualified individual in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Section 504 requires the provision of appropriate educational services; services that are designed to meet the individual needs of qualified students to the same extent that the needs of students without a disability are met. Essentially, Section 504 was designed to “level the playing field” to ensure full participation by individuals with disabilities.

To qualify under Section 504, a student must:

- A. Be a person who has been determined to have a physical or mental impairment that substantially limits one or more major life activities including learning and behavior;
- B. Be a person who has a “record of such an impairment”; or
- C. Be a person who is being regarded as having such an impairment.”

In order to receive services under Section 504, contact your child’s ~~guidance~~-**school** counselor or the school nurse.

The Raymond School District 504 Coordinator is:

Scott Riddell  
SAU 33  
43 Harriman Hill Road  
Raymond, NH 03077  
603-895-4299 x1107  
s.riddell@sau33.com

### Advanced Placement Classes

Based on Iber Holmes Gove Middle School guidelines, 8th grade students have the opportunity to take part in three advanced classes: Algebra I, Physical Science, and Spanish I. The criteria for placement in these classes includes: ~~placement assessment in spring of the 7th grade year; Smarter Balanced Assessment data; and previous and current academic performance.~~ **previous and current assessment data from standardized tests, grades, and academic performance that includes Algebra readiness indicators.** A student who is selected and chooses to take Algebra I must take both Algebra I and Physical Science. A student who is selected and qualified for Spanish I can take this course in conjunction with the other advanced placement classes but it can also be taken alone.

Students who successfully complete these courses earn credit toward high school requirements as explained in School Board Policy IK "Earning of Credit" which states: Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined as "sufficient evidence of attainment of the required content, concepts and skills of a particular course." The advanced placement courses at IHGMS are based on Raymond High School requirements for completion.

There will be an add/drop period for the advanced placement classes the first ten school days of the school year. Students, in conjunction with their parents/guardians, their teachers and guidance, can choose to move out of the advanced placement classes at this time, Only students who qualify to be in the advanced placement classes can be enrolled in these classes. Student progress will be reviewed at the first progress report. If a student is identified with significant struggles with the advanced placement curriculum, in the best interest of the student, placement will be reassessed and the student may be transferred to a regular curriculum homeroom.

### BYOD

**The use of mobile technology to encourage learning and create independent critical thinkers has become part of today's education system. The 4th-12th grade students have the opportunity to participate in the *Bring Your Own Device (BYOD)* program. At the classroom teacher's discretion, students can access their devices to enhance their area of study. This learning environment will best support and prepare students for life outside of the classroom. Devices used in school for this purpose require prior annual approval.**

### Homework

Homework is a necessary part of the educational program, which reinforces student learning. Most classes will require homework assignments. When a student is absent, parents/guardians may call the school to request homework. Allow 24 hours notice.

Homework is an important part of a student's education.

Common types of homework assignments include, but are not limited to: drill exercises, compositions, various written reports and assigned readings. The amount of homework to be given will depend on the grade level. Failure to complete homework in a timely manner can result in consequences from a teacher and/or administrator. Student homework papers should be checked for spelling and grammar.

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Homework must be passed in on time and neatly written. The following homework guidelines are meant to assist parents/guardians in working with their children. If you should have any questions relative to these guidelines, please call your child's teacher for further explanation.

Each teacher or team of teachers may have a differing policy about accepting late homework assignments. This policy should be sent home in a notice at the beginning of the school year. It is a student's responsibility to make arrangements for make-up work with each teacher.

**Grade 5:** Homework usually will not exceed 1 hour per night with the exception of long-term projects, multiple day assignments and suggested home reading.

**Grade 6:** Homework usually will not exceed 1 hour and 15 minutes nightly. Homework is given to reinforce skills taught in class, to complete projects related to subject areas, and to study for tests and quizzes.

**Grades 7 & 8:** Students in grades seven and eight are assigned homework that provides an opportunity for students to review, explore and apply previously learned and new information. Homework may consist of assignments such as reading, studying for a test or working on a long-term project in addition to writing and practice on mathematics computation. Parents/guardians should expect that their children will receive homework every night that will usually not exceed 1 ½ hours.

### Honor Roll

The honor roll is computer at the end of each **quarter marking period**. All courses count toward computing the honor roll. An overall grade average of B or higher is required to make the honor roll. An honor roll student may receive only A's and B's in each grading period. Students who receive all A's are recognized by receiving high honors.

~~Students who complete all of their assignments to the best of their ability on time but do not have the scores to be on honor roll will be recognized for being responsible learners.~~

### Incomplete Grades

Students may be eligible to receive an incomplete grade if the student has missed school excessively during that marking period due to illness or for other administratively excused absences. Students may also be eligible for an incomplete grade based on considerations put forth in their IEP or 504 plan. Teachers will make all decisions related to incomplete grades based on the best educational interests of the student. Faculty members will be in dialogue with the administration about students whose eligibility for receiving an incomplete grade is questionable. A student who is absent is expected to make up all work. Normally, the make-up period will not exceed the length of the absence. If a student has received an incomplete for a grade, all work must be submitted to the teacher and a final grade must be submitted to the school office no later than two weeks after the close of the **quarter marking term**.

### Music Program

Music is an academic discipline and students will receive a grade for their progress. The middle school has a band and chorus program. Interested students in grades 5-8 are eligible to participate.

