

Raymond School District

SAU 33, 43 Harriman Hill Road, Raymond New Hampshire, 03077
Tel. 603-895-4299 Fax. 603-895-0147 www.sau33.com

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



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

July 2018

Dear Parents and/or Guardians,

We are so glad that you have chosen to enroll your child at Lamprey River Elementary School (LRES), a place where students can learn and grow in so many ways! Our teachers and staff members are here to support your child, and you, throughout the important journey of elementary school. In partnership with you we are working to realize the mission of the Raymond School District, which is *to ensure high levels of learning for all. Through innovation and collaboration, we will encourage and challenge each student with a rigorous and relevant program.*

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

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

We are so excited to start another great year at Lamprey River Elementary School, and we hope that your child and you are equally enthused. There are so many wonderful learning opportunities to look forward to in the 2018-19 school year!

Sincerely,

Tina H. McCoy
Superintendent

Bryan Belanger
Principal

Laura Yacek
Assistant Principal

2018-2019 Draft Student Handbook
School Board and District Administration

Raymond School Board

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

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

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

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

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

Principal	Steven Woodward
Assistant Principal	Peter Weaver
Athletic Director	Davinney Brazeau

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

Principal	Robert Bickford
Assistant Principal	Michael Chouinard

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

Principal	Bryan Belanger
Assistant Principal	Laura Yacek

RAYMOND SCHOOL BOARD MEETINGS

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

**2018-2019 Draft Student Handbook
School District Mission and Belief Statements**

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

Mission Statement

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

Belief Statements for the District

We Believe:

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

**2018-2019 Draft Student Handbook
Lamprey River Elementary School Vision Statement**

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**

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School Delays and Cancellations

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

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

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

Internet

www.sau33.com

www.wmur.com

Television Stations

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

Radio Stations

WZID	Manchester	95.7 FM
WBZ	Boston	1030 AM

How do I update my contact information?

Input online registration contact info [directions here.](#)



**2018-2019 Draft Student Handbook
Lamprey River Elementary School 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 to school, all students will immediately enter the building.** Students will be considered tardy at 8:45 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 not arrive before 8:30 AM and should leave by dismissal time unless they are attending a specific event or after-school program/activity.~~**

Preschool

AM Session	8:30-11:00 AM
PM Session	12:30-3:00 PM

2018-2019 Draft Student Handbook Lamprey River Elementary School 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. **(Link to School Calendar here.)**

~~The Raymond School District conducts school for 180 days each year and must ensure that all eligible students attend each day that school is in session. New Hampshire law mandates that parents and the school share the responsibility of maintaining good attendance for all students.~~

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

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

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

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

Regulations

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

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

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Lamprey River Elementary School Attendance Regulations

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

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

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

Taking children out of school for family vacations is strongly discouraged and will be recorded as unexcused absences. 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. ~~Excessive absences and tardiness are addressed by letters sent home.~~

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

Perfect Attendance

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

Absences

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 7:00 AM. If your child was absent because of

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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. A doctor's note is needed when a student is absent for more than three consecutive days due to illness.

Guidelines:

- ~~Students must submit a note within two days of their return.~~
- ~~Excused absences are as follows:~~
 - ~~Doctor/Dentist note (appointments/visits)~~
 - ~~Funerals~~
 - ~~Bereavements~~
 - ~~Court~~
- ~~A doctor's note is needed when a student is absent for more than three consecutive days due to illness.~~

~~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

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. Parent/legal guardian 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 Student Absences and Excuses will be considered an unexcused absence.

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

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

See the complete policy JHB Truancy in our regulations section at the end of this handbook or at www.sau33.com.

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

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Lamprey River Elementary School Attendance Regulations

Tardy Policy Procedure

Students arriving after 8:45 AM will be considered tardy **and should arrive to the main office for a tardy pass.**

5 unexcused tardies will constitute one full absence.

