

LRES COVER
2023-2024 Student Handbook

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Will be updated again after approval.

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WELCOME LETTER

To be added by new administration

RAYMOND SCHOOL BOARD AND ADMINISTRATION

Raymond School Board

John Harmon, Chairperson
Anthony Clements, Vice-Chairperson
Stephen Scarfo, Secretary
Cindy Bennett, Member
Joseph Saulnier, Member

Superintendent of Schools
Business Administrator
Executive Director of Student Support Services
Director of Human Resources
Director of Health and Wellness
Director of Technology
Director of Safety and Facilities
Director of School Nutrition Services
Director of Youth Services

Terry Leatherman
Marjorie Whitmore
Jodi Gutterman
Karen Stuart
Samantha Horrigan
Brittany L'Heureux
Todd Ledoux
Tasha Ball
Patrick Arsenault

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

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

Principal Peter Dannible
Assistant Principal Joanne McCann

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

Principal Thomas Waldron
Assistant Principal Brigitte Cunningham

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

Principal TBD
Assistant Principal TBD

Raymond School Board Meetings

The Raymond School Board meets regularly during the school year on the first and third Wednesday of the month at 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.

Our Portrait of a Graduate serves to represent our community's desired outcomes for graduates that will best prepare them to enter into a rapidly changing, increasingly diverse, and interconnected world. This plan is organized around this common definition of graduate success. Our Portrait of a Graduate will be made actionable and brought to life through the goals and strategies in our strategic plan.

A Raymond Graduate is:

Self-motivated and resilient; motivated by intrinsic needs, has a strong work ethic, strives to meet and exceed their personal goals and can persevere through unexpected challenges in day to day life.

A **critical thinker;** will problem solve, question and self-reflect when making decisions.

An **active participant;** knows how to be an active listener; an effective communicator in multiple ways and is able to collaborate with others to achieve mutual outcomes.

Knowledgeable; has a strong foundation in all academic areas, including career ready technical skills, and knows how to apply it meaningfully to a variety of situations.

A **good citizen and empathetic;** is an active part of the community, and recognizes the feelings and needs of others.

LAMPREY RIVER ELEMENTARY SCHOOL MISSION AND VISION STATEMENTS

Mission Statement

Encouraging every learner, every day, in every way.

Vision Statement

Through innovation and collaboration with our community we will:

- Provide a safe environment that supports social and emotional growth
- Empower and challenge
- Inspire creativity, risk-taking, discovery, humor, and a passion for learning

SCHOOL DELAYS AND CANCELLATIONS

How do I find out if school is delayed or canceled?

In the event that inclement weather requires the school to open late, close early, or be canceled, 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

www.wmur.com

Television Stations

RCTV	Raymond	Channels 13 and 22
WMUR	Manchester	Channel 9

How do I update my contact information?

Our annual online registration allows parents/guardians to update contact information before the start of each school year. If your contact information changes during the school year, please contact your school's main office.

SCHEDULE

Students may arrive and enter the building at 8:30 AM. Please do not drop off students before this time or if there are no adults present. Upon arrival at school, all students will immediately enter the building. Students will be considered tardy at 8:50 AM at which time they should be brought into the main office for a tardy pass. 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. Students will be dismissed at 3:15 PM. Students should leave by dismissal time unless they are attending a specific event or after-school program/activity.

ATTENDANCE REGULATIONS

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. Children are expected to attend school unless the child 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](#).

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 to address an excessive number of student absences. There are a number of items that are common to all schools. They include:

- Students are expected to make up 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.

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;
- The student's presence is required elsewhere by a sound, pressing, and unavoidable out-of-school activity;

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- 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. **In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of the reasons below for non-attendance.** ~~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:

1. Illness (Physician statement required for more than 3 consecutive days)
2. Recovery from an accident/natural disaster
3. Required court attendance
4. Medical and dental appointments
5. Death in the family
6. Observation or celebration of a bona fide religious holiday
7. Special Event or Family Occasion - any special event or occasion with prior approval by the principal
8. 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. Lifelong attitudes toward the importance of education are being developed in your children now. A child who must be taken out of school by a parent/guardian to go on a trip while school is in session is given the work that the student missed when he/she returns to school. Work will only be given in advance if the parent has requested it two weeks prior. It is difficult for teachers to predict in advance what a child will miss, since the pace and content of instruction depends on the daily progress made by individual students and the group as a whole.

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.

Absences

In order to take maximum advantage of educational opportunities, students are expected to establish regular and punctual attendance.

Please call the school (603-895-3117) if your child will be absent or tardy for the day. Messages can be left on the school voicemail if the call is made before **the start of the school day 7:00 AM**. ~~If your child was absent because of illness, please send in a signed note with the reason for the absence so that the absence may be excused. Students must submit a note within two days of their return. Refer to Policy [JH Attendance, Absenteeism, and Truancy](#).~~

Dismissals

Dismissals will be allowed for a legitimate reason when substantiated by the school nurse or appropriate designee.

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. Parents/legal guardians wishing to dismiss their child from school must sign the dismissal register in the main office.

Truancy Procedure

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused as per policy [JH Attendance, Absenteeism, and Truancy](#) 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.~~

Tardy Procedure

Students arriving after 8:50 AM will be considered tardy and should arrive at the main office for a tardy pass.

5 unexcused tardies will constitute one full absence. After 10 unexcused tardies a meeting with the Principal will be scheduled.