### Social Promotion

~~The philosophy of social promotion will not be followed in the Raymond School District. Students will be encouraged and supported by the schools to achieve success. Students will earn promotion. All decisions on promotion will be made on an individual basis.~~

### Student Assignment to Teachers

All student assignments to teachers will be made by the school administration for all ages. ~~Parents/guardians may submit to the principal, in writing, any specific and unique learning needs their children may have.~~ **Parents may submit to the principal a *Parent Input Placement Form*, available at the school office and on the District website, to address any specific and unique learning needs their children may have. Please refrain from naming a specific teacher. These must be received by May 1st of the previous school year (or the Monday following if May 1st falls on a weekend).** ~~These must be received by May 1 of the previous school year.~~ These descriptions will be taken into consideration when making student placements. **Any form received after the May 1st deadline may not be honored due to scheduling demands and timeframes.**

### Summer School

Only those completed, year long courses that a student has failed can be taken in summer school.

- Students who fail 1 or 2 core academic classes for the year are eligible for summer ~~school~~ **competency recovery.**
- Any student enrolled in summer school will need to have a passing grade to move to ~~the next grade.~~
- Any student who fails 3 or 4 academic classes ~~will not proceed to the next grade.~~ **may be retained in accordance with SAU 33 district policy.**
- Costs related to the enrollment in summer school are the responsibility of the student and/or his/her parents/guardians.

### Textbooks

Textbooks are loaned to students for use during the school year. Books are to be kept clean, handled carefully, and must be covered. Be sure your name and grade are listed in the book label in case the book is misplaced. Students are expected to take care of and return these materials in good condition or pay replacement costs

## 2018-2019 Draft Student Handbook Iber Holmes Gove Middle School Grading

~~The Raymond School District is pleased to inform you that in our continuing effort to provide instant and up-to-date information to parents, all progress reports, report cards and other student information will be distributed via our online student information system.~~

~~Information on how to create a PowerSchool Parent Portal account has been mailed home over the summer. All parents must have an account to receive report cards, progress reports, bulletins, and other important information. If you need assistance with creating a Parent Portal account or assistance with accessing the information in your Parent Portal, please contact the school.~~

IHGMS uses a **standards competency** based learning approach to grading and reporting. The purpose of grade reporting is to communicate information about levels of student achievement on specific learning goals which are our **standards competencies**. **Standards Competencies** describe what students should know and be able to do in each subject area at each grade level. **Standards Competency** based reporting means that student progress is measured against a set of distinct, academic expectations for each subject area. The guiding document is the ~~Common Core State Standards~~ **New Hampshire College and Career Ready Standards for English and math. For the other content areas our competencies are based on related state and national content standards.**

**Standards Competency** based reporting allows teachers, parents and students the ability to view the level of progress with specific skills and concepts within the subject area. This approach provides parents and students with more detailed information about specific areas of strength as well as those areas that may need further study and support.

Our reporting practices are guided by the belief that achievement should be used to communicate levels of student performance on specific learning goals. Behaviors, including but not limited to effort and participation, will no longer influence a student's academic achievement. Student achievement and academic success are essential and through the revised grading practices will be more fair, consistent, and more accurate. **Standards Competency** based grading provides clearly defined learning targets and specified levels of achievement.

### Key Terms:

- **Standard Competency** is a statement that identifies what students should know and be able to do at the end of the year. **There are several competencies for each course.**
- **Standards are educational objectives—i.e., what students should have learned by the end of a course, grade level, or grade span.**
- **Assessment** is the ongoing process of describing or gathering data about student performance in order to document student progress toward meeting a standard.
- **Performance levels** are used to evaluate and report what students know and are able to do.
- **Rubric** is a tool used to score or rate students' performance on tasks. It generally consists of a fixed measurement scale, a set of clear criteria, and performance descriptions for each criteria on each level of the scale.

~~The Raymond School District~~ **IHGMS** uses a fifty point scale, 50 - 100, to score all assessments.

**Formative Assessments & Formative Practice**, also known as practice and preparation, are assessments for learning. These assignments inform teachers, students and parents of where the student is in the learning process. They also allow for feedback opportunities to help the student improve and prepare for the summative assessments. The types of assignments that fall into this category include but are not limited to:

- Homework and worksheets
- Skills checks or quizzes
- Entrance/exit tickets
- First drafts of writing assignments
- Graphic organizers and brainstorming
- Informal observations of student work
- Pre-tests
- Other class work not listed

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**Summative Assessments** are assessments of learning. These assessments allow teachers to measure the level of student achievement of a standard(s). The types of assessments that fall into this category include but are not limited to:

- Tests
- Projects
- Presentations
- Performance Assessments
- Writings (papers, essays, stories, lab reports, summaries, etc.)
- Authentic learning tasks (real word applications & problem solving)

Formative assessments will not be used to determine student performance levels. Summative assessments will be used to determine student attainment of grade level standards, as well as exceeding those standards.

~~Formative assessments will be 10% of the~~ **will not be calculated into the** final grade, and summative assessments will be ~~90%-100%~~ **100%** of the final grade. ~~Formative practice will not be graded but~~ **assessments** will be marked "Collected" or "Missing" **and/or be given a numerical score** in the teacher grade book.

Formative assignments (assessments and practice) are not optional assignments and need to be completed by the students to the best of their ability. These assignments are meant to provide students with the practice so that they can master the knowledge and skills of the content that is being shared with them. Formative assignments are also indicators to the students and their teachers of where the students are at in the learning progression toward mastery of the concepts and skills being learned.

