

**Oyster River Cooperative School District  
REGULAR MEETING**

**May 20, 2015**

**MOHARIMET- CAFETERIA**

**6:30 PM**

- o. CALL TO ORDER (6:30 PM)**
  - I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
  - II. PUBLIC COMMENTS**
  - III. APPROVAL OF MINUTES**
    - Motion to approve: 5/6/15 regular meeting minutes.
  - IV. ANNOUNCEMENTS AND COMMENDATIONS**
    - A. District**
    - B. Board**
      - Acknowledgement of the list of elementary staff retiring June 2015.
  - V. DISTRICT REPORTS**
    - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
    - B. Superintendent's Report**
    - C. Business Administrator**
    - D. Student Senate Report**
    - E. Other:**
  - VI. DISCUSSION ITEMS**
    - Board goals for 2015– 2016 – a discussion with ORCSD Leadership Team
    - 5 year Copier Lease
    - ORCSD draft handbooks for all four schools
    - Last day of school for the 2015-16 school year
  - VII. ACTIONS**
    - A. Superintendent Actions**
    - B. Board Action Items**
      - Motion to approve Board goals for 2015-16.
      - Motion to approve 5 year copier lease for the District.
      - Motion to approve ORCSD Handbooks for all four schools.
      - Motion to approve Mast Way teacher resignation for the 2015-16 school year.
      - Motion to approve ORHS teacher resignation for the 2015-16 school year.
      - Motion to approve Moharimet Grade 4 Teacher nomination for the 2015-16 school year.
      - Motion to approve ORHS Physical Education Teacher for the 2015-16 school year.
      - Motion to authorize Friday, June 19, 2015 a full day as the last day of school.
      - Motion to approve list of policies.
  - VIII. SCHOOL BOARD COMMITTEE UPDATES**
  - IX. PUBLIC COMMENTS**
  - X. CLOSING ACTIONS**
    - A. Future meeting dates:** 6/3/15 regular meetings at middle school, 6/17/15
  - XI. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**  
**NON-MEETING SESSION: RSA 91-A:2 I {If Needed}**
  - XII. ADJOURNMENT**
- The School Board reserves the right to take action on any item on the agenda.**

**Respectfully submitted,  
Superintendent**

**If you require special  
communication aids, please  
notify us 48 hours in  
advance.**

**Oyster River Cooperative School District  
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). The comment section of the agenda should not exceed three (3) minutes. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

**Oyster River Cooperative School District Members:**

• Thomas Newkirk	Term on Board: 2013 - 2016
• Kenneth Rotner	Term on Board: 2013 - 2016
• Sarah Farwell	Term on Board: 2014 - 2017
• Denise Day	Term on Board: 2014 - 2017
• Allan Howland	Term on Board: 2015 - 2018
• Maria S. Barth	Term on Board: 2015 - 2018
• Daniel Klein	Term on Board: 2015 - 2018

**Information Regarding Nonpublic Session**

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

# Oyster River Cooperative School District Board Meeting

## Regular Meeting

May 6, 2015

Mast Way School

6:30 pm

**I. CALL TO ORDER:** by Tom Newkirk at 6:30 for Manifest Review.

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Maria Barth, Sarah Farwell, Dan Klein and Student Representative: Caroline Wilson

**ADMINISTRATORS:** Superintendent James Morse, Sue Caswell, Todd Allen, Jay Richard, Carolyn Eastman, and Catherine Plourde

There were two members of the public present.

Maria Barth presented the Lighting the Earth Book to Mast Way School. Moharimet had previously been given a copy of the book by the author.

**II. PUBLIC COMMENTS:** Tracy Schroeder a Durham resident and District Nurse. She is giving a shout out to Doris Demers. Food Services has just been given two awards of recognition. A USDA representative came in today and gave recognition to both elementary schools for being a USDA Healthier US School Bronze Level. She also thanked the Board for supporting the Food Service Program.

### **III. APPROVAL OF MINUTES:**

**Motion to Approve April 15 Minutes:**

**Al Howland moved to approve the April 15<sup>th</sup>, 2<sup>nd</sup> by Denise Day**

Revisions:

Page 6 Late start time Denise Day said that it would be important to gather as much information as possible regarding the impact on students, staff and parents before making a decision.