Tardiness: Being present on time is a life skill to be cultivated so students are expected to arrive at school on time. A pattern of tardiness puts students at a disadvantage in school. Tardiness is a disruption to the educational process: it sets a tone that devalues education, detracts from the lesson, is discourteous to the teacher and other students and results in a loss of instructional time. We ask that parent(s)/guardian(s) work with the school to ensure that students arrive on time.

Make-up Work

Make-up work is provided within reason by teachers upon a student's return. Students and parents are responsible for making up missed work from discretionary absences. Missed work is allowed to be made up within a period of time not to exceed the number of days the student was absent unless documented extenuating circumstances warrant an extension.

STUDENT INFORMATION

Before School Program

Raymond School District will be providing before school programming at LRES for the 2022-2023 school year! Our program will be open from 7:00-8:30. We will provide a light breakfast, homework support, and activities to help students prepare for the school day. We will be open every day before school except when there is a weather delay. The cost of this program is \$150 per month. Registration will begin mid-summer. If you have any questions, you can contact Pat Arsenault at p.arsenault@sau33.com or call 895-3394 ext. 4308.

After School Program - Learning Enrichment After-School Program (LEAP)

Our After School Program, LEAP, is open everyday after school until 6:00. Our daily schedule consists of a healthy snack; homework support facilitated by certified teachers; enrichment clubs including cooking, science, crafts, sports, and other fun recreational activities; and general social time with friends. Information about how to register and the cost for this program will be posted on our website and shared with parents. Questions can be directed to Pat Arsenault, Director of Youth Services, at p.arsenault@sau33.com.

Bicycles

Riding of bicycles and walking to school by elementary age students is discouraged for safety reasons. Should a parent allow their child to ride their bicycle or walk to school, a separate permission form must be signed by the parent/guardian, and be on file at the school. The school is not responsible for loss or damage to any personal belongings, including bicycles.

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

Safety drills are held at each school periodically throughout the year. Instructions are posted in each classroom indicating how to respond to specific emergency situations. In the event of an evacuation drill, students will not enter any vehicles during the drill.

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.

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.

Entrance Age

As per Raymond Policy [JEB](#), a child entering the Lamprey River Elementary School for kindergarten must be five years of age on or before September 30th. Some exceptions may apply, as per Policy [JEBA](#). For entrance to grade 1, a child must turn six on or before September 30th.

Field Trips

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 will not be able to attend a field trip without fully completing or updating, and submitting, student registration information in PowerSchool. 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.

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.

Lost and Found

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 in the cafeteria. 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. Periodically throughout the year, unclaimed lost and found articles will be given to charity.

Library/Media Services

The purpose of the library/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 library/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. 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.

Personal Belongings

Student use of personal articles such as cell phones and other handheld electronic and/or communication devices is strictly prohibited during the school day and on the bus without permission. 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.

All students must adhere to Raymond School District Policy JICJ, regarding Personal Communication Devices:

PERSONAL COMMUNICATIONS DEVICES

Student use of cell phones and other handheld electronic and/or communication devices is strictly prohibited during the school day unless approved by a classroom teacher and/or building administrator. Such devices are to be kept stowed away and out of sight (such as in a student's assigned locker, purse, pocket, or bookbag), turned off and silenced when not in use. The use of cell phones during class time is prohibited unless the classroom teacher allows the use of cell phones for a specific educational purpose. Cell phones are not to be used in the classroom without teacher approval.

The Board may grant an exception to this policy for medical or emergency reasons. This exception requires a written report from the student's medical provider explaining the need for the exception.

Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Any student found to have engaged in

such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography.)

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his/her rules involving cell/smart phone use after hours or on after-school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use and/or misuse of these devices. Cell phones should be turned off or silenced during all practices, games and contests. They may be checked during breaks.

The school district will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

Consequences for Violating this Policy

First Offense: Verbal warning; A disciplinary referral will be written if there is violation of another district policy.

Second Offense: The electronic communication device will be confiscated and a disciplinary referral will be written. The student must pick up the device from the principal or superintendent's office.

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 or superintendent's office. At the principal's discretion, the student may receive detention or in-school suspension.

Any further violations of this policy will result in the student's loss of possession of the electronic communication device for the remainder of the school year. The student's parent/guardian must pick up the cell/smart phone from the principal or superintendent's office at the expiration of that length of time. At the principal's discretion, the student may receive detention, in-school suspension, or out-of-school suspension not to exceed ten (10) days.

Adopted: August 1, 2002
Revised: March 21, 2008
Revised: April 20, 2011
Revised: May 6, 2015
Revised: May 20, 2020
Revised: October 20, 2021
Revised: March 8, 2023

Court Orders

If an adult is under court order to 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

The 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. The SRO is a professional with a legitimate educational interest in the students at LRES.

Skateboards/Rollerblades

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

Student Dress and Grooming

All students are expected to adhere to the Raymond School District Dress Code Policy JICA:

STUDENT DRESS CODE

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. 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.

The following apparel is not to be worn during the school day: clothing with offensive, vulgar, or racist language or pictures; tops that do not completely cover the mid-section when arms are at one's sides; clothing that glorifies, encourages or promotes the use of alcohol, drugs or violence. Clothing must be worn in a way such that private parts are covered with opaque material. Undergarments cannot be purposefully showing. Footwear is required, and hoods must be down while indoors.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe consequences, including detention, in-school suspension, or out-of-school suspension.

Nothing in this Dress Code Policy shall limit students' freedom of religion or expression as protected by the federal or state Constitutions.