If students do not complete the formative assessments and practice assigned to them they may be assigned to complete that work prior to participating in other activities. Possible consequences to not completing missing work in a timely manner may include, but not limited to, loss of privileges, being assigned to missing work sessions during Academic Intervention Block (AIB), and/or being assigned to in-school restriction until the work is completed.

**Teachers will enter formative assignments in their gradebook, and the appropriate feedback on student progress toward mastery, at least every two weeks to keep students and their families informed.**

The percentage scores and letter scores will appear in the Parent Portal of PowerSchool **for overall course grades. Competencies and Work Study Practices will be assessed on a four point scale along with one of four achievement levels; Proficient With Distinction, Proficient, Partially Proficient, or Substantially Below Proficient.** All grade reporting will be done online via PowerSchool **Parent Portal.** ~~NO HARD COPY OF PROGRESS/REPORT CARDS WILL BE AVAILABLE unless requested by the parent.~~ **A printable copy of competency based progress reports and grade reports can be accessed through your Parent/Student Portal. Teacher comments may be recorded on the printable progress report / report card.** All parents/guardians **and students** will be provided with a Username and Password to access PowerSchool Parent Portal at the beginning of each school year.

**Student progress toward mastery of the course competencies will be reported out on both progress reporting and grade reporting.**

### Work-Study Practices

**Work-Study Practices (WSP) are those behaviors that enhance learning achievement and promote a positive work ethic such as, but not limited to, listening and following directions, accepting responsibility, staying on task, completing work accurately, managing time wisely, showing initiative, and being cooperative. These behaviors will be scored separately for each course and appear during both progress reporting and grade reporting.**

**The Raymond School District Work Study Practices are:**

- **Communication**  
Students can use various media to interpret, question, and express knowledge, information, ideas, feelings, and reasoning to create mutual understanding.
- **Creativity**



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**Students can use original and flexible thinking to communicate their ideas or construct a unique product or solution.**

- **Collaboration**

**Students can work in diverse groups to achieve a common goal.**

- **Critical Thinking and Problem Solving**

**Students can identify key elements of the problem issue, formulate valid conclusions based on sufficient and reliable evidence and consider alternative solutions and different points of view.**

- **Self-Direction**

**Students can initiate and manage their learning, and demonstrate a “growth” mindset, through self-awareness, self motivation, self-control, self-advocacy and adaptability as a reflective learner.**

**Work Study Practices scores will be updated at progress reporting and grade reporting times.**

**Entering Grades into Teacher Gradebooks:**

- Raw scores on assignments or assessments less than, or equal to, 50 will be entered into the gradebook as a 50.
- Raw scores on assignments or assessments greater than 50 will be entered into the gradebook as the raw score.
- Assignments or assessments not completed will be entered into the gradebook as a 50 with the identifier that it is missing prior to grade reporting periods.

**Grading Scale for Summative Assessments:**

A+	97 & above	B+	87-89	C+	77-79	D+	68-69	F	50-64
A	93-96	B	83-86	C	73-76	D	66-67	I	(No Score)
A-	90-92	B-	80-82	C-	70-72	D-	65		

**Competency and Work Study Practices Grading**

<b>Proficient with Distinction</b>	<b>3.5-4.0</b>
<b>Proficient</b>	<b>2.0-3.4</b>
<b>Partially Proficient</b>	<b>1.5-1.9</b>
<b>Substantially Below Proficient</b>	<b>0.0-1.4</b>

**Proficient with Distinction - The student is exceeding the grade level competencies. He/She extends concepts and skills to a greater depth than presented.**

**Proficient - The student is meeting the grade level competencies. He/She is able to grasp key concepts, processes, and skills.**

**Partially Proficient - The student is progressing toward the grade level competencies. He/She performs inconsistently in regards to accuracy and quality.**

**Substantially Below Proficient - The student is not meeting the grade level competencies. He/She is not demonstrating understanding of key concepts and skills.**

**IHGMS Summative Retake Procedure**

The purpose of having students retake summative assessments is for them to have the ability to demonstrate mastery of the knowledge and skills being assessed.

Students who have a score of less than a C- (<70%) **on summative assessments** will be required to follow the retake procedure. Students who are required to do a retake will also be required to complete all of the formative practice and assessments **assignments** accurately prior to the retake. The teacher may also require additional formative work prior to the retake. Parents, and if applicable case managers, will be notified when a student is required to do a retake.

**Retakes must be completed within ten school days of a scored summative being returned to the student.**

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Students who have a score >70% may have the opportunity to request a retake. The procedure for a requested retake is:

1. A student must request a retake of a summative within five school days of receiving a scored summative assessment back from the teacher.
2. The student requesting the retake must schedule a meeting with the teacher to plan for the retake.
3. ~~A student may be required to complete missing~~ **All formative assessments assignments related to the summative assessment must be completed** prior to the retake. Additional practice may be assigned.
4. **The retake must be completed within ten school days of the scored summative being returned to the student.**

**Competency Recovery**

**If at the end of a marking term a student has one or more competency scores below a 2.0, that student will be assigned to competency recovery with their teacher.**

**Students will receive additional instruction to complete any outstanding or incomplete formative work. They will receive the appropriate summative assessment(s) when they have demonstrated that they have mastered the applicable knowledge and skills for that competency.**

**Parents will be notified of their child's need to participate in competency recovery.**

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**Academic Integrity**

Plagiarism

Plagiarism is “borrowing someone else’s ideas, information or language without properly documenting the source,” as well as documenting the source but paraphrasing the source language too closely, without using quotation marks to indicate that the language has been borrowed” (Diana Hacker, *The Bedford Handbook for Writers*). Plagiarism includes taking work from the books, magazines, or other published sources, the Internet, song lyrics, charts, equations, translations, and the works of other students. Plagiarisms also include using a work in its entirety or in portions extracted from the original text. Plagiarism will not be tolerated. It is intellectual thievery. Students who plagiarize jeopardize their academic standing, their grade for the marking period or entire course, and their personal reputation. Plagiarism may affect their opportunities for scholarships and invitations to honor societies. After verifying that the student has plagiarized, the teacher will notify the parents/guardians and administration of the incident.