Page 2 Replace "teacher appreciation" with "staff appreciation"

Page 4 Barrington Update section should be moved to right after Approval of Minutes

Tom Newkirk not Superintendent Morse nominated Kenny Rotner to the Fields Committee.

Page 6 Licensing Agreement name should be in the motion. Related to Sullivan Property.

Page 2 Paragraph 2 remove the word "live".

**Motion approved with the above revisions 7-0 with the Student Representative voting in the affirmative.**

**Motion to Approve Manifests:**

VM #22=\$620,079.26

PM #23=\$1,155,590.05

**IV. ANNOUNCEMENTS AND COMMENDATIONS**

**A. DISTRICT**

Jay Richard of the Middle School reported that there were not any issues related to UNH Cinco de Mayo. It went seamless and the kids were in school learning.

Smarter Balanced Testing at the Middle School will finish next week. The Tech Integrator has been invaluable during this time.

Carrie Vaich of Mast Way reported that grades K-2 took the stage under the direction of Pam Felber and had their first concert at the high school. They did a great job! The visit from USDA today was amazing. This Friday will be the PTO Mayfair at the school.

Todd Allen from the High School noted that the Cinco de Mayo celebration went unnoticed. There was a group of student filmmakers who made the NH Film Festival. They can be seen on the District Website. There are many Power of One Projects going on right now. The Spring Musical "Fame" will be performed on May 21-24. Graduation is June 12 and Baccalaureate is June 9<sup>th</sup>.

**B. BOARD:** Kenny Rotner thanked everyone in the District who was involved including the bus drivers and Lisa Huppe for navigating through Cinco de Mayo. Everyone did a wonderful job putting this together.

He acknowledge some of the fifth grade classes who have done an interpretive signage at Wagon Hill which will explain both the history. The plaques are beautiful.

Tom Newkirk reported that the Pancake Breakfast was beautiful. Linda Nelson the Soccer Coach is retiring and he sent a note to her on behalf of the Board for all her service.

## **V. DISTRICT REPORTS**

**A. Assistant Superintendent/Curriculum and Instruction Reports:** Carolyn Eastman updated the Board on Smarter Balanced. The middle school is about half way done. Moharimet is in its third day. The high school will start at the end of the month. Mast Way will start testing on Monday. This testing is about an hour and a half a day.

**B. Superintendent's Report:** Superintendent Morse commended the University personnel who came over and helped assist at the middle school during Cinco de Mayo. Tom Selig and Chief Kurz did a great job.

**C. Business Administrator:** Sue Caswell noted that the budget is running pretty close to where it was last year. Revenues are running a little ahead of schedule. The total LGC Rebate is \$525,174. FEMA may be reimbursing the District 75% of the money expended from all the roof shoveling this winter. She will keep the Board updated.

**D. Student Senate Report:** Caroline Wilson, Student Representative, reported that the Senate met with the administrative staff about the open campus proposal. They are meeting with them again tomorrow after school.

## **VI. DISCUSSION ITEMS**

**Board Goals for 2014-2015 A discussion with ORCSD Leadership Team.**

### **Goal I: Complete the Strategic Plan:**

The Operations Plan will be presented in draft form for Board consideration in August 2014.

The Academic/Technology Plan will be presented in draft form for discussion by the second meeting in September 2014.

### **Goal II: Develop a multi-year plan for implementation of full day**

#### **Kindergarten:**

Form a Broad Committee

Purpose to Define:

Timeline

Needed staffing

Curricula Needs

### **Goal III: Begin Multi-Year Discussion Related to Long Term Viability of Oyster River Middle School**

Establish a broad committee  
Analyze current structure  
Analyze flexibility to meet academic needs

**Goal IV: Create a multi-year capital improvement plan:**

Review facilities and program analysis by Davis Goudreau Architects  
Prepare financials  
Create Warrant Article for Community Consideration in March 2015

**Goal V: Refine Proposal for ORHS Fields Update:**

Hire professionals to analyze concept design  
Prepare financials  
Create Warrant Article for community consideration in March 2015

**Goal VI: To create a PK-12 Vertically aligned curriculum that opens up more opportunity for student success.**

Identify strengths and needs of current program  
Investigate new options that offer greater opportunities for students  
Develop Intervention Strategies that mediate and accelerate student learning  
Increase the number of students in advanced mathematics participating in ORMS and ORHS.