Adopted: September 2, 1970, R/R: 8/21/73, 9/5/73, Revised: August 1, 2002

Revised: March 5, 2008, Revised: May 20, 2020

Visitors

Individuals who wish to visit the school must have a valid, pre-approved or scheduled reason to do so. All visitors must sign in at the school office and provide a photo ID, before being provided a visitor badge. Visitor badges must be visible throughout their visit. NO student shall be released or allowed to see or talk to anyone except a parent or someone having a parent's official and verified authority. Student visitations are not allowed unless they are a part of the formal education program authorized by the administration.

HEALTH SERVICES

A school nurse is in the district each day to serve the needs of the students in case of sudden illness or injury, according to RSD Policy [JLC - Student Health Services](#). 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 will be called if deemed necessary by the nurse. It is important to keep this information up to date by school of any changes to your contact information or updating the information online, including new work numbers and cell numbers. [School Board Policy EBBC/JLCE First Aid and Emergency Care](#)

The school nurse offers the following services:

- COVID-19 ~~testing~~, counseling, and monitoring
- Medical referrals and follow up
- Vision and hearing screens
- First aid/emergency assessments
- Immunization review and referral
- Height and weight measurements
- Administration of medications
- Special **medical** procedures **as needed** such as: ~~blood glucose monitoring, peak flow~~
- Individual health **care planning** ~~counseling~~
- ~~Vaping/Tobacco cessation counseling~~
- Maintain and update student health records
- **Health education in collaboration with interdisciplinary school team**

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. Required immunizations for this school year are posted on the following pages. Please contact the school nurse for more information and/or clarification.

Excerpt below from the NH DHHS Division of Public Health Services *New Hampshire School Immunization Requirements 2022-23*. See the complete immunization schedule at <https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents2/imm-req-schools22-23.pdf>

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 for Measles, Mumps, Rubella, Varicella, and Hepatitis B.

A 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

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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.

Medical and religious exemption information is available at:

<https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-exemptions-children>

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 signed** exemption for religious reasons or a medical exemption. For further information please contact the school nurse.

Minimum Age & Interval Schedule for Valid Vaccine Doses - New Hampshire School Immunization Requirements 2023/2024				
Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
Diphtheria, Tetanus, and Pertussis DTaP	DTaP – Dose 1	6 weeks	4 weeks between Dose 1 & 2	All children must have a valid dose on or after the 4 th birthday.
	DTaP – Dose 2	10 weeks	4 weeks between Dose 2 & 3	For children 6 years and under, the 5 th dose is not necessary if the 4 th dose was administered at age 4 years or older and is at least 6 months after the previous dose.
	DTaP – Dose 3	14 weeks	6 months between Dose 3 & 4	* A 4 th dose inadvertently administered as early as age 12 months may be counted if at least 4 months since dose 3.
	DTaP – Dose 4	12 months	6 months between Dose 4 & 5	
	DTaP – Dose 5	4 years	-----	If dose 1 is given at age 7 or older, only 3 doses are needed (as long as there is 6 months between dose 2 and 3); can be Tdap or Td as long as one of the doses is Tdap.
Tetanus, Diphtheria, and Pertussis Tdap	Tdap – Dose 1	7 years	<i>ACIP recommends that children age 7 through 9 years who receive Tdap or DTaP inadvertently or as part of a catch-up series should receive the routine Tdap dose at 11–12 years.*</i>	Students are required to have a dose of Tdap prior to 7 th grade. * Tdap given on or after the 7 th birthday meets this requirement per NH Administrative Rule He-P 301.14.
Polio IPV	IPV – Dose 1	6 weeks	4 weeks between Dose 1 & 2	*Kindergarten through 11 th Grade: 3 or 4 doses, with one dose on or after the 4 th birthday and at least 6 months after the previous dose.
	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*	If a combined IPV/OPV polio schedule was used, the total number of doses needed is the same as an all IPV schedule.
	IPV – Dose 4	4 years	-----	Any OPV dose(s) given on or after April 1, 2016 does not count towards the polio vaccine requirement and the series must be completed with IPV.
Hepatitis B HepB	HepB – Dose 1	Birth	4 weeks between Dose 1 & 2	
	HepB – Dose 2	4 weeks	8 weeks between Dose 2 & 3	Note: Minimum age for Dose 3 is at least 24 weeks of age.
	HepB – Dose 3	24 weeks	16 weeks between Dose 1 & 3	
Measles, Mumps, and Rubella MMR	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	-----	
Varicella (chickenpox) VAR	VAR – Dose 1	12 months	12 weeks between Dose 1 & 2*	Live attenuated vaccines not administered on the same day must be administered at least 28 days apart.
	VAR – Dose 2	15 months	-----	*If first dose administered at age 13 or older, the minimum interval between Dose 1 and Dose 2 is 4 weeks.

Pre-school Students 3-5 Years Old New Hampshire Immunization Requirements 2023-2024

Refer to page 2 for minimum ages and intervals

DIPHTHERIA, TETANUS, PERTUSSIS (DTaP/DTP/DT)

3-5 years	Four doses. The 3 rd and 4 th dose must be separated by at least 6 months.
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POLIO

3-5 years	Three doses. Any OPV dose(s) given on or after April 1, 2016 does not count toward the polio vaccine requirement and the series must be completed with IPV.
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MEASLES, MUMPS, and RUBELLA (MMR)

3-5 years	One dose. This dose must be administered on or after age 12 months.
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HAEMOPHILUS INFLUENZAE TYPE B (Hib)

3-5 years	One dose on or after 15 months of age OR Four doses with the last dose administered on or after 12 months of age OR see catch-up schedule below* Hib is not required for children \geq 5 years of age.
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HEPATITIS B

3-5 years	Three doses given at acceptable intervals. See attached schedule (page 2)
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VARICELLA (CHICKEN POX)

3-5 years	One dose. This dose must be administered on or after age 12 months. OR laboratory confirmation of chicken pox disease.
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*Hib catch-up vaccination schedule:

- If unvaccinated at 15-59 months: 1 dose needed.
- If dose 1 given before 12 months and dose 2 before 15 months, 3rd and final doses must be 8 weeks after dose 2.
- If dose 1 given at 7-11 months, dose 2 must be at least 4 weeks later and 3rd and final dose given at 12-15 months or 8 weeks after dose 2 (whichever is later).
- If dose 1 given at 12-14 months, 2nd and final dose must be at least 8 weeks after dose 1.
- If **PedvaxHIB** brand used, call NHIP for recommended schedule and requirements for dosing.

