

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 Raymond High School, a place where students can expand their skills and knowledge as they transition into young adulthood. Students at RHS will have a wide range of courses and activities available to support their academic and social development. Our teachers and staff members are here to support your son or daughter on the path to independence and their post secondary education life goals. 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 strongly consider being involved in our school community by attending events, volunteering or participating in the regularly scheduled Principal's Forum. Although your child is now in high school and may not appear to need much assistance from you, your ongoing attention to your child's classwork, homework and progress is still exceptionally important. Stay in tune with how your child is doing and interested in their activities. Communicate 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 son or daughter.

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 RHS if you are in need of further clarification regarding any aspect of the handbook or if there is an issue that is not referred to in the document.

We are so excited to start the 2018-19 school year at Raymond High School, and we hope that you and your son or daughter are equally excited. There are so many phenomenal learning and social opportunities to look forward to in the upcoming year!

Sincerely,

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

Tina H. McCoy
Superintendent

A handwritten signature in black ink that reads "Steve Woodward".

Steve Woodward
Principal

A handwritten signature in black ink that reads "Peter Weaver".

Peter Weaver
Assistant Principal

2018-2019 Draft Student Handbook
School Board and District Administration

H.S.

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

Superintendent of Schools	Dr. Tina H. McCoy
Business Administrator	Marjorie Whitmore
Special Education Director	Scott Riddell
Curriculum Coordinator	Michael Whaland
Technology Director	Kevin Federico
Facilities Director	Todd Ledoux
Food Service Director	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	Principal	Steven Woodward
45 Harriman Hill Road	Assistant Principal	Peter Weaver
Raymond, NH 03077	Athletic Director	Davinney Brazeau
Tel. 603-895-6616		
Fax 603-895-5415		

Iber Holmes Gove Middle School	Principal	Robert Bickford
1 Stephen K. Batchelder Parkway	Assistant Principal	Michael Chouinard
Raymond, NH 03077		
Tel. 603-895-3394		
Fax 603-895-9856		

Lamprey River Elementary School	Principal	Bryan Belanger
33 Old Manchester Road	Assistant Principal	Laura Yacek
Raymond, NH 03077		
Tel. 603-895-3117		
Fax 603-895-9627		

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 Raymond High School Mission and Expectations

At Raymond High School, the responsibility of education is shared among parents, students faculty, staff, administrators, and community members. We recognize each individual's unique needs and learning styles, and provide challenging learning opportunities in a supportive and safe environment. Our commitment encourages each student to grow intellectually, socially, physically, and creatively.

The Raymond High School Community strives for continuous school-wide improvement to support and implement best practices in teaching and learning. We are committed to preparing our student to assume their roles as productive, responsible citizens.

Academic Expectations

The Raymond High School student will:

1. Apply critical thinking and reasoning skills to solve a variety of problems in multiple contexts.
2. Demonstrate the skills required for the appropriate use of technology.
3. Communicate effectively through a variety of means, including but not limited to reading, writing, speaking, and artistic expression.

Social and Civic Expectations

Through participation in the school's curriculum and programs, the Raymond High School student will:

1. Demonstrate an understanding of the roles of culture, diversity, and citizenship.
2. Build an awareness of and responsibility for the local and global communities and their respective environments.
3. Practice active citizenship through participation.
4. Practice behaviors that promote lifelong physical, social, and mental well-being.

School Profile

Raymond High School is a public high school serving the students of Raymond, New Hampshire. The school serves students in grades 9-12 with a population of approximately 450 students. The school has a teaching staff of approximately 45 and a support staff of approximately 40.

Raymond High School is accredited with the New England Association of Schools and Colleges. The program at Raymond High School meets all the requirements of the New Hampshire Department of Education. Raymond High School is a member of the New Hampshire Interscholastic Athletic Association.

School Mascot: Ram

School Colors: Green and White

CEEB #: 3005

2018-2019 Draft Student Handbook
Raymond High School Mission and Expectations

Accreditation Statement

Raymond High School is accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association of Schools and Colleges (NEASC) indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association of Schools and Colleges is not partial but applies to the institution as a whole. As such, it is not a guarantee of quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to student who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association of Schools and Colleges should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

New England Association of Schools and Colleges
209 Burlington Road
Suite 201
Bedford, MA 01730-1433
(781) 271-0722

2018-2019 Draft Student Handbook 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
Raymond High School Schedule**

Warning bell is at 7:25 AM. All students should be in their assigned 11st periods before the second bells rings at 7:30 AM. Any students not in their class at this time must report to the office for a tardy slip. The bell signaling the end of the day rings at 2:10 PM. No student should be out of the building without permission before that time. No student should be in the building after 2:10 PM (dismissal time) unless they are attending an approved school activity under the supervision of a staff member.

Delayed Opening

~~During a delayed opening, school will be delayed two (2) hours. Warning bell will be at 9:25 AM with the second bell at 9:30 AM.~~

Daily Class Schedule

Students should not be in the building before 7:00 AM and after 2:10 PM unless they are attending an approved school activity under the supervision of a staff member.

Daily Class Schedule ~~Alternative View~~

Below is a simple daily class schedule. On the following page is a more detailed version.

Monday	Tuesday	Wednesday	Thursday	Friday
Block 1	Block 1	Block 5	Block 1	Block 5
Block 2	Block 2	Block 8 RAM	Block 2	Block 8 RAM
Block 5	Block 9 Rap/Lunch	Block 9 Rap/Lunch	Block 9 Rap/Lunch	Block 9 Rap/Lunch
Block 8 RAM	Block 3	Block 6	Block 3	Block 6
Block 9 Rap/Lunch	Block 4	Block 7	Block 4	Block 7
Block 3				
Block 4				
Block 6				
Block 7				

2018-2019 Draft Student Handbook Raymond High School Schedule

Alternating Block Bell Schedule

Monday Bell Times	Monday Class Schedule-Ram	T,W,Th,F Bell Times	Tuesday Class Schedule-Green	Wednesday Class Schedule-White Day	Thursday Class Schedule-Green Day	Friday Class Schedule-White Day
7:25-7:30	Warning Bell	7:25-7:30	Warning Bell	Warning Bell	Warning Bell	Warning Bell
7:30-8:09	Block 1	7:30-8:53	Block 1	Block 5	Block 1	Block 5
8:09-8:13	Passing	8:53-8:57	Passing	Passing	Passing	Passing
8:13-8:52	Block 2	8:57-10:20	Block 2	Block 8-Ram Time	Block 2	Block 8-Ram Time
8:52-8:56	Passing	10:20-10:22	Passing	Passing	Passing	Passing
8:56-9:35	Block 5	10:22-10:50	Block 9-Rap Lunch Fr & Soph	Block 9-Rap Lunch Fr & Soph	Block 9-Rap Lunch Fr & Soph	Block 9-Rap Lunch Fr & Soph
9:35-9:39	Passing	10:50-10:52	Passing	Passing	Passing	Passing
9:39-10:18	Block 8 Ram	10:52-11:20	Block 9 Rap Lunch Jr & Sr	Block 9-Rap Lunch Jr & Sr	Block 9-Rap Lunch Jr & Sr	Block 9-Rap Lunch Jr & Sr
10:18-10:20	Passing	11:20-11:22	Passing	Passing	Passing	Passing
10:20-10:49	Block 9-Rap Lunch Fr & Soph	11:22-12:45	Block 3	Block 6	Block 3	Block 6
10:49-10:51	Passing	12:45-12:49	Passing	Passing	Passing	Passing
10:51-11:20	Block 9-Rap Lunch Jr & Sr	12:49-2:12	Block 4	Block 7	Block 4	Block 7
11:20-11:22	Passing					
11:22-12:01	Block 3					
12:01-12:05	Passing					
12:05-12:44	Block 4					
12:44-12:48	Passing					
12:48-01:27	Block 6					
1:27-1:31	Passing					
1:31-2:10	Block 7					

**2018-2019 Draft Student Handbook
Raymond High 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. Students 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 Board considers regular attendance essential to success in school. As the student progresses through school, the major responsibility for attendance shifts from parent/guardian to the student. Therefore, the school's response to an excessive number of absences will differ from level to level. Each school will develop procedures outlining ~~how it will deal with~~ **how to address** students who have an excessive number of absences. There are a number of items that are common to all schools. They include:

- ~~• Tardiness has a negative impact on a student's performance in school. Each school will develop procedures to deal with students who are tardy.~~
- Students are expected to make up all work missed due to absence, tardiness, dismissal, or suspensions.
- Students will not receive credit for made-up work as a result of unexcused absences.
- 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.**

**2018-2019 Draft Student Handbook
Raymond High 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 an unexcused absence.