At the workshop next week, there will be opportunities for the Board Members to ask questions and determine which goals will continue. The administration team will meet and determine what their top goals are and Superintendent Morse will bring their ideas to the workshop next week.

Denise Day would like the list of who is on the Fields Committee and how they are progressing. There will be three subcommittees: financials, communications and sustainable design committee. They are looking at other alternatives besides crumb rubber. Kenny Rotner will keep the Board updated on their progress.

**2015-16 Draft Master Schedule of School Board Meeting Dates:**

**Kenny Rotner moved to approve the Master Schedule of School Board Meeting dates for 2015-16, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**VII. ACTIONS:**

**A. Superintendent Actions:** None

**B. Board Action Items:**

**Approval of ORHS overnight Field Trip:** Kenny Rotner moved to approve the Oyster River High School overnight Field Trip for 2015-16 to Costa Rica April 22, 2016-May 1, 2016, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

**Motion to approve ORMS One Year Leave of Absence:** Kenny Rotner moved to approve ORMS 1 year (2015-2016) leave of absence, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

**Motion to approve volunteer coach:** Kenny Rotner moved to approve Matt Miller as the Volunteer Basketball Coach at the High School, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

**Approval of Policies:**

Kenny Rotner moved to approve the following slate of policies for adoption:

**Policy IHAE: Physical Education**

**Policy IHAMA: Teaching about Alcohol, Drugs, Tobacco and Other Abuse Substances**

**Policy JIHD: student Interviews and Interrogations**

**Policy JICI: Weapons on School Property**

**Policy ILBAA: High School Competencies**

**Policy IIB: Class Size**

2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

**Kenny Rotner moved to approve Policy Committee Charge:** "To continuously review and update all policies. To insure all Federal and state mandated policies are in place and current. To bring all policies reviewed before the school Board for consideration." 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.



**VIII. SCHOOL BOARD COMMITTEE UPDATES:**

Kenny Rotner updated the Board on the Fields Committee. The Committee is coming together and they are planning to start the dialogue with the community early in the process.

**IX. PUBLIC COMMENTS:** None

**X. CLOSING ACTIONS:**

**A. Future Meeting Dates:** May 14, 2015 Board Workshop,  
May 20, 2015 Regular Board Meeting

**XI. Non-Public Session/Non-Meeting Sessions:** None

**XII. ADJOURNMENT:**

**Maria Barth moved to adjourn the meeting at 8:30 p.m., 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary



Office of the Superintendent  
Oyster River School District  
36 Coe Drive, Durham, NH 03824

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Dr. Morse  
DATE: May 20, 2015  
RE: Elementary List of Retirees

**Mast Way School:**

Adele Pulitzer – School Librarian

**Moharimet School:**

Sharon McManus – 3<sup>rd</sup> Grade Teacher  
Susan O'Byrne - Classroom Teacher  
Brenda Zarnowski – Reading Specialist

Thank you for your dedication and commitment to ORCSD.

To: ORCSD School Board  
From: Jim Morse, Superintendent  
Date: May 20, 2015  
RE: Recommended Board Goals from Administrator Leadership Team

Per your request, I met with the Administrative Leadership Team to discuss the recommendations for the 2015-16 school year School Board Goals. We felt it was important that the Board goals support the adopted strategic plan so there is synergy and coordination between elected leadership and staff. We encourage the Board to adopt goals that are measurable and limited in number.

We felt the following goals were important enough they required Board support.

Administration felt that several of the 2014-15 goals need to be carried forward:

1. Include Full Day K into the 2016-17 school year budget. – **October 2015**
2. Continue to investigate the viability of the OR Middle School as an academic institution with 2<sup>nd</sup> year focus on all options inclusive of maintaining the current building or replacing it. – **April 2016**
3. Continue to promote the ORHS Athletics Field goal with the focus on achieving a successful vote in **March 2016**.