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 de-values 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

Extra help 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 ~~if it is 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.**

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Lamprey River Elementary School Student Information**

After School Program - LEAP

LRES has been awarded the 21st Century Community Learning Centers Grant for the 2018-19 school year! Our program, named 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, gardening, crafts, sports, and other fun recreational activities; and general social time with friends. There is a quarterly fee of \$200 (a discounted rate is available for families that receive free or reduced lunch). A late bus will be available for an additional \$25 for families that wish to take advantage of this service, which departs the elementary school at 5:00. 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

Bicycles

~~With the increase of traffic on roads, 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. Any child riding a bicycle to school is required to park and lock it in the rack provided. No visits to the bicycle are permitted during the school day. 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

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

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

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Lamprey River Elementary School Student Information**

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. For entrance to grade 1, a child must turn six on or before September 30th.

Field Trips

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

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

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Lamprey River Elementary School Student Information**

MADE FOR ITS SAFEKEEPING. ~~Quarterly~~, **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.

Performance Description Habits for Success

~~C: Consistently~~

~~S: Sometimes~~

~~R: Rarely~~

Personal Belongings

~~We encourage students not to bring any personal items to play with from home. Several types of items are specifically prohibited and will be confiscated if we see children with them. These items include knives, water pistols, and other similar items that are considered dangerous or disruptive for children to use in a school setting. Also, hard baseballs, bats, trading cars, and handheld video games are not allowed as well as skateboards, roller blades, and scooters. Any confiscated items may be picked up at the school office by parents.~~

~~We encourage all backpacks, lunch boxes, and items of clothing (jackets, sweaters, hats, etc.) to be marked with your child's name to avoid loss or confusion.~~

Personal articles such as mp3 players and cell phones may not be used in school 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. [Input links to sections.](#)

Restraining Order

If an adult is under court order not see a child, and that individual comes to school in an effort to see that child, she/he shall be refused permission. The responsibility for showing such a court order to the proper school officials rests with the parent/guardian who procured it. ~~Mere~~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.

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Lamprey River Elementary School Student Information**

School Resource Officer

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

Skateboards/Rollerblades

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

Student Dress and Grooming

All students are expected to be neat and clean and to be dressed in clothing appropriate for school. Dress or appearance disruptive to an orderly learning process will not be tolerated, and students who do not conform may be sent home after parents are contacted. ~~All students must wear appropriate footwear that is not dangerous or harmful.~~

The following articles are specifically forbidden:

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

Infractions of the Dress Code

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

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Lamprey River Elementary School Student Information**

As per Policy JICA, “When the dress of an individual student constitutes a health program, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.” [Add link.](#)

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

Visitors

All visitors must sign in at the school office where they will be given a visitor badge. 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. Students, except for academic reasons such as a foreign student visiting your home, may not bring school-aged guests to school with them.

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Lamprey River Elementary School 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. Immediate first aid will be given with further treatment being the responsibility of parents and/or guardians. Parents or guardians are contacted only if the nature of the illness or injury appears to require further attention. If a parent cannot be contacted, the person designated by the parent ~~on the EMERGENCY INFORMATION CARD~~ **as emergency contacts** will be called. It is important to keep this information up to date by ~~notifying the school nurse of any changes.~~ **school of any changes to your contact information or updating the information online, including new work numbers and cell numbers. (See “How do I update my contact information?” on page ____.)**

The school nurse offers the following services:

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

Immunization Requirements

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

2018-2019 Draft Student Handbook
Lamprey River Elementary School Health Services

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

**Pre-school Students 3-5 Years Old
New Hampshire Immunization Requirements 2018-2019**

Please refer to the Minimum Age & Interval Schedule
for acceptable intervals and age requirements

DIPHTHERIA, TETANUS, PERTUSSIS (DTaP/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

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. 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.
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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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Lamprey River Elementary School Health Services**