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.

Please observe the following guidelines regarding illnesses:

- If your student develops new/unexplained symptoms consistent with COVID-19 (with or without a fever*), we *recommend* a home test before your student returns. If the test is positive, we do ask that you notify the nurse's office to establish a return date, and so that cases can be tracked.
- Students may return from any viral illness other than COVID once symptoms are improving **AND they have been free from fever, vomiting, and diarrhea for at least 24 hours without medication.**
- ~~Generally, if a student is on antibiotics, they should have had 24 hours of treatment prior to returning to school (unless a doctor's note states otherwise).~~ In general, if an illness is being treated with antibiotics, one is no longer considered contagious after 24 hours of treatment and NO fever. Any medications that may need to be continued during the school day (including antibiotics) must be arranged with the Health Office.
- For COVID-19, we do still ask for a 5 day isolation period, with the date of symptom onset being day 0. Additionally, symptoms must be improving and students must have been free from fever, vomiting, and diarrhea for at least 24 hours without medication before returning to school.

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 licensed physician's assistant, must have a written statement from that practitioner and written authorization from the parent and/or guardian. 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.

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.

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 the *Administration of Over the Counter Medication* form, available at the back of this handbook, on the 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.

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 student.

Physical Exams

In accordance with Raymond School District Policy [JLCA](#), each child must have a complete physical examination within one year **of entering grades Pre-K, K, 4, and 9, or when transferring into the district from another school.** ~~preceding first entry to school. The Board also requires that physical exams be completed before entry into middle school and again before high school.~~ This physical must be less than a year old at the start of the school year in August **and must be provided to the school nurse. End of visit summaries will not be accepted.** ~~before high school.~~ This physical must be less than a year old at the start of the school year in August.

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

Returning to School After an Injury or Hospitalization

Student safety is our priority. If your child has been injured or hospitalized, please be sure to communicate with the nurse's office and provide any written discharge information or documentation. **If activity restrictions are required, a doctor's note outlining the exact restrictions, timeframe, and follow-up plan is required.** This includes concussions, sprains/strains (if activity is restricted), fractures, surgeries, or mental health hospitalizations. Accommodations/activity restrictions will be shared with need-to-know staff as appropriate in order to keep students safe when returning to school.

BEHAVIORAL HEALTH WELLNESS

~~In Raymond, we aim to support students and their families in addressing behavioral health needs in the same way we would a medical concern brought forth by the school. Understanding the stigma these health needs can carry, it is also the hope to help families understand they are not alone. Representative samples of NH students indicate MORE than 1 in 10 students will experience risk factors of suicide. Fortunately, there are services and supportive professionals willing to offer information and a helping hand.~~

~~If you are concerned about your child's behavioral health wellness, we welcome you to reach out to your school's Student Intervention Team (SIT). These teams aim to ensure academic growth and understand that a variety of factors can impact such growth and behavioral health wellness. These factors include but are not limited to: drug and alcohol use, attendance, homelessness and social connections. This team can identify how they can support your student with school and/or community based resources.~~

~~In Raymond, we aim to support students and their families in addressing behavioral health needs in the same way we would a medical concern brought forth by the school. If you are concerned about your child's behavioral health wellness, we welcome you to reach out to your school's Student Intervention Team (SIT) by contacting:~~

~~Assistant Principal Contact Info Here~~

~~These teams aim to ensure academic growth and understand that a variety of factors can impact such growth and behavioral health wellness. These factors include but are not limited to: drug and alcohol use, attendance, homelessness and social connections. This team can identify how they can support your student which may include access to individual or group counseling with a behavioral health staff or a referral to a community based resource. The following behavioral health staff members are part of these teams:~~

- ~~● **School Counselors:** certified/licensed educators who improve student success for ALL students by implementing a comprehensive school counseling program. They help all students apply academic achievement strategies, manage emotions and apply interpersonal skills, and plan for postsecondary options (higher education, military, workforce). ([More information here](#))~~
- ~~● **School Social Workers:** trained mental health professionals with a degree in social work who provide services related to a person's social, emotional and life adjustment to school and/or society. School Social Workers are the link between the home, school and community in providing direct as well as indirect services to students, families and school personnel to promote and support students' academic and social success. ([More information here](#))~~
- ~~● **School Psychologists:** uniquely qualified members of school teams, having received specialized advanced graduate preparation that includes course work and practical experiences relevant to both psychology and education. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. This includes conducting~~

psychological and academic evaluations in order to make recommendations to school teams to support the youth. ([More information here](#))

Parents and guardians can also reach out to the following community partners who work closely with all of our schools:

- [Raymond Coalition for Youth](#) (603) 895-7061
- [Seacoast Mental Health Center](#)(603) 772-2710

If you have immediate and/or urgent concerns about your child, please contact NH Rapid Response Access Point by phone, text or chat: 833-710-6477 or [NH988.com](#) for 24/7 Behavioral Health Crisis Support. If needed, they will deploy to your local community for face to face support.