Administration recommend three new goals for 2015-16:

4. Institute K-12 Math Professional Development that supports District direction and ensures coordination across levels. – **Report in June 2016**
  - a. K-5 Eureka Training
  - b. 5-9 Content Training
  - c. 9-12 Review and Revise Math Sequence to support acceleration and remediation.
5. Begin to discuss, report, and implement coordination and transition planning in all departments between MS and HS with a report to the Board – **May 2016**
  - a. Develop a Culture of Coordination and Collaboration
  - b. Align Curricula Vertically
  - c. Eliminate Needless Duplication
6. Improve efforts related to Student Wellness and Mental Health. - **April 2016**
  - a. Evaluate Current Efforts
  - b. Engage the Community
  - c. Insure Broad Internal District Participation (Guidance, Nurses, Social Workers, etc.)
  - d. Update and Revise Adopted Plan
  - e. To Continue to Investigate the Feasibility of a Later Start Time for ORMS and ORHS
7. Report on all Standardized Testing Assessments used throughout the District with the following criteria. – **November 2015**
  - Name
  - What Levels Administered
  - Time Required
  - Purpose/Function/Usefulness/Type: Formative or Summative
  - Cost in Dollars
  - Cost in Staff Time and Preparation
  - Recommendation to Continue or Discontinue.

Office of the Superintendent  
Oyster River School District  
36 Coe Drive, Durham, NH 03824

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Sue Caswell  
Business Administrator  
DATE: May 20, 2015  
RE: Copier Lease

Our copier lease expires in August of this year. Josh and the IT staff have done extensive work to find the best solution for the District. He has outlined the details in the attached document.

Since this is a lease agreement it requires the approval of the School Board. Josh Olstad, Technology Director, is available to answer any questions you may have in regards to this lease.

## ORCSD Copier Lease- School Board 05/20/15

Currently all of ORCSD's copiers and printers are under a cost per copy program. Some devices are owned by the District while others have been leased. Of the almost 100 devices across the District only 16 devices are leased. Due to the variety of devices, we currently work with three different companies to get toner and support. These devices also vary in their cost per copy from \$.003 up to \$.20. While evaluating our equipment, we also found out that many of our printers are in the 15 to 20 year old range. Our current lease is coming to an end in August and we have been having issues with our printers and copiers.

During the current school year I have spent some time talking to principals and staff across the buildings about their frustrations. These issues include poor placement, complicated to operate, and a lack of management and reporting. When looking for a new vendor the following factors were considered:

- Single cost across all devices;
- Ease of use;
- Consistency (same print driver, same control panel, etc.);
- Ability to monitor and secure print jobs; and
- Environmental friendliness.

For hardware we felt that Sharp met our needs and criteria. On many of the models there is only one location that a paper jam can occur and it is easy to access. Sharp is committed to environmental sustainability through making devices that use less energy, maximize recyclability, and minimize the use of hazardous materials. Part of their recyclability is that they will provide us with prepaid labels to send back spent toner cartridges.

Formax the vendor that we have chosen to work with is located in Dover NH. They offer a four hour response time to any issues and will be meeting monthly with us to review usage and assist us with any questions or concerns. With Formax's help we will implement secure print, a feature which will secure confidential prints and also cut down on prints that go uncollected.

In order to get reliable, up to date printing equipment in the schools we will need to lease more equipment than we currently lease. Formax's proposal has 45 new printers and copiers that will be leased over five years. Since we will be leasing 45 units instead of 16 our yearly lease cost is going to increase by approximately \$16,000. We are tripling our lease devices, but only increasing our lease payment by 1/3.

I have worked with the principals on device functionality as well as placement to ensure adequate coverage due to the decrease in number of devices that we own and lease. With the decreased numbers ORCSD should see a decrease in power consumption as well as a decrease in overall printing.

# MAST WAY ELEMENTARY

Oyster River Cooperative School District



## PARENT/STUDENT HANDBOOK

2015-2016

23 Mast Road  
Lee, NH 03861  
(phone) 603-659-3001  
(fax) 603-659-8612  
[www.orcsd.org/school/mw](http://www.orcsd.org/school/mw)

**THE OYSTER RIVER COOPERATIVE  
SCHOOL DISTRICT MISSION:**

***“WORKING TOGETHER TO ENGAGE EVERY LEARNER”***

**Equal Educational Opportunities**

*The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation or physical or mental disability. See Board Policy AC.*

*Students and/or parents/guardians should address any questions or concerns to the superintendent of schools.*