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

Absences

~~Class attendance is essential for gaining the full learning experience provided by the high school. Students must make every effort to be in class on a daily basis to get full benefit from the opportunities for academic, social, personal and creative growth that the school and classroom setting provides. Class discussions, student collaborative work, teacher guidance and directives all offer learning opportunities that are hard to make up outside the classroom. RSA 193:1 of the New Hampshire Education Laws state that every child between six and eighteen years of age shall attend school "...during all the time the public schools are in session unless he/she has been excused from attending on the ground that his/her physical or mental condition is such as to prevent his/her attendance..."~~

The school day runs from 7:25 AM to 2:09 PM. During these hours, no students are to leave the building unless a school administrator grants permission or the students are participating in an approved school activity under the supervision of a staff member. Students are expected to enter the building as soon as they arrive on school property. At dismissal time (2:09 PM), students who are not participating in academic or co-curricular activities are expected to leave the building and school grounds. No students should be in the building after that time, ~~unless they are under the supervision of a teacher or co-curricular advisor or coach~~ **unless they are engaged in a school sponsored activity.**

2018-2019 Draft Student Handbook Raymond High School Attendance Regulations

Two Types of Absences

1. ~~Excused absences from class are those that are reasonable and within the spirit of the New Hampshire Education laws. Such absences may include personal illness, family emergencies, college visitations, and medical appointments, or if a student is assigned an out-of-school suspension or an in-school suspension. A student will have one day for every day they have an excused absence to turn in make-up work. (Four absences per marking term from class is considered excessive, as per Policy JH, even for excused absences.)~~ **A note from the student's parent or guardian must document an excused absence within two school days of a student's return to school.** A phone call by the parent or guardian to the attendance secretary should also be made the day of the absence. (This phone call does not take the place of a written note to be turned into the office.) The student must make up any work that has been missed in order to gain proper credit, and no disciplinary consequences will be imposed. It is the responsibility of the student to contact each teacher within two days after returning to school to make arrangements for make-up work.
2. ~~Unexcused absences from class or school are unreasonable and are not within the spirit of the New Hampshire Education Laws. They are absences taken for illegitimate reasons. Unexcused absences may include, but are not limited to, leaving the building without permission, truancy and class cuts.~~ Unexcused absences will count toward the limit of eight absences, excused or unexcused, per semester. Unexcused absences will also be subject to the consequences of the discipline code regarding attendance. The student who has an unexcused absence will not be allowed to make up any missed class work for credit. Notes from parents or guardians will not excuse such an unexcused absence.
3. Tardiness is defined as an unexcused late arrival to class; ~~both feet need to be in the room when the bell rings. Three (3) tardies for less than half the class period constitutes an unexcused absence.~~ One (1) tardy of more than half the standard class period constitutes an unexcused absence.

A student will have no more than 8 unexcused absences in one semester or 16 unexcused absences in a full-year course.

The official number of absences from a course will be based on those recorded by the teacher in that course. Upon verification that a student has been absence without an excuse, the teacher is to notify the student's principal.

Reporting an Absence

In the event that a student is going to be absent from or late to school due to illness or other reasonable circumstances, the student's parent or guardian is to phone the school attendance office (895-6616) before 8:30 AM to inform the school of that expected absence or late arrival to school. The school administration has the right to determine whether or not that absence or late arrival is excusable or exempt. In addition, when the student returns to school from an absence, the parent or guardian must provide a written verification to the attendance office within two school days of the student's return. The note should include the following information:

1. Student's full name and grade
2. Date of return
3. Date(s) of absence(s)

2018-2019 Draft Student Handbook
Raymond High School Attendance Regulations

4. Reason for absence(s)
5. Signature of parent/guardian

No student, regardless of his/her age, is permitted to write or sign tardy, dismissal or absence notes (unless the student has followed the procedures and has been approved to become an independent adult at Raymond High School). Forging a note is a serious violation of the discipline code. Upon receipt of the parent/guardian's note, the attendance secretary will change the attendance code in PowerSchool to "Excused." The student is responsible for obtaining and completing **make-up work** and has one day for every day they are absent to turn in their missing work. (See Make-Up Work section for acceptable time limits.) If the absence or late arrival falls into the "Exempt" category, it is the responsibility of the student and parent/guardian to provide proper written verification to the attendance officer. (See acceptable reasons for "Exempt" absences listed above.) In questionable instances, the appropriate principal will make a ruling as to whether the absence is unexcused, excused, or exempt.

Dismissals

Students may be dismissed for legitimate reasons only. All changes to student dismissal must be made in writing. 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. Raymond High School reserves the right to verify any dismissal note and to approve and/or restrict the reasons for which students may be dismissed from school. Students may not write their own dismissal note. Dismissals count toward the minimum attendance policy restrictions unless they fall in the "Exempt" category or take place during the midterm or final exam weeks.

1. The student must present a dismissal note written by a parent or guardian before their first class of the day, indicating his/her full name, the date, the reason for the dismissal and the time of their dismissal. The attendance office will then issue a dismissal slip authorizing the dismissal time and date.
2. Dismissal notes will be processed until 10:00 AM, unless a student arrives late due to a late bus arrival or with a note from a parent or guardian.
3. A student who has been dismissed must sign-out in the front office, and they may not return to the building until the end of the school day, unless specified in the dismissal note, e.g. dismissal for a dentist appointment but returning to school or permitted by a building principal. If a student returns, he/she must sign-in in the front office. Failure to comply with this rule may result in disciplinary action.
4. In cases of emergencies or unusual circumstances, the school nurse will notify an administrator and parent or guardian that a student is to be sent home or to a medical facility. A note must be sent in by the parent/guardian the following day.
5. If a student does not follow the proper procedures, he/she will be considered to have an unexcused absence and appropriate disciplinary action will be taken.
6. Email, fax, and phone dismissals at the high school will not be allowed.

Truancy Procedure

**2018-2019 Draft Student Handbook
Raymond High School Attendance Regulations**

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.

~~The Principal or School Resource Officer is hereby designated as the District employee responsible for overseeing truancy issues.~~ **See the complete policy JH Truancy in our regulations section at the end of this handbook or at www.sau33.com.**

(Removed remainder of Policy JHB and replaced with reference and link to policy.)

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

Tardy Policy Procedure

Students who are late to school or to class are considered tardy. Any student who arrives after 7:30 AM must sign in at the office with the attendance secretary. Students who are tardy to class and or school are subject to the discipline code. Individual teachers are responsible for teacher detention in the event that student is tardy to class. Administration is responsible for administrative detention in the event that a student is tardy to school. Students tardy to school will be subject to the following per quarter:

- On the 4th day of tardiness, a student will receive a detention (before school, after school, or lunch) and parent contact will be made (letter).
- On the 7th day of tardiness, a student will receive ~~three detentions~~ **a half-day of in-school restriction** (before school, after school, or lunch) and parent contact will be made (telephone).
- On the 10th day of tardiness, a student will receive a ~~half-day~~ **full day** of in-school restriction and will lose parking privileges for the remainder of the quarter and for the next full quarter. A parent conference will be scheduled. **Continued tardiness will result in additional detention time.**
- **10+ days, the student will be issued an in-school suspension until parents meet with administration.**
- ~~On the 13th day of tardiness, a student will receive a full day of in-school restriction.~~
- ~~More than 13 days of tardiness will result in additional in-school restriction time.~~

Homework

2018-2019 Draft Student Handbook
Raymond High School Attendance Regulations

Parents interested in picking up their child's homework during extended absences should call the guidance office and give 24 hour notice so as to provide staff with adequate time to gather assignments and materials, to be picked up in the front office.

Make-up Work

Make-up work is only allowed in the event of an excused absence or late arrival to school. The student must obtain an excused or late arrival slip from the attendance office. The excused late slip indicates that an appropriate note has been received. It is the responsibility of the student to meet with the teacher(s) within two days upon returning to collect make-up work. Beginning after the 2nd day, students are entitled to one day for every day they are absent to turn in missing work **unless documented extenuating circumstances warrant an extension..** No make-up work will be allowed for any unexcused absence or tardy.