Cheating

It is expected that all students perform their responsibilities in an honorable fashion. Cheating, unauthorized assistance on exams, quizzes, projects, etc., will not be tolerated. A parent/guardian will be notified of any student found cheating. Violations will result in school disciplinary actions.

**Examples of cheating:**

1. Copying homework or class work with the purpose of submitting it as your own.
2. Handing in someone else’s work as your own.
3. Looking onto another’s test or quiz or letting another student look on a test or quiz.
4. Using any method of giving answers on a test or quiz to others.
5. Working with others or sharing tasks on an assignment that was assigned to done individually.
6. Physically taking any part of a test to use or to give to others.

**Violations of the Acceptable Use Policy**

Inappropriate use of the various technology resources available to all authorized students of the Raymond School District including, but not limited to, the Raymond School District computers, network, electronic mail system (email), website (homepage) and internet access. **email, website, and internet access will result in disciplinary action. (Input link to AUP here)**

**Alcohol/Drugs/Tobacco Products/Nicotine Delivery Devices (Vaping Devices)**

Students are prohibited from possessing, distributing, selling, being under the influence of, or using alcohol or drugs, or knowingly being in the presence of students who are possessing, distributing, selling

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or using alcohol or drugs on school property, at any school-sponsored or approved function or activity, or in vehicles used to transport students to and from school activities. Students are also prohibited from possessing, distributing, selling, or using any type of drug paraphernalia **and/or vaping devices** on school property, at any school sponsored or approved function or activity, or in vehicles used to transport students to and from school activities. Possession includes but is not limited to having control over the drugs or alcohol during any part of the school day or while on school property; or storing drugs or alcohol anywhere on school property whether in the student's locker, any other student's locker, or any place on school grounds. Any student who violates the drugs and alcohol policy shall be disciplined with potential expulsion from school.

Raymond School District students are not permitted to smoke or possess tobacco products in the building on the school grounds or on school buses. Any student bringing tobacco products into school will have them confiscated. ~~Any violation of this policy may result in a suspension up to 10 days with potential for expulsion. Law enforcement officials will be notified. (Note: All school violations are documented on the student's discipline record.)~~ **In addition, smoking is PROHIBITED from any town fields. Smoking at school or on school grounds or on buses will result in progressive disciplinary consequences for each offense.**

**The Raymond School District partners with the Raymond Coalition for Youth to help keep our greater education community informed about the dangers of drug and alcohol use, and to ensure that students, parents and legal guardians are aware of resources relative to drug and alcohol counseling and treatment. To obtain more detailed information about local, regional and statewide drug and alcohol counseling and treatment resources which are available to students, please see below:**

**Addiction Crisis Line is active 1-844-711-HELP (4357)**

**Treatment and Recovery <http://www.rcfy.org/resources/treatment-recovery>**

**NH Alcohol and Drug Treatment Locator <http://nhtreatment.org/>The NH Statewide**

**Parent Information About Substance Abuse Treatment for Kids  
<https://www.drugrehab.com/guides/parents/>**

**Parents and Family Toolkit <http://www.rcfy.org/resources/parents-and-family-toolkit>**

**Youth Information and Resources <http://www.rcfy.org/resources/youth> **Academic Integrity****

### **Bullying and Harassment**

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

**Bullying shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's**

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**association with another person and based on the other person's characteristics, behaviors, or beliefs.**

**Harassment** is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive academic environment; (2) has the purpose or effect of interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's work or academic performance.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Incidents of bullying and harassment must be reported to the building principal immediately.

See policy JICDA - Pupil Safety and Violence Prevention Policy: Bullying and Cyberbullying and policy JBAA - Sexual Harassment - Students. *(Input links to policies and reporting forms.)*

### **Contraband**

Any devices that are considered a nuisance or a distraction will be confiscated during the school day.

### **Disrespectful Treatment**

Students shall refrain from intentionally inflicting or attempting to inflict injury or discomfort on another person through words (threats, taunts, teasing, and/or name calling), or actions (hitting, pushing, kicking, pinching, or restraining with physical contact) or other methods such as obscene gestures. Students shall also refrain from verbally encouraging another student to fight or to injure another person. Violations of this will result in school disciplinary action. Fighting and assaults will result in a suspension of 1-10 days.

### **Flight from Investigation**

~~Any student avoiding investigation will be assumed guilty of the charges being investigated. Penalties up to and including expulsion may occur.~~

### **Forging/Impersonation**

Forging **by any means** of any school forms (passes, notes, report cards, progress reports, etc.) by students **for themselves or another student** is not tolerated and will result in disciplinary action.

### **Gambling**

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No gambling on school property **(including while playing cards)**.

### **Gum Chewing**

Gum chewing will not be allowed in the building, unless document in an individualized education **student** plan.

### **Hallway/Bathroom Conduct**

Use of hallways/bathrooms during class periods without a pass is prohibited. Violations of this will result in school disciplinary action.