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ORCSD Policies referred to in this Handbook are attached at end of this Document



Oyster River Cooperative School District  
**SCHOOL CALENDAR**

2015-2016

Approved by School Board: November 19, 2014

Deliberative Session: February 3, 2015\*

Voting Day: March 10, 2015

\*Subject to Change

S(20)  
T(22)

AUGUST/ SEPTEMBER 2015				
M	T	W	Th	F
TW	TW	△	3	4
X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

S(20)  
T(21)

OCTOBER 2015				
M	T	W	Th	F
			1	2
5	6	7	8	TW
X	13	14	15	16
19	20	21	22	23
26	27	28	29	30

S(16)  
T(17)

NOVEMBER 2015				
M	T	W	Th	F
2	3	4	5	TW
*9	10	X	12	13
16	17	18	19	20
23	24	X	X	X
30				

S(17)  
T(17)

DECEMBER 2015				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	X	X
X	X	X	X	

S(18)  
T(19)

JANUARY 2016				
M	T	W	Th	F
				X
4	5	6	7	8
11	12	13	14	15
X	19	20	21	22
TW	26	27	*28	29

8/31 & 9/1..... Teacher Workshop Days  
 9/2 ..... 1st Day for Students Gr. 1-12  
 9/3 ..... 1st Day for Kindergarten  
 9/7..... Labor Day Observance  
 9/8..... 1st Day Preschool

10/9..... Teacher Workshop  
 10/12..... Columbus Day

11/6 ..... Teacher Workshop  
 11/11..... Veterans' Day  
 11/25 - 11/27.. Thanksgiving Recess

12/24-1/1..... Holiday Recess

1/18 ..... Martin Luther King Day  
 1/25 ..... Teacher Workshop

2/22 - 2/26.... Winter Recess

3/18..... Teacher Workshop

4/25 - 4/29... Spring Recess

5/20..... Teacher Workshop  
 5/30..... Memorial Day

TBD..... ORHS Graduation  
 6/24 ..... With 5 Built In - Snow Days

△ First Day of School for Students

△ Last Day of School (*unless more than 5 make-up days are required*)

TW Teacher District Workshop Days  
 (no school for students)

X School Closed - Holiday/Vacation

\* End of Quarter

SD Snow Days (5 Built in)

Anticipated last day for students is 6/24. The calendar allows for five school cancellation days. If less or more than five days are needed to cover cancellations, the schedule will be adjusted accordingly.

FEBRUARY 2016				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
X	X	X	X	X
29				

MARCH 2016				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	TW
21	22	23	24	25
28	29	30	31	

APRIL 2016				
M	T	W	Th	F
				1
4	5	6	7	*8
11	12	13	14	15
18	19	20	21	22
X	X	X	X	X

MAY 2016				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	TW
23	24	25	26	27
X	31			

JUNE 2016				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
SD	SD	SD	SD	SD/△

178 Student Days      185 Teacher Days

# MAST WAY SCHOOL

## Parent/Student Handbook

2015-2016



Dear Mast Way Students and Families:

Welcome to Mast Way School! We are pleased to be entering another wonderful year of learning. This school handbook is designed to serve as a guide for students and parents/ guardians of our elementary school. Within this document we have compiled information to help familiarize you and your family of the routines, services, procedures and policies used within our school community.

At Mast Way School, we welcome parents to partner with teachers in supporting the educational development of our elementary students. By keeping in contact with classroom teachers and joining us in school based activities, we strive to showcase the wonderful learning that takes place each day.

We feel it is important for all members of our Mast Way community to know and understand our school expectations. Therefore, we ask that you review and discuss the information in this handbook with your child. Once complete, please sign and return the form below indicating that you and your child understand the content. If you have any questions, please contact us at Mast Way.

Sincerely,

*Carrie*

Carrie Vaich  
Principal

We have read and understand the content provided within the Mast Way School Parent and Student Handbook.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Name/Signature

\_\_\_\_\_  
Date

**THE OYSTER RIVER COOPERATIVE  
SCHOOL DISTRICT MISSION:**

***"WORKING TOGETHER TO ENGAGE EVERY LEARNER"***

**MAST WAY CORE VALUES**

**RESPECT**

Respect for self and others, with our commonalities and differences, will guide the actions and rules, the teaching and learning environments of the Mast Way community. We will respect the natural world. We will treat others as we would like to be treated.