Loss of Summer School Eligibility

Summer School offers students the possibility of retaking a class they have failed or received no credit for during the school year. Excessive absences from classes will result in ineligibility for retaking failed courses during summer school.

2018-2019 Draft Student Handbook
Raymond High School Student Information

Automobiles

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lot. The interior of a student's automobile, on the school premises, may be searched if the principal, assistant principal, or other designated person has reasonable suspicion that the automobile may contain items that violate either the law or rules of the schools.

The School District recommends students wear appropriate safety equipment. NH RSA 265:107a states "No person shall drive a motor vehicle on any way while carrying as a passenger a person less than 18 years of age unless such person is wearing a seat of safety belt which is properly adjusted and fastened.

A fee of \$15.00 ~~for paved and~~ will be charged to all students wishing to receive a school permit to park their vehicle in the RHS parking lot. ~~(Please see parking permit application on page 87.)~~ This permit may be rescinded for violations of #6, 7, 14, 16, or 17. The following guidelines apply when applying for/using a school-issued parking permit:

1. Student drive at their own risk.
2. Students must hold a valid driver's license.
3. Students will park in their assigned area. Violators will be towed at their own expense and the school will assume NO RESPONSIBILITY for damages or costs incurred by towing. Also, this may result in the loss of parking permit.
4. Parking permits are only valid from 7:00 AM - 2:15 PM during the school year.
5. If a student cannot find a spot in their assigned area, they must take the responsibility of temporarily parking in the visitor's parking lot, and will immediately notify the Main Office of the situation.
6. ~~I understand that after five discipline referrals (this includes class cuts) to the office, I could lose my parking privilege for the remainder of the school year.~~ **After five discipline referrals (this includes class cuts) to the office, a student could lose their parking privilege for the remainder of the school year.**
7. ~~If I receive three "parking lot referrals," I will lose my parking privilege for the remainder of the year.~~ **If a student receives three "parking lot referrals," that student will lose their parking privilege for the remainder of the year.**
8. ~~I agree to always have my parking permit clearly displayed.~~ **Parking permits must always be clearly displayed in the automobile.** Failure to do so will result in: first offense, students will receive a warning, and further offenses will result in suspension of parking privileges for a period of time deemed appropriate by the administration. Any student vehicle parked on RHS property without an official displayed parking permit or specific administrative permission is subject to towing at the owner's expense.
9. Students are not permitted to congregate in cars or in the parking lot before, during, and after school hours.
10. Juniors with a minimum of 12 earned credits (8 of which must be in core area classes) and seniors with a minimum of 17 earned credit are the only students eligible for parking lot permits. Sophomores (minimum of 6 credits with four in core areas) will be allowed to apply for a parking permit upon receiving their license and based on availability.
11. Written parental consent is required for a student to drive an automobile to school. (**See Student Parking Permit Contract - add link** ~~on page 84.~~)

2018-2019 Draft Student Handbook
Raymond High School Student Information

12. A copy of the auto registration and a copy of the student's driver's license are required for the permit.
13. All vehicles, including buses, must turn right into the lower parking lot and proceed to the appropriate parking area. ALL traffic will flow in a counterclockwise direction.
14. Any reckless driving, speed in excess of 15 mph, carelessness, or lack of courtesy ~~in~~ while driving on school grounds could result in permanent loss of the driving privilege and/or legal action, if appropriate.
15. Students who are attending the Seacoast School of Technology will have priority driving privileges.
16. Any misuse of the student parking permit may result in revocation of parking privileges.
- 17. Any unauthorized vehicular use during the school day will result in loss of the parking permit for 10 days and one day out-of-school suspension. The second offense will result in the loss of the parking permit for the balance of the school year and a two-day out-of-school suspension.**
18. The administration reserves the right to provide parking privileges to students with extenuating circumstances.
19. Students who are tardy ten or more days in a quarter will have their parking permit revoked for the remainder of the quarter and the next quarter, but will have the opportunity to earn back their pass for the quarter after that.
20. No refunds will be given for revoked parking permits.

Bicycles

Students are extended the privilege of bringing bicycles to school as long as they respect the safety and rights of others and obey school rules. ~~Any student seen operating his/her bike in an unsafe manner will have the privilege suspended.~~ The school district is not responsible for damage to/loss of bicycles brought onto school property. Students are not to bring bicycles on the athletic fields. **Bicycle racks are provided outside the school.** Bike helmets are required for riders under 16 years of age and are recommended for all (NH RSA 265:144).

Career and Educational Planning

It is never too early to begin planning for life after high school. The school counseling office and the media center have a wealth of written information, video material, and computer software on various educational and employment options available after high school. College and military representatives visit the school to talk with interested students. Students have the opportunity to attend college fairs and/or participate in job shadowing. Collectively these activities can aid them in gathering information to assist them in making career decisions.

Career Services Overview

- Career shadowing opportunities
- Individual or group interest assessments
- Seacoast School of Technology programs

College Information Services Overview

2018-2019 Draft Student Handbook Raymond High School Student Information

- College information evening
- Financial aid information evening
- Individual and group advising
- College fair field trips
- College visitation opportunities
- High school visits by college admissions personnel
- Scholarship and college loan information resources
- FAFSA filing

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.

(Add in specific instructions and link to update parent information.)

College Visitation Policy

Five days prior to the visitation a completed Planned Absence Form must be signed by all of the student's teachers, parent/guardian, and principal and returned to the office. The student will need to submit confirmation from the college visited (on official letterhead) stating the date and time of the visitation/tour. Students will be allowed to make-up work if the preceding steps are followed.

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.

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.

Event Guidelines

- I. Signs and Posters:
 - A. All signs and posters for events must be approved by administration.

**2018-2019 Draft Student Handbook
Raymond High School Student Information**

- B. All signs and posters must be taken down by the group/committee who posted them immediately following the advertised event.
 - C. Unauthorized signs and posters will be taken down.
- II. Students and Guests:
- A. Students and guests attending all after school functions are required to adhere to all school rules.
 - B. Students must arrange in advance for their transportation. Students must leave *immediately* at the end of the event.
 - C. No student will be readmitted once he/she leaves the building.
 - D. No persons from the school or elsewhere are allowed to loiter outside the school during a school dance/social.
 - E. Raymond High School students must use the following procedure when inviting guests:
 - 1. Secure a *Guest Recommendation Form*, available in the main office for all events.
 - 2. Complete guest form.
 - 3. Submit completed form to administration *one week prior to the event*.
 - F. Guests are allowed at the discretion of the Administration.**

Field Trips/Class Trips

The Raymond School District considers field trips **and class trips** integral to the student's learning experience. **These trips help student learn about the world we live in while creating bonds among class members.** 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 **or class trip** privileges for the remainder of the school year and any further disciplinary action as deemed appropriate by administration.

Graduation Ceremony

Participation is a student privilege, not a right. Raymond High School administration reserves the right to revoke the student privilege of participating in graduation exercises as part of a disciplinary measure. *Students owing the school money for lab fees, lost books, driver's education, library materials, vandalism, class dues, cafeteria or other incurred costs will not be allowed to participate in graduation exercises.*

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, providing such does not create a distraction or result in spills. There will be no food or beverage of any kind on or near electronic equipment under any circumstances.

Lockers

Each student may be assigned a locker either to use alone or share with another student. Students are only to use the locker assigned to them. Lockers are the property of Raymond School District. They are subject to inspection by school authorities for such purposes as checking cleanliness, inspection for damage, and assuring that items that present a health, safety, or legal hazard are not present. The student is expected to keep his/her locker locked at all times. **The school is not responsible to replace lost or stolen items.**

2018-2019 Draft Student Handbook

Raymond High School Student Information

Lost and Found

~~The school cannot be responsible for items that have been misplaced or taken.~~ The student's name should be on all personal articles. 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 office. ~~Quarterly~~, **Periodically** throughout the year, unclaimed lost and found items will be given to charity.

ID Badges

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

Media Services

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

Registration and Withdrawal

All student registration and withdrawal paperwork is the responsibility of the school counseling office. New students must be accompanied by a parent or guardian and should have a transcript from the sending school. New students' parents/guardians should provide proof of their residency in Raymond, NH. Guardians must provide proper legal documents to prove guardianship. All records of inoculations must be provided as required by the State of New Hampshire.