STUDENT SUPPORT SERVICES

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 educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s ~~parents~~ parent(s)/guardian(s).

Students with educational disabilities are provided with specialized instruction and related services that will allow them to access and progress within the general curriculum for their age and grade. Educational supports and services are determined and delivered in accord with State and federal guidelines and regulations. These, including parent/student rights in special education, are outlined in this important document: [New Hampshire Special Education Procedural Safeguards Handbook](#). **These safeguards are designed to protect the rights of children with disabilities and their parents. They also provide families and schools the means for resolving disputes that may arise throughout the special education process.** All parents of students with educational disabilities should become familiar with this document and refer to it when necessary. Special Education case managers, coordinators and school administrators are also available to provide information and guidance in relation to special education processes and procedures

The Raymond School District will give a copy of the current procedural safeguards notice to parents, including plain language explanations of parents’ procedural rights once per year, in their native language or other mode of communication, but at a minimum upon:

- 1. Initial referral for evaluation or parental request for an evaluation;**
- 2. The first time in a school year that a request for a due process hearing is filed;**
- 3. The first time in a school year that a complaint is filed;**
- 4. The date in which the decision is made to make a removal that constitutes a change in placement of a child with a disability because of a violation of a code of student conduct, in accordance with the discipline procedures in 34 CFR 300.530(h); and**
- 5. Upon request by the parent.**

See the Appendix for Notice of Rights Pursuant to RSA 186-C:16-B - The Statute of Limitations for Special Education Cases, RSA 186-C:16-b Due Process Hearing; Appeal, and Procedural Safeguards for Students with Disabilities Time Limits or Statutes of Limitations.

The Raymond School District shall ensure that, to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities shall be educated with children who do not have disabilities. Special classes, separate classes, separate schooling, or other removal of children with disabilities from the regular educational environment shall occur only when the

nature or severity of the disability is such that education in regular classes with the uses of supplementary aids and services cannot be achieved satisfactorily. The decision where a child with a disability receives supports and services shall occur after the development and approval of the individualized education program (IEP). The placement decision shall be based on the unique educational needs of the child as specified in the individualized education program and the requirements for placement in the least restrictive environment.

For more information about the Special Education Program at each of our schools, please contact the building level Dean of Student Support Services. For a list of current contact information, please refer to the [website](#), under quick links, "Student Service Directory by School".

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

TBD
Dean of Student Support Services
Lamprey River Elementary School
603-895-3117

Barbara Kelly
Dean of Student Support Services
Iber Holmes Gove Middle School
603-895-3394
b.kelly@sau33.com

TBD
Dean of Student Support Services
Raymond High School
603-895-6616

The Raymond School District Executive Director of Student Support Services is:

Jodi Gutterman
SAU 33
43 Harriman Hill Road
Raymond, NH 03077
603-895-4299 x1106
j.gutterman@sau33.com

Leaps and Bounds Program

Approved by the NH Department of Education, Leaps and Bounds is a special education placement designated for our elementary students who present with significant disabilities and require intensive specialized instruction and services outside of the regular education setting. Eligible students experience considerable challenges in the areas of developmentally appropriate cognitive abilities and academic achievement, as well as age-appropriate and expected adaptive behavior skills across multiple domains and settings. For such students, the ability to transfer learning in authentic situations is often difficult without considerable support and related training. A student eligible for placement in Leaps and Bounds demonstrates well-below average cognitive, achievement, and adaptive behaviors skills which adversely affect a child's educational performance.

Eligible students require an array of supports based on developmental assessments, specialized instruction and services not only academically, but also in relation to adaptive behavior, independence, transition, and access to meaningful social opportunities. Students placed in the Leaps and Bounds program are provided with intensive specialized instruction and related services that will allow them meaningful access and opportunities to progress within the school environment. Much, if not all, of the general curriculum will require modifications that considerably impacts the depth and breadth of content presented and competencies to be acquired.

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 school counselor or the school nurse.

The Raymond School District 504 Coordinator is:

Samantha Horrigan
Director of Health and Wellness
Raymond School District
603-895-4299 x4303
s.horrigan@sau33.com

ACADEMICS

Homework

Learning at home is an essential part of a good education. Regular homework is important, since it gives students the opportunity to practice at home the material learned in class and helps students work toward improving their skills.

The Lamprey River Elementary School staff consider homework practice to be an important part of the total instructional program. We also believe parent support is essential to successfully bring home and school learning together to promote learning.

If your child is routinely struggling with homework, please contact their teacher for support or additional strategies to help.

LRES Homework Guidelines: Homework practice is given Monday through Thursday with some exceptions for special projects. Homework time, in accordance with LRES, should follow these guidelines:

Kindergarten:	Daily reading and math activities encouraged
1st grade:	10-20 minutes, including reading
2nd grade:	20-30 minutes, including reading
3rd grade:	25-35 minutes, including reading

Intervention and Enrichment

Lamprey River Elementary School incorporates targeted instructional time each day for students in grades K-3 in reading and mathematics. During this time all students have the opportunity to work with other teachers and students at their grade level. Student groupings are flexible and based on individual student needs and capabilities. Please consult your child's classroom teacher for information regarding academic intervention or enrichment for your child.

Midterm Progress Reporting System

All children will receive a midterm progress report from their child/children's classroom teacher. Please make an appointment with the teacher if you have any questions or concerns regarding the progress report.