**INTEGRITY**

We will strive to act with integrity, to match our actions to our values. We will think for ourselves and take responsibility for our own actions. We will have the courage to do the right thing, even when others disagree.

**LEARNING**

We will cultivate curiosity about life and enthusiasm for learning. We will develop the skills, knowledge, and strategies to become self-directed learners and to succeed in literacy, mathematics, science, social science, technology, and the arts.

**PERSONAL BEST**

We will take responsibility for our own learning. We will be willing to take risks and explore our strengths and weaknesses. We will create an environment in which everyone is challenged to achieve his or her personal best.

**COMMUNITY**

We believe our lives are richer when we are part of a community. That community can be as small as our family or school, as large as our country or world. Our community is strengthened when we cooperate, respect community standards, include everyone, resolve conflicts, and give of ourselves in a spirit of service.

**Mast Way Staff Members – Principal, Carrie Vaich - 659-3001**

Staff can be contacted by first initial, last name at [orcsd.org](http://orcsd.org)

Ex. [cvaich@orcsd.org](mailto:cvaich@orcsd.org)

Name	Position
Ameduri, Kathleen	Special Education Teacher
Baker, Cathy	Physical Education Teacher
Baker, Melisa	Special Education Teacher
Bascomb, Laura	Tech Paraprofessional
Biniszkiwicz, Andrea	SPED Coordinator
Bowden-Gerard, Maria	4 <sup>th</sup> Grade Teacher
Burke, Whitney	1 <sup>st</sup> Grade Teacher
Buswell, Heather	4 <sup>th</sup> Grade Teacher
Byrne, Deb	Resident Substitute Teacher
Capron, Erin	Paraprofessional
Chase, Christy	Paraprofessional
Churchill, Judie	Occupational Therapist
Concannon, Heather	Paraprofessional
Desrochers, Kirsten	1 <sup>st</sup> Grade Teacher
Drew, Heather	3 <sup>rd</sup> Grade Teacher
Duval, Kelly	Paraprofessional
Ervin, Ellen	Math Coach
Favazza, Jessica	Cafeteria Manager
Felber, Pamela	Music Teacher
Fortin, Christina	Physical Therapist Asst.- SLC
George, Judy	4 <sup>th</sup> Grade Teacher
Hallett, Pam	Paraprofessional
Handwork, Erin	1 <sup>st</sup> Grade Teacher
Hastings, Debra	Art Teacher
Jasinski, Barbara	Reading Specialist
	2 <sup>nd</sup> Grade Teacher
Kendall-Piel, Colleen	Speech & Language Assistant
Kilmain, Nancy	Paraprofessional
Kolbjornsen, Deb	Kindergarten Teacher - AM
Mahokin, Pamela	Paraprofessional
Maziarz, Sue	Paraprofessional
McCarthy, Pat	Special Education Teacher
McCormick, David	2nd Grade Teacher
Moore, Katherine	School Nurse

Name	Position
Morin, Dave	Head Custodian
Morley, Amy	Speech & Language Pathologist
Morrison, Maggie	Green Team/Sustainability
Moulton, Heather	2 <sup>nd</sup> Grade Teacher
Orrell, Cindy	Custodian
Paquette, Barbara	3rd Grade Teacher
Parrotta, Chris	Physical Therapist - SLC
Parsons, Michelle	Kindergarten Teacher
Perowski, Deb	Title 1 Tutor - Reading
Puffer, Trudi	Paraprofessional
	Library Media Specialist
Rines, Nancy	Administrative Assistant
Robb, Katrina	Paraprofessional
Roche, Barbara	Cafeteria
Seaman, Cynthia	Admin. Assistant to Principal
Simcox-Ayres, Mary	Paraprofessional
Snelling, Annie	Paraprofessional
Sperry, Felicia	Psychologist
Sullivan, Mary	Title 1 Tutor - Math
Sweet, Helaine	Speech & Language Pathologist
Tirrell, Brenda	Guidance Counselor
Tonkin, Kristine	Paraprofessional
Vaich, Carrie	Principal
Valvo, Karen	Custodian
Vasudevan, Geetha	ESOL Tutor
von Oeyen, Cynthia	Library Paraprofessional
Webb, Mary Ellen	2 <sup>nd</sup> Grade Teacher
Zwicker, Sue	Paraprofessional

## Main Office

If you have any questions throughout the school day, please contact our main office at **659-3001**. We have two Administrative Assistants, **Cynthia Seaman** and **Nancy Rines**. During the school day, teachers are busy working with students and may not be available to parents. All staff members have email addresses and teachers will let parents know their preferred mode of communication at the beginning of the school year. If you should have a need to pass along information to your child, please contact the main office and we will be glad to assist.