For those students who are withdrawing from school, parents will be required to complete a withdrawal form, which will be provided.

Restraining Order

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

If an adult is under court order not see a child, and that individual comes to school in an effort to

**2018-2019 Draft Student Handbook
Raymond High School Student Information**

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

School Counseling Services

Raymond High School counseling staff is available to assist students with personal, academic, social, and behavioral matters. Each student is assigned a school counselor who will work with them for their tenure at RHS. Confidentiality is always maintained between the school counselor and student except when a student's safety is jeopardized. Students are always encouraged to request an appointment with their school counselor. Counseling services are available to all students. The main goal of the program is to help students in personal, social, and educational growth. Counseling offers an opportunity to discuss matters of personal concern, and assistance in the assessment of abilities, interests, and aptitudes in order to set realistic educational goals. Information regarding educational and occupational opportunities and requirements is made available. The guidance department and the administrative office work together to administer and interpret the testing results.

Information is available about high school choices, as well as college, tech school, and employment options after high school. The counselor is also available to provide help to individuals and groups whose problems interfere with the learning process.

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

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.

Senior Privilege/Early Release

Early release is a senior privilege and will only apply to the first or last period of the day. Seniors in good standing must have 17.5 credits (11.0 core area credits) and must have passed all classes in the previous quarter. Seniors violating the RHS discipline code jeopardize their senior privilege.

Skateboards/Rollerblades

Students bringing a skateboard or rollerblades to school may not use them on school grounds at any time. Skateboards must be deposited in the school office or student's locker immediately upon arrival and can be picked up at the end of the school day. Students may not take skateboards on the bus.

**2018-2019 Draft Student Handbook
Raymond High School Student Information**

Rollerblades must also be stored in the office or in lockers. The School District is not responsible for skateboards or rollerblades that are brought onto school property.

Students 18 Years or Older

The rules and regulations at Raymond High School are for all students. Students who are 18 years of older and who are living with their parent/guardian will be required to have all notes for excused absences, tardiness, dismissals, field trip permission forms, and all requested forms signed by parent/guardian.

Alternatively, students who are 18 years or older and who are living with their parent/guardian may sign their own forms if the school receives permission from the parent/guardian. This permission must be in the form of a notarized letter. Such an authorization releases the school from its obligation to contact the parent/guardian regarding grades, attendance, illness, or conduct of the 18-year old. The school will deal directly with the 18-year old student regarding these matters.

Study Hall

~~All students will be assigned to study hall during their non-class periods.~~ **Students not scheduled for a class may elect to sign up for a study hall for the purpose of working on class assignments.** Materials should be taken to the study hall so that time will be used constructively. Disciplinary action may result if students do not work quietly.

Student Dress and Grooming

All students are expected to dress in proper attire. Clothing should never be a disruption to any student's learning process. Students must at all times wear appropriate and safe footwear. The administration will issue additional directives on inappropriate apparel as the need arises. If dress code infractions occur, a student will be given the opportunity to secure appropriate attire. If the student is unable or unwilling to secure appropriate attire, parents will be contacted.

The following articles are NOT permitted:

1. Shorts, skirts, or dresses **that are shorter than fingertip length.**
2. Pants **lower than the waist.**
3. Shirts with straps that are less than ~~2 inches~~ **1 inch** wide, shirts that expose the midriff, cleavage, or the shoulder area (i.e. spaghetti straps, halter tops, etc.) and any clothing made of transparent material.
4. Clothing which exposes undergarments.
5. Clothing or jewelry that promotes the use of drugs, alcohol or tobacco.
6. Clothing with abusive/suggestive language or symbolism, clothing with obscene or profane language and/or symbols.
7. Any clothing/accessory that is injurious, offensive, or distracting to the educational process;
8. Sunglasses. (Eyes must always be visible)
9. Hazardous footwear, i.e. Rollerblades, Heelies, etc.

2018-2019 Draft Student Handbook
Raymond High 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.](#)

Telephone Use

Students Making Calls: The telephones in the office are used for school business. Students will be allowed to use them only in cases of emergencies.

Students Receiving Calls: No pupil may be excused from class to take a phone call. The caller will be asked his/her name and telephone number, and the message will be given to the student so that he/she can call back at a convenient time. If the call is of an emergency nature, arrangements will be made for the student to call back immediately. ONLY messages from a parent/guardian or any person listed as an emergency contact ~~on the student's original registration paperwork~~ **within the student's original registration information** will be given to a student.

Visitors

Adults: Individuals who wish to visit the school must have prior approval for their visit. On arrival, they must sign the visitor log and carry a visitor pass. **Students:** Student visitations are not allowed.

Yearbook Senior Portrait

All senior portraits shall be of the student only with a traditional indoor or outdoor background. No props, instruments, pets, athletic equipment, hobby items, or vehicle shall be allowed in the photographs. ~~Clothing shall be modest and free of slogans and/or political expressions and such~~ Clothing shall be in conformance with the School District's dress code. Photographs of seniors engaged in non-School District sponsored sporting events (only Olympic or NHIAA sanctioned events qualify) may be submitted for inclusion on the community sports page.

**2018-2019 Draft Student Handbook
Raymond High 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;~~ notifying the **school of any changes to your contact information or updating the information online, including new work numbers and cell numbers.** ~~(New work numbers and cell numbers.)~~ (See "How do I update my contact information?" on page ____.)

The school nurse offers the following services:

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

Immunization Requirements

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

**2018-2019 Draft Student Handbook
Raymond High 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	-----	

2018-2019 Draft Student Handbook Raymond High 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 (~~please see below sample~~). A form is available from the school nurse. **The Prescription Medication During School Day form is available at the back of this handbook, on the district website, or from the school nurse to assist in this process.** A parent, guardian, or a parent/guardian designated responsible adult shall deliver all prescribed medication to be administered by school personnel to the school nurse. **All medications must be delivered in the original bottle or package in which it was dispensed by the pharmacy.**

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

**2018-2019 Draft Student Handbook
Raymond High School Health Services**

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

In situations where non-prescribed medication needs to be given at school, parents/guardians must complete ~~an authorization form~~ **the Administration of Non-Prescribed 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.

Permission to Self-Carry/Self-Administer Medication

If your child needs to self-carry and/or self-administer a medication (ex. asthma inhaler or Epi-pen) while at school, a permission form needs to be completed **which can be obtained** online **or** from the school nurse.

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

Medications for Field Trips

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

Physical Exams

~~In accordance with this policy there are some changes in reference to physical examinations required for school. Those students who are entering 5th and 9th grade are required to present a physical to the school nurse at the start of the new school year. This physical must be completed within a one year period before the first day of school.~~

~~As per the policy:~~

**2018-2019 Draft Student Handbook
Raymond High School Health Services**

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

In accordance with this 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. This physical must be less than a year old at the start of the school year in August. Additionally, those students who wish to participate in athletics must pass a physical exam each year to be eligible for athletics that year. This physical must be less than a year old from the start date of the particular sport. (For more information about student participation in extracurricular activities and athletics, see the Athletic and Extracurricular Eligibility Handbook.)

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

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

2018-2019 Draft Student Handbook
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

2018-2019 Draft Student Handbook
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.

2018-2019 Draft Student Handbook
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*

**2018-2019 Draft Student Handbook
Special Needs Services**

Section 504

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

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

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

To qualify under Section 504, a student must:

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

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

The Raymond School District 504 Coordinator is:

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

**2018-2019 Draft Student Handbook
Raymond High School Academics**

For complete information on courses offered at Raymond High School, including AP Courses, Dual Enrollment opportunities, and Seacoast School of Technology courses, see the Raymond High School Program of Studies.

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.

Credits/Curriculum

Credits Needed for Grade Level:

Freshmen entering Grade 10	6.00 (Core Credits 4*)
Sophomores entering Grade 11	12.00 (Core Credits 8*)
Juniors entering Grade 12	17.5 (Core Credits 11*)
Seniores to Graduate	22.25

(*Core area subjects are Math, Science, English, and Social Studies)

Credits Needed for Class of 2021 and Subsequent Classes for Grade Level:

Freshmen entering Grade 10	6.00 (Core Credits 4*)
Sophomores entering Grade 11	12.00 (Core Credits 8*)
Juniors entering Grade 12	18.00 (Core Credits 11*)
Senior to Graduate	24.00

(*Core area subjects are Math, Science, English, and Social Studies)

All students must take a math course or a class in which math is applied for every year they are in high school. All students are required to take four years of English.