### **Insubordination & Profanity**

Insubordination will not be tolerated in the Raymond School District. Students being insubordinate will be referred to the office for disciplinary action. Insubordination is defined as:

1. Refusal to follow a teacher or administrator request. Some examples are:
  - a. Refusal to identify oneself;
  - b. Not changing seat when directed by a staff member;
  - c. Refusing to leave a classroom promptly when asked;
  - d. Rude or disrespectful behavior.

~~Students are expected to use appropriate conduct and language both in the classroom and in the corridors while at school.~~ **Students are expected to use appropriate conduct at all times while on schools grounds and while attending school sponsored activities.**

### **Loitering**

Students not participating in sanctioned after school activities are not allowed in the school building after bus dismissal.

### **Personal Conduct**

Public displays of affections (i.e. kissing, hugging) are not permitted on school property. Violations will result in disciplinary action and parental notification. Any student who is committing a sexual act or displaying indecent exposure on school property will be strictly disciplined by administration. Such acts may result in out-of-school suspension.

### **Police Interrogation and Investigation**

It is the desire of the school district to cooperate fully with all law enforcement agencies in the community. When law enforcement officials find it necessary to interview students during the day for non- school related investigations, they will contact the student only through administration. All interviews with students at school, by officers of the law, will be conducted in a private office with an administrator **or counselor** present **and any other staff as necessary**. Parents/guardians will be

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notified of all interviews. In the event it becomes necessary to interview the student away from school, either the police or a member of the school staff will notify the parents of the time and place of the interview. Occasionally, a principal may find it necessary to call the police department for assistance in handling a pupil guilty of some serious offense committed at school. In such cases, the principal will, either prior to or immediately after contacting the police, attempt to contact the student's parent/guardian. The School Resource Officer (SRO) routinely makes inquiries regarding discipline. **Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstance exist, such interviews and interrogations are discouraged during the student's class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts.**

### **Prescribed/Over the Counter Drugs**

Students are prohibited from taking prescribed and over the counter drugs while in school except as administered by the school nurse. **(See Health Services section - add link.)** Students are further prohibited from using over the counter drugs such as caffeine pills or other mood or performance enhancing drugs or from being under the influence of these drugs while on school grounds or while attending school activities. Any violation of this policy will result in a minimum of 10 days suspension with potential for expulsion. Law enforcement officials will be notified. (Note: All school violations are documented on the student's discipline record.)

### **Profanity**

Profanity will not be tolerated in the Raymond School District. Students using profanity will be referred to the office for disciplinary action. Profanity is defined as:

1. Use of profanity in hallways, classrooms, bathrooms, and all after-school activities on school premises is prohibited;
2. Use of rude or inappropriate language directed to school personnel or any other person of authority.

Students are expected to use appropriate conduct at all times while on school ground and while attending school sponsored activities.

### **Searches of Students and Lockers**

A student's person and/or personal effects (i.e. bookbag, purse, etc.) may be searched when the principal, assistant principal, or other designated person has reasonable suspicion to believe that the student has violated or is violating either the law or the rules of the school. School lockers, although temporarily assigned to individual students, remain the property of the School District. The School District has a reasonable and valid interest in ensuring that lockers are properly maintained. For this reason, the periodic inspection of lockers is permissible to check for cleanliness and vandalism. In addition, a student's locker may be searched when the principal, assistant principal, or other designated person has reasonable suspicion that the locker may contain items that have violated or are violating either the law or the rules of the school.

### **Snowball Throwing**

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Snowballs can be dangerous. Violations will result in school disciplinary action.

**Stealing**

Stealing is a serious offense. Violations of this will result in school disciplinary action.

**Vandalism/Misuse of School Property**

Willful destruction, loss of, or misuse of school property (books, walls, desks, chairs, etc.) is prohibited. Those apprehended will pay for the damage and face serious consequences for their actions. Pulling a fire alarm a false fire alarm is a civil offense and will be referred to Raymond School District Administration and to the Raymond Police Department. Violations of this will result in school disciplinary action.

**Weapons**

Weapons, such as knives, guns, fireworks, electronic shocking devices, ammunition, brass knuckles, pepper gas, mace, etc. are not ~~to be brought to school~~ **allowed in school buildings, on school property, in school vehicles, or at school-sponsored activities.** Whether or not one is legally permitted to possess a firearm, any firearm will be strictly prohibited from school property. Furthermore, anything that looks like a weapon will be treated as a serious infraction of school rules. Students in possession will have the weapons confiscated, parents/guardians notified, and serious disciplinary action will ensue. Students are further reminded that ALL THREATS, regardless of how they are made (i.e., in a joking or serious fashion) will be taken seriously by the administration. Any violation of this policy may result in a suspension up to 10 days with potential for expulsion. Law enforcement officials will be notified. (Note: All school violations are documented on the student's discipline record.) **See Policy JCI Weapons on School Property.**



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**Discipline Philosophy**

We expect students to:

- Show respect for themselves, others, and their environment
- Demonstrate that the primary purpose of school is to receive an education
- Attend school daily, be punctual
- Display courtesy to others at all times
- Behave in a socially acceptable manner at all times
- Recognize that control for misbehavior rests with the individual and that there will be consequences for those who do not meet those expectations

We use Responsive Classroom and positive behavior strategies to encourage our students to behave respectfully. Students will be acknowledged for meeting positive behavior expectations through a system of rewards and community recognition.