## Visiting Mast Way During School Hours



We are pleased to welcome parent volunteers into our school and appreciate your support. In order to maintain safety for all, our school doors are locked at all times. If you are coming to volunteer, please enter through the main doors only. You will find a small buzzer on the right side of the main doors, on the brick wall. Once you ring the buzzer, a member of our office staff will greet you and ask for your reason for visiting. When the door is unlocked, it is essential that all visitors must sign in at the office and wear a visitor's badge at all times. It is greatly appreciated that volunteers only travel to the class where they plan to assist and avoid wandering through the halls unescorted.

## School Day Hours

Morning Kindergarten	8:45 – 11:25 am
Grades 1 – 4	8:45am – 3:10 pm
Afternoon Kindergarten	12:30 – 3:10 pm



Our school day begins promptly at 8:45 AM. Students unload from school buses and proceed directly to their classrooms at this time. **We do not have adult supervision before this time in the building or on the playground.** Because of this, **students should not arrive prior to 8:45 AM.**

## Entrance Age

Any child who is a resident of Durham, Lee, or Madbury, and has attained the age of five years by **September 30**, may attend the Oyster River Cooperative School District Kindergarten program.

## Student Attendance

Children should be in school every day except in cases of illness or emergency. Absences and tardiness can have an adverse effect on a child's progress in school. Students may be excused for illness, emergencies, or religious holidays. Unexcused absences may be considered truancy.

## Student Attendance, cont.

We ask that parents call the school as soon as possible to report a child's absence. If calling before the beginning of the school day, parents may leave a message on the school's voice mail, **659-3001**.

**Students will be considered tardy if they arrive at school after 8:55 AM.** Tardy students must be brought to the office by their parents to sign in and notify the Administrative Assistant of their arrival. They will then be given a late pass for admittance into their classroom. This allows the Office to correct their attendance if needed.

**Please keep your child in school for a full day. Early dismissal from school should be requested only when absolutely necessary.**

## School Bus Information



The **Transportation Director** for the Oyster River Cooperative School District is **Ms. Lisa Huppe**. She can be reached at **868-1610** for information pertaining to bus transportation. In order to provide safe and efficient bus transportation to and from school we ask that students be at the bus pickup point at least 5 minutes before the bus is due to arrive and should wait for the bus a safe distance from the road.

## Afternoon Bus Procedures/ Policies

### General information

In order to make a temporary change to your child's afternoon bus run, we ask that you:

- Complete the **"One Day/Weekly Note"** from home form and send it into school on the day of the change or for the week as needed by circling each day that applies – it is important to complete both the top (for the front office) and the bottom (your child's "ticket" to leave the school and to show to the bus driver).
- Please note that these **"One Day/Weekly Note"** will be on the Mast Way School website under the "For Parents" tab on the top – click on the Mast Way Parent/Student Handbook and the form will be there to save and email or scan to us.

### **ORCSD K-4<sup>th</sup> Grade Bus Drop Off Policy**

**DROPPING OFF** - When dropping off children in grades Kindergarten through 4<sup>th</sup> grade, bus drivers are to see a responsible party at the residence to receive the child. If the responsible party is not there, the bus driver must keep the child on the bus and notify the Transportation Office. The driver will bring the student back to the school and the Transportation Office will call the school to inform them of a student being returned. A call will be made to the home of the student to leave a message for the parents/guardians. The only exception to this policy will be if the parent or legal guardian has, in advance, and in writing, instructed the



## **ORCSD K-4<sup>th</sup> Grade Bus Drop Off Policy, cont.**

Transportation Office to drop their student off without the presence of an adult to receive the child. **The Drop off Policy without a parent/responsible party applies to students in the 3 & 4<sup>th</sup> grades only.** In this case, the parent/ legal guardian must be specific as to the child's name, address of the drop off and effective dates of the written drop off instructions.