Open House/Report Cards/Conference Schedule

Report cards will be issued on a trimester basis. School reports, conferences, and Open House strengthen the lines of communication among students, parents, and teachers. [School Board Policy IKAD](#)

[- Changing of Student Grades](#) For more information on the process of changing student grades, please see [School Board Policy IKAD-R - Changing Student Grades Process](#)

In order to provide you with a complete understanding of our programs, staff, and grading system, conferences will be scheduled as follows:

Student report cards will be available online at the end of each trimester.

The first Parent/Teacher Conference is scheduled by appointment towards the end of the first trimester.

A second Parent/Teacher Conference is scheduled by appointment towards the end of the second trimester.

Parents are encouraged to call for an appointment to meet with their child/children's teachers at any time.

The purpose of Open House is to provide an opportunity for parents to meet with their child/children's teachers and receive information on the programs and materials used for instruction at Lamprey River Elementary School. The purpose of Parent/Teacher Conferences is to give parents the opportunity to discuss the academic progress of their child/children. We encourage parents to participate in both Open House evenings and parent conferences.

School Organization

Lamprey River Elementary School has classes in Kindergarten through 3rd grade

Kindergarten - Grade 3: Students in kindergarten through grade 3 attend full-day sessions. All of our students, grades K-3, are grouped heterogeneously with children of all ability levels. All students, kindergarten - grade 3, participate in Art, Music, Library/Media, Social-Emotional Learning, Health, and Physical Education classes with staff employed for these purposes.

Student Assignment to Teachers

All student assignments to teachers will be made by the school administration for all ages. 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 15th of the previous school year (or the Monday following if May 15th falls on a weekend). These descriptions will be taken into consideration when making student placements. Any form received after the May 15th deadline may not be honored due to scheduling demands and timeframes.

Textbooks

Textbooks are loaned to students for use during the school year. Books are to be kept clean and handled carefully. 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.

GRADING

LRES uses a 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 competencies. Competencies describe what students should know and be able to do in each subject area at each grade level. 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 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.

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.

See Policy - [RSD Policy - Changing Student Grades](#)

See Policy - [RSD Policy - Changing Students Grades Process](#)

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 not 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. Competency based grading provides clearly defined learning targets and specified levels of achievement.

Key Terms:

- 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.
- If a teacher finds in evaluating student work that the rating on the rubric falls between two distinctions a half increment will be assigned (0.5, 1.5, 2.5, 3.5).

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
- Practice logs or other class work not listed

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)

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. 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 and students will be provided with a Username and Password to access PowerSchool Parent Portal at the beginning of each school year.

Competency and Work Study Practices Grading

Competency Grading		
Proficient with Distinction	4.0 - 3.5	The student is exceeding the grade level competencies. He/She extends concepts and skills to a greater depth than presented.
Proficient	3.4 - 2.5	The student is meeting the grade level competencies. He/She is able to grasp key concepts, processes, and skills.
Partially Proficient	2.4 - 1.2	The student is progressing toward the grade level competencies. He/She performs inconsistently in regards to accuracy and quality.
Substantially Below Proficient	1.1 - 0.0	The student is not meeting the grade level competencies. He/She is not demonstrating understanding of key concepts and skills.
Insufficient Work Shown	IWS	Indicator is not demonstrated because of insufficient student work to assess.
Not Yet Assessed	NYA	Due to the progression and design of units these standards have yet to be covered at this point in the year.

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

Work-Study Practices

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**
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.

LRES 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 <1.5 on summative assessments will have an opportunity to follow the retake procedure. 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.

Competency Recovery

If at the end of a marking term a student has one or more competency scores below 1.5, 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.

STUDENT CONDUCT

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.

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, email, website, and internet access will result in disciplinary action. (See our Acceptable Use Procedures at the back of this handbook or on our [district website](#).)

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 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. 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.

(Note: The entire school property is a no drugs/alcohol/nicotine zone for *all*.)

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 <https://www.rcfy.org/what-we-do/resources/treatment-recovery.html>

NH Alcohol and Drug Treatment Locator

<https://www.dhhs.nh.gov/programs-services/alcohol-tobacco-other-substance-misuse/nh-drug-alcohol-treatment-locator>

Vaping: <https://www.childrenshospital.org/conditions-and-treatments/conditions/v/vaping>

Parent Information About Substance Abuse Treatment for Kids

<https://www.drugrehab.com/guides/parents/>

Parents and Family Toolkit <https://www.rcfy.org/what-we-do/resources/parents-family-toolkit.html>

Youth Information and Resources <https://www.rcfy.org/what-we-do/resources/>

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 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 [JICK - Pupil Safety and Violence Prevention Policy: Bullying and Cyberbullying](#) and policy [ACAC Title IX Sexual Harassment Policy and Grievance Process](#).

Click here for the [Bullying/Harassment Reporting Form](#) or a [Bullying or Harassment Investigation Determination Appeal](#).

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

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

Gum Chewing

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

Insubordination

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 at all times while on school grounds and while attending school sponsored activities.

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.

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.) 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 disciplinary action up to a 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.)

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 the principal or counselor present and any other staff as necessary. Police officers cannot guarantee that parents will be notified before student interviews depending upon the circumstances, but will make every attempt to do so. 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 exists, 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.

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 grounds and while attending school sponsored activities.

Restroom Conduct

Students are to be respectful when using the restroom. Vandalism is prohibited and will result in disciplinary action.