**Discipline Code**

Whenever a student is referred to the administration for alleged misconduct, the student will always be given the opportunity to express his or her opinion, ideas and feelings about the situation. In cases where there are presentations of different facts from the two parties, an adequate investigation of the incident will be conducted by the administration. Should disciplinary action seem warranted, the guidelines, which follow, will be used. It should be emphasized that each situation will be dealt with on an individual basis and that the guidelines are flexible.

**Misbehaviors**

1. Inappropriate behavior, which may include the following:
  - a. Swearing
  - b. Disrespect to others
  - c. Gum chewing/candy/food
  - d. Tardy
  - e. Forgery
  - f. Misbehavior in In-School Restriction
  - g. Cheating
2. Inappropriate behavior at school sponsored events (dances, athletic games, field trips, assemblies, etc.)
3. Taking people's property without permission (lunches, pens, books, clothing, bicycles, etc.)
4. Destroying or damaging school property or other people's property
5. Fighting
6. Harassment and/or bullying of others, which may include the following:
  - a. Persistent teasing
  - b. Threatening
  - c. Intimidation
  - d. Stalking
  - e. Aggressive behaviors
7. Substantiated sexual harassment
8. Truancy
9. Leaving school grounds without permission
10. False fire alarm
11. Dress code violations
12. Bringing to and/or selling inappropriate items in school
13. Gambling activities
14. Possession, transfer, sale or use of alcohol, drugs, tobacco products, fireworks, knives or other weapons

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### Progressive Disciplinary Actions for Student Misbehavior

#### Loss of Passes

Students will lose the opportunity to access hall passes if they abuse or forge passes.

#### Detention

Detentions will be served during lunch and/or recess for minor misbehaviors. Parents/guardians will be contacted when a detention has been served.

#### In-School Restriction (ISR)

Students will be placed in in-school restriction for misbehaviors resulting in the need for the student to be removed from a classroom. The administration will attempt to contact parents/guardians when a student is placed in the In-School Restriction Room **for major infractions**. Students must bring their textbooks and assignments to the room and are expected to work on academic assignments during their stay. Faculty will work with the In-School Restriction supervisor to ensure that students have all assignments for the day. Students will be denied participation in all class activities and after-school functions, **depending on the severity and/or frequency of the infraction..** Students who normally purchase a hot lunch will receive a bag lunch from the cafeteria. In the event that school is cancelled, the student will serve the following day. Students are expected to follow ISR rules including:

1. Arrive at ISR room punctually.
2. Bring all books, homework, projects, and assignments.
3. No talking or sleeping in ISR.
4. Eating or drinking is only allowed during lunch **and at other times at the direction of the ISR room coordinator..**
5. All work must be turned in to the ISR supervisor.
6. Students are not to leave the ISR without permission from a building administrator **or the ISR coordinator..**

#### Out-of-School Suspension

Out-of-school suspension is generally considered to be a last resort in terms of dealing with student behavioral problems. A student under suspension is not to be in the school building or on school property unless that person has the permission of an administrator. A student on out-of-school suspension will not be permitted to participate in any school activities during the course of the suspension. Students are expected to do make-up work during suspension. Any student receiving three (3) suspensions will automatically be referred to the Superintendent of Schools in writing for possible further action. It is hoped that the Raymond School System will be a reasonable place for everyone to obtain the best education possible. School cancellations due to weather or any other circumstances are not included as a suspension day. All suspensions are unexcused absences unless otherwise stated by the superintendent or his/her designee. Some examples of infractions that result in out-of-school suspension are: leaving school without permission, assaults, harassments, vandalism, and swearing at a school employee.

#### Expulsion

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The Raymond School District may consider a student for expulsion from school for gross misconduct, for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined by RSA 193-D:1, or for possession of a weapon or offenses involving possession or distribution of illegal drugs (including imitation drugs), alcohol, or other offenses as defined in RSA 193:13. Any student assaulting a school employee will be recommended for expulsion.

**Consequences**

Depending on the severity and frequency of the listed infractions **of any infractions of student conduct**, any of the following consequences may result:

Verbal Reprimand Time-Out Parent Notification Mediation/Counseling Confiscation Restitution In-School Restriction	Lunch/Recess Detention Exclusion from School Activities Out-of-School Suspension Police Notification Parent Pick-Up of Student Community Service After-School Detention	Loss of Privileges Student/Parent/Administration Meeting Hearing with Superintendent and School Board Expulsion
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**Cell Phone Violations**

First Offense

Cell phone will be confiscated and placed in the front office. Students may retrieve the phone at the end of the day. **As this is an infraction a discipline referral will be written and recorded for each offense.**

Second Offense

Cell phone will be confiscated and a parent or guardian will need to come to the school to pick it up.

Third Offense

The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal's office. At the principal's discretion, the student may receive detention or in-school suspension. **The third infraction will result in permanent loss of privileges for the remainder of the year.**

Those students who have signed BYOD (Bring Your Own Device) contracts for permission of devices during teacher-led classroom activities face the following consequences:

Infractions and Consequences:

1. The first infraction shall result in loss of the privilege of using the device at school for a minimum of one school day. The device may be examined by the District's I.T. Department. Any confiscated device will be held in the school's main office, where it can be retrieved by the student at the end of the school day.

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2. The second infraction shall result in loss of the privilege of using the device for a minimum of 5 school days. The device may be examined by the District's I.T. Department. The parent/guardian will be required to pick the device up at the principal's office.
3. The third infraction will result in permanent loss of privileges for the remainder of the year. The device may be examined by the District's I.T. Department. The parent/guardian will be required to pick the device up at the principal's office.