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

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

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required vaccine.
(He-P 301.13) www.gencourt.state.nh.us/rules/state_agencies/he-p300.html

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/dphs/immunization/exemptions.htm>

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

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

Communicable Diseases

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

Administration of Prescribed Medication in School

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

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

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

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

Medications for Field Trips

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

Physical Exams

In accordance with Raymond School District Policy [JLCA](#), a physical exam is required for all students entering a new school within the district; kindergarten, 5th, and 9th grade. ~~Only those students who wish to participate in interscholastic (competitive team) sports will need an annual physical exam at the high school level.~~ This physical must be less than a year old at the start of the school year in August. ~~This enables more students the opportunity to participate in intramural sports and not be omitted from participation due to lack of necessary physical.~~

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.

**2018-2019 Draft Student Handbook
Special Needs 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 and educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s parents.

The New Hampshire Procedural Safeguards Parent Handbook can be found:

https://www.education.nh.gov/instruction/special_ed/documents/procedural_safeguards_handbook.pdf

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

TO BE UPDATED

Stacey Wooster, Special Education Coordinator
Lamprey River Elementary School
603-895-4299 x339
s.wooster@sau33.com

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

Insert third contact info here.

The Raymond School District Student Services Director is:

Scott Riddell
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43 Harriman Hill Road
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Special Needs Services**

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

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

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

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

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

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Special Needs Services

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

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

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

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

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Special Needs Services

Procedural Safeguards for Students with Disabilities

Time Limits or Statutes of Limitations

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

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

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

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

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

*NH Department of Ed
Revised January 1997*

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Section 504

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

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

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

To qualify under Section 504, a student must:

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

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

The Raymond School District 504 Coordinator is:

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Lamprey River Elementary School Academics**

BYOD

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

Homework

Learning at home is an essential part of a good education. Regular homework practice is important, since it gives students the opportunity to practice at home the material ~~discussed~~ **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:

Preschool:	Daily reading and math activities encouraged
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
4th grade:	30-40 minutes, including reading

Intervention and Enrichment

Lamprey River Elementary School incorporates targeted instructional time each day for students in grades K-4 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 ~~this support that your child is receiving at any time during the school year~~ **academic intervention or enrichment for your child.**

Midterm Progress Reporting System

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Lamprey River Elementary School Academics**

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 question or concerns regarding the progress report.

Open House/Report Cards/Conference Schedule

Report cards will be issued on a ~~quarterly~~ **trimester** basis in ~~November, January, April, and June~~. School reports, conferences, and Open House strengthen the lines of communication among students, parents, and teachers. 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 marking ~~period~~ **quarter**.

Parent/Teacher Conferences are scheduled by appointment at the end of the first marking ~~period~~ **quarter**.

Parent/Teacher Conferences are scheduled by appointment at the end of the ~~third~~ **second** marking ~~period~~ **quarter**.

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 parent to participate in both Open House evenings and parent conferences.

School Organization

Lamprey River Elementary School has classes in preschool through grade 4.

Preschool: Our inclusionary, multi-age (3 and 4 year old) preschool program consists of two classrooms with half-day sessions. A waiting list for typically-developing students is maintained by the school office. Please contact the office if you would like your child to be placed on the waiting list.

Kindergarten - Grade 4: Students in kindergarten and in grades 1-4 attend full-day sessions. All of our students, grades K-4, are grouped heterogeneously with children of all ability levels in our self-contained classrooms with their own teacher. In addition, each class, kindergarten - grade 4, participated weekly in Art, Music, Library/Media, Health, and Physical Education classes with staff employed for these purposes.

Social Promotion

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

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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, handled carefully, and must be covered. You may use your own cover or get one from the school office. 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.

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The Raymond School District uses a standards-based approach to grading and reporting in order to have a grading system that is meaningful, accurate, and consistent. Performance levels will be a reflection of achievement on learning goals that are directly connected to the Common Core Standards.