	English	Social Studies	Math	Science	Health	Arts	Computer	Phys. Ed.	Total Required	Total Elective
Credits	4*	2.5	3	3	.5	.5	1	1	15.5	6.75
*English to include 1 credit Freshman English, 1 credit World Literature, and 1 credit American Literature										
Total 22.25 credits to graduate										

Class of 2021 and Subsequent Classes

	English	Social Studies	Math	Science	Health	Arts	Computer	Phys. Ed.	Total Required	Total Elective
Credits	4*	2.5	3	3	.5	.5	1	1	15.5	8.5
*English to include 1 credit Freshman English, 1 credit World Literature, and 1 credit American Literature										
Total 24 credits to graduate										

Early Graduation

The curriculum offerings at Raymond High School are planned so that most students will ~~benefit from complete their secondary school education within four years of secondary school education.~~ However, students motivated by a desire to accelerate their learning, by specific future plans, or by economic necessity may wish to or need to complete their high school education in less than the customary four years. Recognizing the above, the Raymond School Board herein approves a policy whereby Raymond High School students may graduate after successfully completing a minimum of six (6) semesters. Procedure related to this policy will be developed by the school administration and Superintendent's Office. A maximum of three required credits earned through Reteach-Credit Recovery may be applied toward early graduation.

School Board policy IKFA and IKFA-R will be followed when students are petitioning for early graduation.

Exam Policy and Procedure

Any student with 18 credits (10 core credits) with an average grade of ~~93~~ 96% or better will be exempt from final exams. (Midterm exams are not included.) Teachers are requested to give both semester and final exams at the scheduled exam time unless other arrangements have been made with administration. Any student who wishes to change the time or date of a midterm or final exam must meet the following guidelines:

- a. The reasons must be valid and unavoidable. (Oversleeping does not qualify.)
- b. The completed "Exam Change Request Form" has to be handed in to the principal at least a week before the intended exam change or scheduled exam date, whichever comes first.
- c. Administration must approve all requests prior to the exam being rescheduled.
- d. The principal and the classroom teacher need to approve the change.

Exams for a semester course will count for 20% of the final grade average. Exams for a full-year course will count for 10% of the final grade average.

Semester Course:	1st Quarter Grade	40%
	2nd Quarter Grade	40%
	Exam Grade	20%
	Total	100%

Full-Year Course:	1st Quarter Grade	20%
	2nd Quarter Grade	20%
	Midterm Grade	10%
	3rd Quarter Grade	20%
	4th Quarter Grade	20%
	Final Exam	10%
Total	100%	

Extended Learning Opportunities

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with non-traditional classroom opportunities to earn school course credit. Students are encouraged to employ extended learning opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies. Students are encouraged to speak with their school counselor to learn more about this opportunity. Students must complete an Extended Learning Opportunity application with their school counselor.

GPA (Grade Point Average) Calculation

An *example* of a GPA Calculation based on a student taking 3 classes would be: Grade Points x Potential Credits/Potential Credits

$$\frac{(GP1 \times PC1) + (GP2 \times PC2) + (GP3 \times PC3)}{PC1 + PC2 + PC3}$$

Honor Roll

Principal's List: Consisting of student who earn a grade of "A" in all courses.

Honors List: Consisting of students who earn grades of "A," "B," or better in all their classes.

Weighted Class Rank: Weighted Class Rank is based on AP, Honor, and Career & College Prep courses.

Incomplete Course Grades

Eligibility for an incomplete grade is made on an individual basis. The decision for eligibility will be determined by the teacher, school counselor, and administration. If a student has received an incomplete for a grade, all work must be submitted to the teacher and a final grade must be submitted to the school counseling office no later than two weeks after the close of the quarter.

Reteach and Enrichment

The following programs can ~~also~~ be used for recovery of credit.

PLATO

Description

- These classes will be graded pass/fail and will not be factored into GPA.
- The number of students signed up during a semester will be dictated by the number of computers available for use during any given period of the day.

Eligibility

- Students will be eligible for PLATO if they fail a class.
- Students can use PLATO for enrichment purposes.

Procedures

**2018-2019 Draft Student Handbook
Raymond High School Academics**

- Students will be allowed to make up one credit per semester starting in the second semester of their freshman year.
- Students should complete one credit classes in one year.
- Sign-up for classes can happen up to the two-week add/drop period of each semester.
- Senior sign-ups will have priority over underclassmen.
- Special Education IEP's may dictate exceptions to these guidelines.
- All cost associated with PLATO will be the responsibility of the students/families.

Note: extenuating circumstances may be petitioned to the principal.

Summer School

Policy

Only those completed courses that a student has failed can be taken in summer school. Students must have a grade of 50% or higher in order to be eligible for gaining credit in a summer school course. Students must also have approval from school counselor and/or administration. Costs related to the enrollment in summer school are the responsibility of the student and/or his/her parent/guardian.

Description

- When a student attends summer school, his/her grade are figured as follows:
Yearly average times (2) plus summer school grade which is then divided by (3)
Example: Student received 63 for the end of the year
Student attended summer school and received a 95
 $63+63+95=221$
 $221 \text{ divided by } 3 = 73.6 (74)$
- If a student attends summer school and successfully passes, however the average from the above formula is less than 65, the student will receive a passing grade of 65 for the entire course.
- Summer school programs must be state and RHS approved.
- The final grade will be calculated into the student's GPA.

Eligibility

- Students will be eligible for summer school after their second semester freshman year and if they fail a course with at least a 50.

Procedures

- Students will be allowed to make up two courses per year.
- All cost associated with summer school will be the responsibility of the students/families.
- Attendance policy of summer school will be adhered to.

Note: extenuating circumstances may be petitioned to the principal.

VLACS (Virtual Learning Academy Charter School)

Description

- The earned grade will be calculated into the student's GPA.
- No restriction based on grades to qualify for classes.
- Any credits beyond the 3 required credits must be approved by the student's guidance counselor and the principal.

Procedure

- VLACS will control the sign-up period.

Correspondence Courses

2018-2019 Draft Student Handbook Raymond High School Academics

Description

- The earned grade will be calculated into the student's GPA.
- Coursework from any State and Department of Education accredited program will be approved.
- Students will be allowed to make up 3 required credits outside of Raymond High School while they are students at RHS.
- Any credits beyond the 3 required credits must be approved by the students' guidance counselor and the principal.

Procedure

- All cost associated with correspondence courses will be the responsibility of the students/families.
- Students must work with their guidance counselor to sign up for correspondence courses.
- School counselor and principal must approve the program and class to be taken.
- All rules and regulations of correspondence course program will be recognized and followed by Raymond High School.

Note: extenuating circumstances may be petitioned to the principal.

Report Cards & Progress Reports

All grade reporting will be done online via PowerSchool. No hard copies of progress reports or report cards will be available unless requested by the parent. All parents will be provided with a Username and Password to access the PowerSchool Parent Portal at the beginning of each school year.

SAT/PSAT

The Preliminary Scholastic Aptitude Test (PSAT): The PSAT is shorter but similar to the SAT. Essentially, it is a practice and introductory test for the SAT, and students scoring high on the PSAT may qualify for National Merit Scholarship consideration. The PSAT is administered in October to all sophomores.

Scholastic Aptitude Test (SAT I): The College Entrance Examination Board's Scholastic Aptitude Test (SAT I) is administered several times throughout the school year to those students who anticipate admission to college. The SAT I measures English language arts (reading, writing) and mathematics. Test results are one of several factors many colleges examine when evaluating the qualities of candidates for admission. All juniors are required to take the SAT I as required by the New Hampshire Department of Education.

Scholastic Aptitude Test (SAT II): SAT II tests are given in specialized subjects, usually on the dates the SAT I is given. SAT II scores are generally used for placement purposes once a student has been admitted to college. The SAT I and SAT II tests are the primary college admissions related tests that are administered by the College Board Admissions Testing Program.