**In-School Restriction**

~~Serious misbehavior, which does not warrant a suspension, can be punished by imposition of an in-school restriction. The child remains in school but is isolated from classmates, given schoolwork to do, and is denied participation in all class activities and after-school functions. Parents/guardians will be notified by letter and phone. Students who normally purchase a hot lunch will receive a bag lunch from the cafeteria.~~

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The Raymond School District recognizes the value of good nutrition to our students' health and educational well being. ~~The School Food Services Department, as part of the National School Lunch Program, makes balanced meals available to students every day that school is in session.~~ **The Raymond School district is part of the National School Lunch Program and the National School Breakfast Program. The Healthy, Hunger Free Kids Act of 2010 updated and reset the standards by which we make high quality, nutritious meals available to students each day that school is in session.** These meals not only meet specific nutritional guidelines, but must also be provided in a financially responsible manner.

**Daily lunch menus are posted on the homepage for each school at the District Website, [www.sau33.com](http://www.sau33.com). Monthly menus can be found through a link on the Food & Nutrition Department page. Additionally, they are also included with each school's monthly parent newsletter.**

### **Breakfast Program**

Breakfast is available from 7:35 AM until the Homeroom bell rings at 7:55 AM. A full meal is offered for ~~\$1.50~~ **\$1.65**, \$.30 for students who are eligible for reduced price meals, and free to students who are eligible for free meals. The main choices may include a selection of whole grain cereals, bagels and muffins daily, with whole grain breakfast sandwiches and French toast sticks rotated in throughout the week. Milk and fruit or juice are offered as part of each meal. Our milk choices include 1% milk and fat-free chocolate milk. While students may choose to take as few as three of the items offered, federal regulations require that as of August 2014, students must take either fruit or juice as one of those items for a complete meal. Breakfast items may also be purchased separately.

### **Lunch Program**

Lunch menus are available online or directly from food services in the cafeteria. The cost is ~~\$2.80~~ **\$2.95** to students, or \$.40 for reduced priced eligible students, and free to students who are eligible for free meals. The meal is based on the food groups, with servings of a protein item, 2 vegetables, grain item, fruit, and a carton of **1% milk or fat-free chocolate** milk. Students may choose as few as 3 of the items offered for a meal, but one of those must be a vegetable or a fruit. Fresh and/or canned fruit choices are available daily. In addition to the regular menu, we offer several main dish alternatives, including sandwiches with vegetables and entree salads with protein and bread.

**Cold "milk only" may be purchased for those who bring lunch from home. "Seconds" of lunch items may be also be purchased. Smart-snack qualifying Ice Cream items are available for sale daily once the lunch lines are served. Students must have funds available to buy any of these a la carte items**

### **Free and Reduced Meals Application**

Applications for Free and Reduced Price Meals are mailed out to each household at the beginning of the school year. They are also available online for downloading and printing from the District website on the School Nutrition Services Department page. Parents/guardians are encouraged to review the eligibility guidelines. If you believe that you will qualify, please apply as soon as possible to take advantage of this opportunity. It is important that the application is filled out completely and reflects the same

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parent/guardian information as in the student's registration in PowerSchool. Incomplete applications cannot be processed.

All qualifying households must reapply for Free & Reduced Price Meals each school year as the carryover grace period is limited. If household circumstances change, families may also apply or reapply at any time during the school year. If you have any questions about this process, please contact School Nutrition Services Judy DiNatale at 603-895-6616, x2345 or [j.dinatale@sau33.com](mailto:j.dinatale@sau33.com).

**School Meals Payment Information- will be updated to reflect approved Board policy Summer 2018.**

~~In order to keep parents/guardians informed, a copy of this procedure is included with our weekly balance email sent out each Friday to all households. Additionally, it is attached to the Free & Reduced Price Meals application as well as being posted on the Food Service page of the District website.~~

~~Raymond School Food Services operates a debit system, which accounts for each child. Monthly, weekly, or daily prepayments are encouraged for meals, milk only, and/or snacks. These may be made by check, cash, or online through mySchoolbucks.com. Cash is also accepted in the serving lines.~~

~~Parents/guardians are expected to be responsible for not letting the account become past due. The mySchoolbucks.com site also enables households to set up their own individualized low balance reminder email.~~

~~If an account should fall below zero, notifications are made in the following manner: Email are sent out to all households with negative balances on Mondays and Thursdays. Payment should be made the following day.~~

~~Students will continue to receive the regular menued meal. The price that the student normally pays will be charged to the student's account. Payment is expected the following day. Students may not charge Breakfast, Milk only, or a la carte items in any school.~~

~~Households are also reminded that applications for Free & Reduced Price meals may be processed at any time during the school year. Applications are available to download and print from the school website. Paper copies may be requested through the School's Food Service Office.~~

~~All staff may also set up debit accounts or pay cash in line. Credit will not be extended to staff.~~

~~Of any account reaches \$25 past due, a phone call will be made to the household. Parents/guardians will be expected to provide payment at that time.~~

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~~If any account reaches \$50 past due, the building Principal will call the household.~~

~~The Raymond School District reserves the right to further pursue any balance due through legal channels.~~

~~Please feel free to contact Food Service Director Judy DiNatale at 895-6616 x2345 with any questions regarding student accounts, menus, or the Free and Reduced Price Meals application process.~~

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**TRANSPORTATION RULES AND REGULATIONS**

Raymond School District's Transportation Policies are designed to promote the safety and well-being of all students riding buses to and from school. Our transportation guidelines also apply to field trips and co-curricular trips. The Raymond School District is not responsible for students at bus stops. The following section outlines expectations of student behavior.