Searches of Students and Desks

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 desks, 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 desks are properly maintained. For this reason, the periodic inspection of desks is permissible to check for cleanliness and vandalism. In addition, a student's desk may be searched when the principal, assistant principal, or other designated person has reasonable suspicion that the desk may contain items that have violated or are violating either the law or the rules of the school.

Snowball Throwing

Snowballs can be dangerous. Throwing snowballs at others 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, electric shocking devices, ammunition, brass knuckles, pepper gas, mace, etc. are not 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 JICI Weapons on School Property](#).

DISCIPLINE

Progressive Disciplinary Actions for Student Misbehavior

Loss of Recess

Administrators and teachers may impose the loss of recess for students who do not meet behavioral expectations or complete assignments. A maximum loss of $\frac{1}{2}$ of recess time may be imposed by a teacher. Full loss of recess must be approved by the administration.

Detention

Students will meet with administration and/or the school counseling department to discuss any major infractions. If a detention is warranted, it would result in time in the office to complete any missing work/assignments as well as work with administration on conferring to discuss the infraction. Parents will be notified of any time out of class.

In-School Suspension

Students will be placed in a supervised time-out location. Administration will attempt to contact parents to notify them of the placement.

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 suspicion 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.

Expulsion

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.

Lamprey River Elementary School
2023-2024 DRAFT Parent & Student Handbook

	Safe	Responsible	Respectful
All School Expectations	<ul style="list-style-type: none"> Walk Keep hands and feet to self Use equipment appropriately 	<ul style="list-style-type: none"> Listen and follow directions 	<ul style="list-style-type: none"> Quiet Voices Whole Body Listening Use kind words
Hallways	<ul style="list-style-type: none"> Face forward On the right Hold door for others 	<ul style="list-style-type: none"> Go there get back don't get off track Keep hands and body away from walls and doors 	<ul style="list-style-type: none"> Be aware of others
Cafeteria	<ul style="list-style-type: none"> Only adults open outside doors Eat only your own food No more than four students per bench Ask permission before leaving the cafeteria 	<ul style="list-style-type: none"> Wait for your table to be invited to clear tray and throw away trash Leave recess toys in lunch bin until it's time for recess Come prepared for lunch/recess Wash hands 	<ul style="list-style-type: none"> Raise your hand to ask for help Use table manners
Restroom	<ul style="list-style-type: none"> Wash your hands after using the restroom Report problems to adults Leave the lights on Use the nearest bathroom 	<ul style="list-style-type: none"> Use appropriate amount of soap and paper towels Use the bathroom quickly Keep the bathrooms clean Always flush 	<ul style="list-style-type: none"> Respect privacy of others
Assembly/Field Trip	<ul style="list-style-type: none"> Stay with your group/class Follow the building rules 	<ul style="list-style-type: none"> Show appreciation 	<ul style="list-style-type: none"> Look at and listen to presenter Raise your hand for questions or comments
Indoor Recess	<ul style="list-style-type: none"> Keep doorways clear 	<ul style="list-style-type: none"> Ask before leaving the room Put games/toys away 	<ul style="list-style-type: none"> Follow the rules of the game Observe classroom rules Let everyone play
Outdoor Recess	<ul style="list-style-type: none"> Stay in bounds Watch where you are going Touch football and tag softly Use structures appropriately (down slide, sitting on bottom on swings, ect) 	<ul style="list-style-type: none"> Ask before leaving Put games/toys away Line up quickly and quietly Dress for the weather Bring it out-bring it back in 	<ul style="list-style-type: none"> Be kind, be fair and share Be a good winner and a good loser (sportsmanship)
Tech Devices	<ul style="list-style-type: none"> Use classroom supplies appropriately Use a safe volume when using headphones 	<ul style="list-style-type: none"> Treat equipment with care Report a problem to an adult Follow internet safety rules 	<ul style="list-style-type: none"> Hands on your own computer device Leave the area the way you found it Only use your own account
Classroom	<ul style="list-style-type: none"> Sit appropriately Use classroom supplies appropriately Keep the room clean 	<ul style="list-style-type: none"> Be ready to learn Take ownership for actions Always do your best work 	<ul style="list-style-type: none"> Be kind, be fair and share Raise hand to speak Follow directions and be cooperative Allow others to learn
Bus	Dail Transportation Safety Rules 1. Follow the driver's instructions the first time they are given. 2. Stay in your seat. 3. Keep head, hands, and feet inside the bus and to yourself. 4. No drinking ,eating, cursing, swearing, or loud talking. 5. Be at the pick-up point on time. 6. Keep the aisle clear and do not litter, write on, or damage the bus.		

TRANSPORTATION

Bus Conduct

School buses, including bus stops, are an extension of classrooms and therefore rules of behavior apply. Students shall exhibit classroom conduct at all times.

1. Students shall arrive at the bus stop at least (5) minutes before the bus is scheduled to arrive.
2. Students shall wait in a safe place, clear of traffic, at least 10 feet away from where the bus stops.
3. Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10 ft minimum crossing distance).
4. Students shall wait in an orderly line and avoid horseplay.
5. Students shall follow directions of the driver the first time given.
6. Keep head, hands, and objects inside the bus.
7. Students should go directly to an available or assigned seat when getting on the bus.
8. Students should remain seated and keep aisles and exits clear.
9. Eating or drinking on the bus is not permitted.
10. Inappropriate use of cell phones is prohibited on the school bus.
11. Throwing things on the bus, at the bus, or out the windows of the bus is not permitted.
12. Profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical aggression are not allowed on the bus.
13. Anything that would create a safety hazard for the passengers or the vehicle is not permitted.
14. Students shall respect the rights and safety of others.
15. Once students have boarded the bus, they may not get off the bus except at their designated stop. Students may only ride the bus to which they have been assigned unless they have a note from a parent indicating the change.
16. All bus notes must be sent to and approved by the Main Office.