Seacoast School of Technology

Raymond High School juniors and seniors may take advantage of the programs of the Seacoast School of Technology in Exeter, NH. Available courses may be found online at <http://www.seacoasttech.com>.

Schedule Change Policy and Procedure

2018-2019 Draft Student Handbook Raymond High School Academics

Changes to a schedule must be for sound educational reasons. Once the school year begins, requests for changes will only be considered during the first 5 (five) business days of the first and second semesters. Withdraw Fail (WF) or Withdraw Passing (WP) will be placed on the student's transcript if withdrawal happens after the first 5 (five) day window. Seniors and students scheduled with fewer than 5 classes will be given the highest priority. Students in need of English, Math, Science, Social Studies, or Foreign Language will be given priority over students seeking electives. Freshmen, sophomores, and juniors need a minimum of 6 (six) classes each quarter; seniors require a minimum of 5 (five) classes per semester to meet graduation requirements.

Any student dropping AP/Honors before completing of the full year will not receive the higher weighted grade point average.

A student, a parent, a teacher, or a counselor can initiate schedule changes. A signed Add/Drop form must be completed with all of the required signatures and returned to Guidance before starting the new schedule. ***Put in link for add drop form here.***

Requesting a change is no guarantee that the request will be granted. Final approvals of schedule changes are left to the decision of the school administrator.

Summer Enrichment Opportunities

Raymond High School is proud **partner with the Reach High Scholars Program to provide** ~~to offer~~ a variety of summer enrichment opportunities to all qualifying students. These opportunities include Saint Paul's Summer Advanced Studies Program, Phillips Exeter, Summer at Brown, and Summer Enrichment at Dartmouth. Interested students should see their school counselor or visit www.reachhighscholars.org for more information.

Textbooks

Textbooks are loaned to students for use during the school year. Books are to be kept clean and handled carefully. **Students are encouraged to cover their books with personal covers.** The student's name and grade must be written on the book label. All texts must be returned to the classroom teacher at the end of the course. Parents/guardians will be responsible for reimbursing the school for any lost or damaged textbooks. .

Valedictorian/Salutatorian

Determination will be made after 4th quarter report cards.

2018-2019 Draft Student Handbook Raymond High School Grading

~~A student's grade will appear on the report card. This grade will represent the student's ability to perform certain skills. The grade for each quarter, as well as exam and semester grades, will be recorded on a student's permanent record card.~~

~~Criteria such as student effort, cooperation and attitude are very difficult to measure objectively and accurately, and thus should be weighed carefully when determining a student's grade. Provisions have also been made for teachers to comment on effort, cooperation, etc., on the report cards. If the nature of the subject matter involves subjective grading, then teachers will have in writing a clearly specified set of criteria that is used to identify and distinguish between an outstanding performance, a good performance, a fair performance, etc.~~

~~A student's grade will not be lowered as a direct disciplinary action with the exception of plagiarism. Students who are repeatedly disruptive in class or who consistently or repeatedly refuse to do assigned class work may be temporarily or permanently removed from a class by the administration at any point in the year. Students who are permanently removed from a class will not receive credit for the course. Permanent removal will only be used as a last resort. A parent conference will take place if permanent removal is being considered. This conference may take place over the phone, at the discretion of the administration, and will be followed by a summary letter. Permanent removal will only take place if no noticeable change in student behavior or performance occurs following a parent conference.~~

~~If a student misses an exam, quiz, homework, or presentation, etc., as a result of an unexcused absence or class cut, multiple tardies, then the student will be given a failing grade for that missed work.~~

~~For full year classes any failing grade below 50 would be counted as a 50 in only one of the first three quarters but not in the fourth quarter of a full year course. For example, in a full year course, first failing grade earned within the first three quarters will be recorded as a 50 if the numerical grade is lower than 50. If the failing grade is greater than 50 numerically, you do not reduce the value to 50.~~

~~Example: F = 62 (stays 62) F = 47 (changes to 50)~~

~~It must be noted that a grade of 50 is a one-time-only change and this policy does not apply to semester or quarter courses.~~

Our practices are guided by the belief that report cards and progress reports should be used to communicate levels of student performance on specific learning goals. Student achievement and academic success are essential and through the revised grading practices will be more fair, consistent, and more accurate. Standards based grading provides clearly defined learning targets and specified levels of achievement.

Formative Assessments: 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
- Graphic organizers and brainstorming
- Informal observations of student work
- Pre-tests

2018-2019 Draft Student Handbook Raymond High School Grading

- First drafts of writing assignments
- Other class work not listed

Summative Assessments: 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
- Lab Reports
- Writings (papers, essays, stories, lab reports, summaries, etc.)
- Authentic learning tasks (real word applications & problem solving)

Formative assessments will be 10% of the final grade and summative assessments will be 90% of the final grade.

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

If students do not complete the formative assessments and practice assigned to them they may be assigned to complete that work prior to participating in other activities. Possible consequences to not completing missing work in a timely manner may include, but not limited to, loss of privileges, being assigned to missing work sessions during Ram Time.

The percentage scores and letter scores will appear in the Parent Portal of PowerSchool. All grade reporting will be done online via PowerSchool.- NO HARD COPY OF PROGRESS/REPORT CARDS WILL BE AVAILABLE unless requested by the parent. All parents will be provided with a Username and Password to access PowerSchool Parent Portal at the beginning of each school year.

Entering Grades into Teacher Gradebooks

Assignments or assessments not completed will be entered into the gradebook as a 0 with the identifier that it is missing prior to grade reporting periods.

RHS Summative Retake Procedure

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

Students who have a score of less than a C- (<70%) will be required to complete the RHS Relearning & Reassessment Contract in order to retake a summative assessment. Students who request a retake will also be required to complete all of the related formative

**2018-2019 Draft Student Handbook
Raymond High School Grading**

practice and assessments accurately prior to the retake. The teacher may also require additional formative work prior to the retake.

Grading Scale:

A+	97 & above	B+	87-89	C+	77-79	D+	68-69	F	<65
A	93-96	B	83-86	C	73-76	D	66-67		
A-	90-92	B-	80-82	C-	70-72	D-	65-65		

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.

RHS RELEARNING & REASSESSMENT CONTRACT

Student Name	Course Name		
Date	Assessment Title		
Competency(s) Assessed	Grade of Original Assessment	Date of Original Assessment	Date of Original Assessment
List formative assessments/relearning to complete	Date to present evidence of relearning		
	Date of reassessment		
Reflection of your work (Answer all of the questions completely)			
<ol style="list-style-type: none"> 1. What skills and/or content did you struggle with? 2. How did you prepare for the assessment? 3. What will you do differently to prepare for your reassessment? 			

IMPORTANT NOTES:



1. This relearning/reassessment form must be submitted within three (3) school days of receiving notification of original assessment grade
2. The date for reassessment must be within 10 days of receiving the RHS Relearning and Reassessment Contract.
3. The highest grade possible for reassessment is 70%

Teacher/Date

Parent/Date

Student/Date

RHS Competency-Based Learning and Grading

Competency

We are a competency-based school community where students are working towards demonstrating mastery of skills and knowledge identified in our courses through the application of their learning in the curriculum. These competencies are course specific, as well as encompassing our RHS school-wide learning expectations and work study skills which are intended to help prepare our students to be college and career ready. Our teachers have developed learning targets (competencies) for each course that are aligned with national, state, and local standards. Our grade reporting practices are guided by the belief that student grades represent the demonstrated level of mastery of these competencies.

Performance Assessment

Performance assessments are designed to measure our students' application of their learning. Students are asked to actively show what they know and are able to do in an effort to gain a deeper understanding that will help them transfer what they've learned to real-world circumstances.

Formative Assessments (10% of course grade)

These assignments are designed to measure the level of student understanding. The information gained helps students determine their level of progress in meeting competencies and also provides the teacher with information to help guide further instructional decisions. Formative include, but not limited to: Homework, skill checks/quizzes, entrance/exit slips, writing drafts, graphic organizers, observations of student work, pre-tests, or other class work not listed

Summative Assessments (90% of course grade)

Summative assessments are intended to measure a student's level of mastery of course competencies. These assessments allow teachers to measure the level of student achievement of standards (learning outcomes) that together represent the course competencies. The types of assessments that fall into this category include but are not limited to: Tests, performance assessments, projects, presentations, writing tasks (research, essays, lab reports, music, etc.).