**Behavior before boarding school bus:**

A student should:

- a. Arrive on time at his/her designated bus stop. (Five minutes prior to pick-up time.)
- b. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.
- c. Stay off the road while waiting for the bus.
- d. Behave in a safe manner while waiting for the bus.
- e. When the bus arrives, be in a single line.
- f. Wait for the bus to come to a complete stop and the door to open before approaching the bus.
- g. Be courteous.

A student should not:

- a. Stand on traveled portion of the road while waiting for the bus.
- b. Walk/run/play on private property.
- c. Cut in front of other students in line.
- d. Rush to get on the bus.
- e. Cross behind a bus.
- f. Engage in any behavior that could lead to injury.

**Behavior on the school bus:**

A student must:

- a. Be transported on bus runs assigned to his/her school.
- b. Get on and off the bus at his/her designated bus stop, except by permission sent from the parent/guardian. The school office must approve afternoon changes. Bring the note to the school office for approval. If it is a morning change, give the note to the driver. When a bus reaches student capacity of 86 on the 90 passenger bus and 80 on the 84 passenger bus, as determined by the Transportation Committee, no request to ride that bus will be approved.
- c. Use the handrail and watch your step while boarding and exiting the bus.
- d. Enter and exit the bus only through the front door unless directed by the bus driver.
- e. After entering the bus, take his/her seat immediately.
- f. Sit in assigned seat (if so assigned) and remain seated while the bus is in motion.
- g. Sit properly: Face front of bus with his/her back against seat.
- h. Keep articles out of the aisles.
- i. Follow the directions and rules of the bus driver.
- j. Get the permission of the bus supervisor to transport any musical instrument. Restrictions may be imposed based on size of the instrument/case or the capacity of the bus.
- k. Carry all balls in a suitable bag.



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A student must not:

- a. Move from one seat to another without permission of driver.
- b. Use indecent or profane language.
- c. Engage in overly loud conversation.
- d. Eat or drink on the bus. Absolutely no glass containers allowed on the bus.
- e. Smoke, chew tobacco, light matches/cigarette lighter, or use any hazardous items.
- f. Use/possess alcohol or drugs.
- g. Throw objects on or out of bus.
- h. Extend any part of his/her body out of the bus windows at any time.
- i. Bring audible radios, tape players, DVD players, etc., skateboards, key chains that present a hazard, large packages, balloons, laser pointers, or any animals (caged or otherwise) on the bus.
- j. Take any pictures or videos.
- k. Engage in any conduct that might distract the driver from his/her duties.
- l. Sell items to other students.

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video/audio cameras may be used on buses to support the bus drivers' reports of unacceptable conduct. In cases of misconduct, the School Principal will have the authority delegated by the Superintendent to suspend the riding privileges of students or take other appropriate action. parents/guardians of children whose pattern of behavior and conduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

Please reference policies **EEA and EEA-R**, Student Transportation Services, available on the District website or at any school.

To request a new bus stop or to change an existing stop, submit a "Bus Stop Change Request Form," available on the District website or at any school.

All concerns or complaints shall be directed to:

Dail Transportation	736-9682
Iber Holmes Gove Middle School	895-3394

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### **Parent Core Group**

The Parent Core Group of IHGMS meets regularly with the School Principal. The group is an open forum where parents/guardians are encouraged to bring up issues of concern to be discussed. These issues may be discussed among other parents/guardians who have similar concerns or have experienced the same or similar situations in the past.

The Parent Core Group also sponsors fundraising projects to raise money for the purpose of purchasing supplies, equipment and teaching aids that go beyond the normal school budget. As a result of successful fundraising, they have been able to purchase such items as uniforms, computer equipment, a sound system, **playground equipment**, and our school sign, all of which are gratefully appreciated. In addition, the Parent Core Group also maintains a list of volunteers and coordinates their time at the middle school. A volunteer sign-up sheet can be picked up in the main office.

Parents/guardians of all middle school students are encouraged to become involved in this group. Statistics reveal that parental involvement with such groups usually declines after children leave the elementary level. Our children and our school need your support now and in the future.

### **Volunteers**

We believe community support and engagement is essential to students' academic success and personal growth. We encourage parents/guardians and other community members to become volunteers with our school. There are two categories of volunteers as defined by the District: Event Volunteers and Designated Volunteers.

An Event Volunteer is anyone who volunteers to help out, but not on a regular basis. Some examples are:

- Field day helper
- Observation of teachers
- Room parent/classroom helper less than a couple of times per year
- School dances
- Field trips
- School party

Event Volunteers are required to initially complete the following:

- Volunteer Service Agreement
- RSD IJOC Volunteer Policy
- IJOC Confidentiality Agreement

A Designated Volunteer is anyone who volunteers on a regular basis. Some examples are:

- Assistant coaches
- Classroom helper
- Any individual who volunteers on a regular basis and is in the building when school is in session

Designated Volunteers are required to initially complete the following:

- Volunteer Service Agreement
- RSD IJOC Volunteer Policy

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- IJOC Confidentiality Agreement
- Criminal background check
- Acceptable Use Policy and Acknowledgment
- Bullying Prevention Training

Please contact the main office to inquire about volunteering needs and to begin the process to volunteer in our schools. Thank you!