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

Report Card Instructions

1. Login to your Parent Portal account
2. Click the Standards Report Tab in the middle of the screen
3. Click on Expand All
4. Click on the message icon in each quarter to view teacher comments

Report Card Descriptors:

LEVEL	Performance Description for Academic Standards
Meets with Excellence (ME)	Consistently demonstrates excellent achievement of the standards. Shows in-depth understanding of the concepts and skills included in the standards. Makes insightful connections to other ideas and concepts. Grasps, applies, and extends the key concepts and skills beyond the grade level.
Meets (M)	Demonstrates proficient achievement of the standards. Shows good understanding of the concepts and skills included in the standards. Uses appropriate strategies to solve problems and connects some concepts to previous learning. Grasps and applies the key concepts and skills for the grade level.
Marginally Meets (MM)	Demonstrates marginal achievement of the standards. Shows partial understanding of the concepts and skills included in the standards, but has not achieved all of them yet. Is beginning to grasp and apply the key concepts and skills for the grade level.
Not Yet Meeting (NYM)	Not yet demonstrating achievement of the standards. Needs additional learning opportunities to achieve even partial understanding of the standards. Has difficulty grasping key concepts and skills for the grade level.
Not Evaluated at This Time (NE)	These standards have not been addressed at this time. However, a grade will be issued by the end of the school year.

Performance Description Habits for Success:

- G: Consistently
- S: Sometimes
- R: Rarely

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

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Lamprey River Elementary School Grading**

students with more detailed information about specific areas of strength as well as those areas that may need further study and support.

Our reporting practices are guided by the belief that achievement should be used to communicate levels of student performance on specific learning goals. Behaviors, including but not limited to effort and participation, will 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.

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

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

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

Proficient with Distinction	3.5-4.0 (Previously ME)
Proficient	2.0-3.4 (Previously M)
Partially Proficient	1.5-1.9 (Previously MM)
Substantially Below Proficient	0.0-1.4 (Previously NYM)

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

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

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

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

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 of less than proficient (2.0) 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 a 2.0, that student will be assigned to competency recovery with their teacher.

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

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

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Academic Integrity

Plagiarism

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

Cheating

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

Examples of cheating:

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

Acceptable Use Policy

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

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

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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 ~~per Chapter 338~~. Any student bringing tobacco products into school will have them confiscated. Any violation of this policy may result in a suspension up to 10 days with potential for expulsion. Law enforcement officials will be notified. (Note: All school violations are documented on the student's discipline record.) **In addition, smoking is PROHIBITED from any town fields. Smoking at school or on school grounds or on buses will result in progressive disciplinary consequences for each offense.**

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

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

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

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

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

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

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

Bullying and Harassment

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

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

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 document in an individualized student plan.

Insubordination & Profanity

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

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

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

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

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

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

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premises is prohibited;

2. Use of rude or inappropriate language directed to school personnel or any other person of authority.

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

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. Violations will result in school disciplinary action.

Stealing

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

Vandalism/Misuse of School Property

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

Weapons

Weapons, such as knives, guns, fireworks, electronic shocking devices, ammunition, brass knuckles, pepper gas, mace, etc. are not ~~to be brought to school~~ **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

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have the weapons confiscated, parents/guardians notified, and serious disciplinary action will ensue. Students are further reminded that ALL THREATS, regardless of how they are made (i.e., in a joking or serious fashion) will be taken seriously by the administration. Any violation of this policy may result in a suspension up to 10 days with potential for expulsion. Law enforcement officials will be notified. (Note: All school violations are documented on the student's discipline record.) **See Policy JCI Weapons on School Property.**

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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 ½ of recess time may be imposed by a teacher. Full loss of recess must be approved by administration.

Detention

Students will report after school when assigned by a teacher or an administrator. A 24-hour notice will be given.