Relearning and Reassessment

Students must earn a minimum of 70% to earn credit for a course. This represents the minimum level of competency achieved. Students who receive a grade of less than 70% on a summative assessment will have the opportunity to relearn and complete formative assessments that will help prepare them to retake (reassess) a summative assessment to show that they have met a minimum level of competency on the assessment. Criteria for relearning and reassessment are:

1. A student must complete the RHS Relearning and Reassessment Contract and submit to the course instructor within three (3) days of receiving notice of the original grade
2. The reassessment must be completed within 10 days of receiving notice of the original grade
3. All relearning and formative assessments must be satisfactorily completed prior to the scheduled reassessment date
4. The highest grade possible for a reassessment is a C- or 70%
5. If a student chooses not to relearn and reassess or does not meet the agreed to schedule, the original grade will remain in the gradebook

Competency Recovery

Competency recovery is designed to support students who do not earn credit for a course by providing additional opportunities to relearn course material and reassess to demonstrate mastery of the course competencies. These opportunities include computer based learning through PLATO and VLACS.

42

2018-2019 Draft Student Handbook
Raymond High School Student Conduct

Academic Integrity

Plagiarism

Work that is presented for credit in all classes must be original. Plagiarism is defined as passing off the ideas and words of another as one's own. It is literary dishonesty. For example, turning in material from any print or electronic source without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper citation.

Examples of Plagiarism:

1. Taking information from another source that is not properly cited (words, images, programs, etc.).
2. Submitting papers from the Internet, other publications, or other students.

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.

First Offense of Plagiarism: Zero credit on the assignment, student/teacher conference, and teacher will contact parent.

Additional Offenses of Plagiarism During the School Year - If another such incident of plagiarism occurs within the same school year, the student will receive no higher grade than a 64 for the class in which the second incident occurred. Accomplices will be dealt with in the same manner. The administration may impose further sanctions based upon the severity of the offense. Teacher will contact parent.

Cheating

Work that is presented for credit in all classes must be original. Cheating is defined as using dishonest methods to gain an advantage. This includes using any means of gaining information for use on quizzes, tests, or homework.

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.

2018-2019 Draft Student Handbook Raymond High School Student Conduct

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.

First Offense of Cheating: Zero credit on the assignment, student/teacher conference and teacher notifies parent.

Additional Offenses of Cheating During the School Year: If another such incident of cheating occurs within the same school year, the student will receive no higher grade than a 64 for the class in which the second incident occurred. Accomplices will be dealt with in the same manner. The administration may impose further sanctions based upon the severity of the offense. Teacher will contact parent.

Acceptable Use Policy

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

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

Students are prohibited from possessing, distributing, selling, being under the influence of, or using alcohol or drugs, or knowingly being in the presence of students who are possessing, distributing, selling 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. In addition, ~~pursuant to Warrant Article 31 of the Town of Raymond,~~ smoking is PROHIBITED from any town fields. Smoking at school or on school grounds or on buses will ~~result in a progressive punishment for each further offense.~~ **result in disciplinary consequences.**

**2018-2019 Draft Student Handbook
Raymond High School Student Conduct**

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

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

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

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

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

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

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

Bullying and Harassment

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

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

2018-2019 Draft Student Handbook Raymond High School Student Conduct

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.*)

Communications Devices

~~Use of electronic devices, both in and out of the classroom, should follow the general guidelines of what is allowable in the Raymond School District Acceptable Use Procedure.~~

~~The use of electronic devices, including cell phones, is a privilege. Use of any devices in the hall and cafe, during lunch and transitions, is allowed and must follow AUP rules. Upon entering a classroom, all devices should be put away and silenced, and remain away until such time as the classroom teacher gives permission for their use. Use of devices during student hall is allowed but for educational purposes only.~~

~~Misuse of any device during class time will be handled by the classroom teacher unless the student refuses to comply with the instruction of the classroom teacher. At that time a referral for insubordination will be sent to the Main Office.~~

~~Additionally, it is prohibited for students to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Any student found to have engaged in such conduct may be reported to local law enforcement authorities and may face criminal penalties in accordance with applicable law. School administrators may refer such matters to local law enforcement if the administrator believes student action in this regard involves illegal activity (e.g., pornography).~~

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

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

Consequences for Violating this Policy

~~*First Offense:* Warning and confiscation of the electronic communication device for the remainder of the school day. A disciplinary referral will be written if there is a violation of another district policy. *Second Offense:* The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office. *Third Offense:* The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the~~

2018-2019 Draft Student Handbook
Raymond High School Student Conduct

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

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

Corridor/Lavatory Conduct

Use of corridors and lavatories during class periods without a pass is prohibited. Violations of this will result in school disciplinary action.

Forging/Impersonation

~~Any misrepresentations by students for themselves or another student via written note, telephone, cell phone, computer, or any form of technology to have a student dismissed by another is prohibited. Discipline may include after school detention or suspension.~~

Forging of any school forms (passes, notes, report cards, progress reports, etc.) by student 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 will not be tolerated in the Raymond School District. Students being insubordinate will be referred to the office for disciplinary action. Insubordination is defined as:

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

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

2018-2019 Draft Student Handbook Raymond High School Student Conduct

Personal Conduct

Public displays of affection are not permitted on school property. Students will not engage in inappropriate verbal and/or physical gestures/contact of a sexual nature to another student/adult, either consensual or non-consensual. Violations will result in disciplinary action and parental notification.

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 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.

2018-2019 Draft Student Handbook Raymond High School Student Conduct

Searches of Students and Lockers

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

Stealing

Violations of this will result in school disciplinary action and the Raymond Police Department will be notified.

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

~~Raymond School District Policy JIC1 – Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students, faculty, and members of the public alike. Student violations of this policy will result in both school disciplinary action (described below) and notification of local law enforcement authorities. Faculty violations of this policy will be subject to discipline, up to and including dismissal, and the notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.~~

~~The term "weapons" includes, but is not limited to, firearms or other dangerous weapons as defined by 18 U.S.C. § 921 and RSA 159 which includes, but is not limited to, rifles, pistols, revolvers, pellet guns, BB guns, paintball guns, knives, slingshots, metallic knuckles, firecrackers, billy clubs, tasers, stilettos, switchblade knives, sword canes, pistol canes, blackjacks, daggers, dirk knives, explosives, incendiary devices, martial arts weapons or self-defense weapons or any other substances, object or thing which, by appearance or function, in the manner to be used or threatened to be used, is known, thought to, or capable of producing death or bodily injury.~~

~~A violation of this policy by any person will result in an immediate report to the principal or designee who shall in turn notify the police. A student violation of this policy will result in immediate confiscation of~~

2018-2019 Draft Student Handbook Raymond High School Student Conduct

~~the weapon and notice to the student's parents or guardians. If a student violation involves a firearm (as defined by U.S.C. § 921), the School Board shall expel the student from school in accordance with RSA 193:13, III, and applicable school policies for a period of not less than one year (365 days). If a student violation involves the possession of a pellet or BB gun, rifle or paintball gun, then the student may be expelled by the School Board pursuant to RSA 193:13, II and applicable school policies. Any expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable laws.~~

~~Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the School Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.~~

~~Certain weapons listed above (i.e. those used during martial arts training) may be permitted for specific educational activities and only with the express written permission of the Superintendent of Schools. Weapons under control of law enforcement personnel are permitted.~~

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

**2018-2019 Draft Student Handbook
Raymond High School Discipline**

Discipline Philosophy

Raymond High School recognizes that control for behavior rests within the individual self. Students are expected to come to school and behave according to school guidelines. It is recognized that there are times when some students do not follow the disciplinary guidelines and expectations. It is, therefore, important that there are proper guidelines and procedures in place to deal with disciplinary problems when they arise. Immediate consequences should be administered with consistency and equity.

Students are expected to:

1. Demonstrate that the primary purpose of school is to receive an education;
2. Attend school daily and be punctual;
3. Foster self-esteem and mutual respect;
4. Respect their environment;
5. Respect school and personal property.