The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal/Assistant Principal in writing. Video/audio cameras may be used on buses to support the bus driver's reports of unacceptable conduct. Please remind students that failure to follow bus rules and regulations can result in a referral to the principal/assistant principal. In cases of misconduct, the School Principal/Assistant Principal will have the authority delegated by the Superintendent to suspend the riding privileges of students or take other appropriate action. Parents 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.

Questions/concerns regarding bus routes, complaints, etc., should be directed to Dail Transportation at (603) 736-9682.

Dail Transportation Safety Rules

1. Follow the driver's instructions the first time they are given.
2. Stay in your seat.
3. Keep head, hands, and feet inside the bus and to yourself.
4. No drinking, eating, cursing, swearing, or loud talking.
5. Be at the pick-up point on time.
6. Keep the aisle clear and do not litter, write on, or damage the bus.

Consequences

1. Verbal warning
2. Assigned seats
3. Written referral
4. Loss of bus riding privilege

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. 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
Lamprey River Elementary School	895-3117

FOOD SERVICE

The Raymond School District recognizes the value of good nutrition to our students' health and educational well being. 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.

Monthly menus for both breakfast and lunch are linked to both the District homepage and are posted on the homepage for each school at the District Website, www.sau33.com. Monthly menus can be found through a link on the Food & Nutrition Department page. Additionally, they are also included as links in each school's weekly newsletter and on the Facebook page.

Breakfast Program

Breakfast is available to all students, grades K-3. Students who are purchasing breakfast should report directly to the cafeteria upon arriving at school to pick up their grab and go breakfast to take with them to their classroom. Breakfast will not be served on delayed opening days **but is available upon request for all students**. ~~Our monthly Grab-n-Go menu is available online and is also sent home in Tuesday notices.~~ Breakfast options rotate through hot breakfast items, yogurt & cereal bars, cereal and string cheese, breakfast bars, and muffins. All meals include low-fat white milk **or fat-free chocolate milk**. Students must have funds available to buy breakfast. A full meal is offered for \$1.75, ~~\$0.00~~ **free** for students who are eligible for reduced price meals, and free to students who are eligible for free meals.

Lunch Program

Students may choose from three different lunch main dish choices each day. These are: the meal of the day from the menu; ~~yogurt cup and string cheese with bread and margarine~~ **cold Munchable option**, or a Sunbutter and jelly sandwich. All lunch meals are offered with a variety of fruits and vegetables as well as choices of low-fat white milk, or fat-free chocolate milk. The cost is \$3.20 to students, or \$.40 for reduced priced eligible students, and free to students who are eligible for free meals.

Cold "milk only" may be purchased for those who bring lunch from home. Students must have funds available to buy milk only. Water is accessible in the cafeteria at lunch from the bubbler. **Smart-snack qualifying ice cream is offered for purchase weekly for \$1. Students can pay for ice cream with funds from a positive account balance.**

Free and Reduced Meals Application

Applications for Free and Reduced Price Meals are ~~mailed~~ **emailed** out to each household at the beginning of the school year. **Applications can be completed online at www.myschoolapps.com**. 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 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 the School Nutrition Services Director at 603-895-6616, x2345 or t.ball@sau33.com.

School Meals Payment Information

Raymond School Food service operates as a debit system, with accounts for each child. Individual students access their own accounts using a PIN pad as they come through the line in the cafeteria. It is very important to keep student's accounts up to date with funds available. Parents are encouraged to consider making advanced payment on their student's account for multiple weeks or months. Checks are encouraged, cash is also accepted. Checks should be made out to: Raymond School Food Service.

Online payments are also possible through: www.myschoolbucks.com with a processing fee of ~~\$2.49~~ per transaction. This site also offers wonderful free tools for households. Student account activity, such as payments and transactions may be viewed daily. Personalized low balance notices may be set up tailored to individual preferences.

In the event that any student's account goes into the negative, balance due notices are emailed ~~on Mondays and Thursdays~~ **weekly**. Payment is expected in full at that time.

Our complete [School Lunch Program Meal Charges policy \(EFAA\)](#), which includes information on how to access possible financial resources for families in need, can be found at the back of this handbook and on our website.

As found in policy EFAA, the School District will follow the procedure below regarding payment for meals:

Regardless of whether ~~an elementary or middle school~~ **a** student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal (not a la carte items) from among the choices available to all students.

If the student's meal account balance debt grows to \$15.00 or more a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by Raymond School Nutrition Services by phone or in person. Where warranted, the School Nutrition Services Director may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals. If the student's meal account debt grows to \$30.00 or more the parents will be requested to meet with the principal.

When appropriate, the Principal should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family. The District may refer parents to school social workers and/or school counselors to identify and explore potential resources.

If a student with a negative balance in his or her meal account seeks to make a meal only purchase with cash or check, the student will be allowed to do so.

PARENT INVOLVEMENT

Parent-Teacher Organization (PTO)

The PTO at Lamprey River Elementary School has provided our school with many materials and quality programs. Through the effort of a small cohesive group, Lamprey River Elementary School has received many benefits. The drive behind the PTO reflects a strong desire to assist the school community so that students, parents, families, and teachers can work together for the benefit of the children. We strongly encourage all parents to become involved in this organization.

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

Designed Volunteers are required to initially complete the following:

- Volunteer Service Agreement
- RSD IJOC Volunteer Policy
- 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!