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 suspension is not to be in the school building or on school property unless that person has the permission of an administrator. A student on out-of-school suspension will not be permitted to participate in any school activities during the course of the suspension. Students are expected to do make-up work during suspension. Any student receiving three (3) suspensions will automatically be referred to the Superintendent of Schools in writing for possible further action. It is hoped that the Raymond School System will be a reasonable place for everyone to obtain the best education possible. School cancellations due to weather or any other circumstances are not included as a suspension day. All suspensions are unexcused absences unless otherwise stated by the superintendent or his/her designee.

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. ~~Any student assaulting a school employee will be recommended for expulsion.~~

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	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 	<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)
Computer Lab/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	Daily Transportation Safety Rules <ol style="list-style-type: none"> 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. 		

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Lamprey River Elementary School Bus Conduct and Information

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

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Lamprey River Elementary School offers breakfast, lunch, and cold "milk only" to students and faculty each day. All menus meet the Federal Nutrition Guidelines. Menus are posted on the school website.

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.

Daily lunch menus 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 with each school's monthly parent newsletter.

Breakfast Program

Breakfast is available to all students, grades 1-4. Students who are purchasing breakfast should report directly to the cafeteria upon arriving to school, and then they will be dismissed to their classroom upon finishing their breakfast. Breakfast will not be served on delayed opening days. Our monthly Grab-n-Go menu is available online and is also sent home in Tuesday notices. Breakfast choices range from hot breakfast, yogurt, cereal, breakfast bars, muffins, and more. 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. Students must have funds available to buy breakfast. Students must have funds available to buy breakfast. A full meal is offered for ~~\$4.50~~ \$1.65, \$.30 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, 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 ~~\$2.55~~ \$2.70 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.

Free and Reduced Meals Application

Applications for Free and Reduced Price Meals are mailed out to each household at the beginning of the school year. They are also available online for downloading and printing from the District website on the School Nutrition Services Department page. Parents/guardians are encouraged to review the eligibility guidelines. If you believe that you will qualify, please apply as soon as possible to take advantage of this opportunity. It is important that the application is filled out completely and reflects the same parent/guardian information as in the student's registration in PowerSchool. Incomplete applications cannot be processed.

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Lamprey River Elementary School Food Service**

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

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

~~Every student in the District has his/her own food service account which they access themselves in line using a pinpad. Both cash and checks are accepted at school for payment of meals. At Lamprey River Elementary School, payment is collected in the classroom each morning and sent down to the kitchen for processing so that the lunch lines may move uninterrupted. Students are asked to bring lunch money for the week on Monday or lunch is available with cash daily. Payment by check, payable to Raymond School Food Service, is preferable rather than sending cash.~~

~~Parents may choose to register for online payments using *MySchoolBucks*. Simply go to www.sau33.com, scroll down, and click on the "Food Service" link found on the left hand side. Then, click on the mySchoolBucks web address under Related Links. Visit www.sau33.com and choose *MySchoolBucks* under the *Parents and Students* tab. The MySchoolBucks site offers tools for managing your student's lunch account, such as viewing payments and transactions, personalizing low balance notifications, and online payments.~~

~~It is very important to keep your student's account up to date. Parents are encouraged to consider making advanced payment on their student's account for multiple weeks or months. By paying in advance you can save time and you do not have to worry about planning your child's meals ahead of time. Balance due notices are emailed on Mondays and Thursdays if your student's account goes into the negative. Payment is expected in full at that time.~~

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

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Lamprey River Elementary School Food Service

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

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

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

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

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

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

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

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

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

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

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Lamprey River Elementary School Bus Conduct and Information

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. Throwing things on the bus, at the bus, or out the windows of the bus is not permitted.
11. Profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical aggression are not allowed on the bus.
12. Anything that would create a safety hazard for the passengers or the vehicle is not permitted.
13. Students shall respect the rights and safety of others.
14. 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.
15. 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 drivers' 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

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**

Designated 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!