Discipline Code

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

Minor Problem Behavior	Definition
Inappropriate Language	Student engages in low intensity instance of inappropriate language, not directed at another individual.
Physical Contact	Student engages in non-serious, but inappropriate physical contact.
Disruption	Student engages in inappropriate disruption and does not comply when redirected, which disrupts the educational environment.
Dress Code	Student wears clothing that does not fit within the dress code guidelines practiced by the school district.
Property Misuse	Student engage in misuse of school or personal property.
Electronic Device Violation	Student engages in non-serious, but inappropriate (as defined by school but not limited to) use of cell phone, pager, music/video players, camera, and/or computer.
Cut Detention	Student does not show up or serve detention in office or with teacher.
Misuse of Pass	Student alters pass from the original format.
Internet Violation	Student willfully and/or intentionally visits sites containing inappropriate information or material.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

**2018-2019 Draft Student Handbook
Raymond High School Discipline**

Major Behavior	Definition
Abusive Language	Verbal messages that include swearing, name calling or use of words in an inappropriate way, directed at an individual or group.
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Insubordination	Refusal to follow directions, talking back and/or socially rude interactions.
Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written/electronic notes. Disrespectful images include negative comments based on race, religion, gender, age, and/or national origin, disabilities or other personal matters.
Leaving School Building	Student is outside of school building without permission.
Truancy	Student has an accumulation of unexcused absences and/or tardies as defined by the Truancy Policy.
Alcohol/Drugs and Related Paraphernalia	Possession, use, sale, or distribution of illegal substances, alcohol, or unauthorized prescription drugs.
Smoking/Possession of Tobacco and Paraphernalia, Vaping Devices	Student is in possession of or is using tobacco and/or lighters/matches, or nicotine delivery devices (vape devices)
Vandalism	Student participates in an activity that results in destruction or disfigurement of property. Falsely activating a fire alarm constitutes a civil offense.
Cheating/Plagiarism	Cheating is defined as using dishonest methods to gain an advantage. Plagiarism is defined as passing off the ideas and words of another's as one's own.
Skiping Class	Student leaves class without permission or does not show up to class.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

Disciplinary Actions for Student Misbehavior

Loss of Passes: Students will lose the opportunity to access hall passes if they abuse or forge passes.

2018-2019 Draft Student Handbook Raymond High School Discipline

Teacher Assigned Detention: Students will report after school when assigned by a teacher. Failure to do this, provided a 24-hour notice is given, will result in further disciplinary action. Supervised office detention will be held Monday through Friday for 30 minutes. Supervised Teacher Detention will be at the discretion of the teacher.

Administrative Assigned Detention: Students will report after school when assigned by an administrator. Failure to do this, provided a 24-hour notice is given, will result in further disciplinary action. Supervised office detention will be held Monday through Friday for 30 minutes. Supervised Administrative Detention will be at the discretion of the administrator.

School Service: Students will report after school to the front office, where their school service assignment will be distributed. Supervised school service assignments will occur on Monday through Friday for 1 hour.

In-School Restriction: Students may be placed in the In-School Restriction (ISR) Room (also known as the RAM room) for truancy, insubordination, class cuts, skipped detentions and other offenses. The administration will attempt to contact parents when placing a student in the In-School Restriction Room. Students must bring their textbooks and assignments to the room and are expected to work on academic assignments during their stay. Faculty will work with the In-School Restriction supervisor to ensure that students have all assignments for the day. In the event that school is cancelled, the student will serve the following day. Students are expected to follow ISR rules including:

- a. Arrive at ISR room punctually.
- b. Bring all books, homework, projects and assignments.
- c. No talking or sleeping in ISR.
- d. Eating or drinking is only allowed during lunch.
- e. All work must be turned in to the ISR supervisor.
- f. Students are not to leave the ISR without permission from a building administrator.

Suspension: When a student commits a serious violation of school rules, a suspension will be assigned. In all such instances:

- a. Parents will be notified.
- b. Students are responsible for seeing their teachers to make arrangements to make up all assignments, quizzes and tests within three (3) days of their return.
- c. Students are ineligible to participate in or attend any school activity for the length of the suspension.
- d. Students cannot be in the school building or on school property unless prior permission has been given by the principal.

A high school administrator will assign a suspension when it is deemed appropriate. Any time a student is suspended, a letter from the high school administration will be sent to the parent/guardian. In addition, a reasonable attempt will be made to notify the parent by phone or email.

Levels of Suspension resulting from multiple suspensions or serious infractions of the Discipline Code:

Discipline Level I: One to five day suspension; parent conference with principal; referral to the Student Intervention Team (SIT); letter to the Superintendent of Schools.

Discipline Level II: Ten-day suspension; letter to the Superintendent; conference with parent, student, Superintendent, and high school principal.

2018-2019 Draft Student Handbook
Raymond High School Discipline

Discipline Level III: Ten-day suspension with an additional minimum suspension of ten days by the Superintendent of Schools; referral to the School Board for consideration for suspension for the remainder of the school year.

When the Superintendent of Schools deems it necessary, a student may be referred to the School Board for a serious infraction, regardless of the number of cumulative suspensions.

Students who have been suspended from school for the remainder of the school year by the School Board may request readmission prior to the first week in August of the following school year. A meeting will be held with the principal and/or the principal's designee to hear the request in order to render a disposition. A contract containing the agreement will be signed by all parties involved prior to readmission.

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 913-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.

2018-2019 Draft Student Handbook Raymond High School Food Service

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

Daily lunch menus are posted on the homepage for each school at the District Website, www.sau33.com. 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 in the New Wave Deli from 7:00 AM until the music plays at 7:25 AM. A full meal is offered for \$1.90, \$.30 for students who are eligible for reduced price meals, and free to students who are eligible for free meals. Choices include breakfast sandwiches omelets, wraps, French toast sticks and sausage, bagel pizza, muffins, fruit and yogurt smoothies, parfaits, and more. Fresh fruit and juice are offered as part of each meal, as well as one vegetable selection each day. (Tuesday and Thursday are Hash Browns!) Our milk choices include 1%, and fat-free chocolate milk. While students may choose to take as few as three of the items offered, federal regulations require that as of August 2014, students must take either fruit or vegetable as one of those items for a complete meal. Coffee, Tea, bottled water and 12 oz juices are also available a la carte. All Breakfast items may also be purchased separately

The New Wave Deli is also open for breakfast sales during the first 10 minutes of the 2 opening blocks each day.

Lunch Program

The meal cost for lunch is \$3.20 to students, or \$.40 for reduced priced eligible students, and free to students who are eligible for free meals. The meal is based on the food groups, with servings of a protein item, 2 vegetables, grain item, 2 fruit selections from fresh, canned or 4 oz fruit juice, and a carton of 1 % or fat-free chocolate milk. Students may choose as few as 3 of the items offered for a meal, but one of those must be a vegetable or a fruit. Full meals may be purchased on either line. All items may also be purchased a la Carte, if funds are available. Lunch menus are available online or directly from School Nutrition Services in the kitchen.

Our Main Line offers a more traditional style meal, featuring entrees such as various burgers, pasta dishes, homemade pizza and Southwestern specialties. Multiple vegetable options are available each day.

2018-2019 Draft Student Handbook Raymond High School Food Service

The New Wave Deli features a Made-to-order bar, creating subs, wraps and salads, with specials each week. Crunchy veggie and fruit options, fruit and yogurt smoothies and parfaits, hot pretzels, varied pizzas and our fresh baked cookies are a few of our more popular regular items.

Free and Reduced Meals Application

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

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

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

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

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

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

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

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

2018-2019 Draft Student Handbook Raymond High School Food Service

~~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.~~

2018-2019 Draft Student Handbook
Raymond High School Bus Conduct and Information

TRANSPORTATION RULES AND REGULATIONS

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

Behavior before boarding school bus:

A student should:

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

A student should not:

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

Behavior on the school bus:

A student must:

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

2018-2019 Draft Student Handbook
Raymond High School Bus Conduct and Information

A student must not:

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

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

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

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

All concerns or complaints shall be directed to:

Dail Transportation	736-9682
Raymond High School	895-6616

2018-2019 Draft Student Handbook
Raymond High School Parent Involvement

Principal's Forum

The RHS Principal's Forum meets on the third Monday of each month at 6:00 PM in the high school main office conference room. The group is an open forum where parents are encouraged to bring up issues of concern to be discussed. These issues may be discussed among other parents who have similar concerns or have experienced the same or similar situations in the past. All parents are encouraged to attend.

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!