### **Hosting 3 or more guests**

If you would like to host 3 or more children on your child's bus, we ask that you:

- Contact transportation director at least 2 school days prior to your event to ensure that your bus has enough space to accommodate your guests.
  - Before your event, transportation will investigate the request and contact both the front office and you at the phone # you provide to them with approval for multiple guests.
- Send in a written list of invited guests to the front office at least 2 school days prior to your event – also include date of event, your address, and your phone number.
- Each “sending” parent is required to send in a “One Day/Weekly” note to the front office as outlined in the preceding section. (See the MW website - for Parents tab – click on Handbook/forms.)

### **Parent Pick-up**

In the event that parents need to pick up students at the end of school, all vehicles must be parked in the side parking lot and parents need to come into the school to pick up students. To assist us with this very busy time of the day, we ask that you:

- Complete the “One Day/Weekly” note form and send it into school on the day of the pick-up – it is important to complete both the top (for the front office) and the bottom (your child's “ticket” to leave the school with the designated adult).
- Call or email our front office at 659-3001 by 12 noon if your need to pick-up your child was unanticipated and you did not send in a completed form.
- We ask that parents DO NOT walk to the classroom to pick-up students – our front office will dismiss all children at the 3:10 dismissal time.
- Please greet the staff member managing the Pick-Up Station in the front lobby and **sign out your student on the sign out sheet** by the Office door before exiting with your student(s). Please make sure to bring in your license for us to copy for our “Student Pick Up” book if you have not provided this for us before.

### **Request**

**We respectfully request that you allow your children to stay in school until the end of their school day. We have experienced a growing trend of early dismissals within the last 10-15 minutes of school. It is important to us that children have the opportunity to collaborate with their peers to process and reflect upon their full day of learning and to review any homework for the upcoming evening.**



### Field Studies/Lessons

As part of the educational program of the school, occasional field trips to various points of interest are taken to enrich the curriculum. Such trips are carefully planned and supervised by teachers with the assistance of parents.

A permission slip will be sent home in advance describing the purpose, destination and cost of the trip to be completed, signed, and returned to school before the day of the trip. All bus rules as stated above apply to field trips as well.

### Delayed Openings, School Cancellations, Emergencies

In the event of school closures, delayed openings, early dismissals, or emergencies, families will be contacted via phone and email through the School Messenger system. Please be certain that we have your correct contact information and contact preferences. Please contact the Office with any changes for School Messenger that may occur during the school year.

You may also access school and district message alerts from WMUR, [www.wmur.com](http://www.wmur.com) and/or [www.orcsd.org](http://www.orcsd.org). Also the listings below:

Call Letters	Frequency
WOKQ	FM 97.5
WTSN	AM 1270
WHEB	FM 103.3
WMUR	TV 9

In the event an off-site emergency dismissal is needed, our school will utilize the Lee Congregational Church under the direction of the Lee Police Department.

In the case of an emergency, **parents are advised NOT to call the school** in order to leave our phone lines open to communicate with emergency personnel.

### Progress Reporting Schedule

Teachers at Mast Way Elementary School report individual student progress throughout the school year in a variety of formal and informal formats. Formal communications with parents during the year include:

- Initial assessment conference held by mid-November. Notes from the conference are recorded, filed, and a copy is provided for parents.
- Mid-year formal written progress report and optional conference completed and provided for parents to review.
- Third quarter update notes available to parents in April.
- Final written progress report provided for parent review on the last day of school in June.
- Other conferences arranged as parents and/or teachers request.

### **Student Records & Records Request**

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO).

It is the practice of the Oyster River Cooperative School District to obtain parental authorization for the release and exchange of information so that parents and/or guardians of our students are aware of the sharing of information regarding their child. However, as per FERPA (34 CFR 99.31), schools are allowed to disclose educational records of a student without written consent of the parents, guardian, or student when the disclosure is to other schools and school officials within the educational institution or legal educational agency who have been determined by the agency or institution to have legitimate educational interest.

### **Special Education Services**

Mast Way School provides special education services to students who qualify through the Individuals with Disabilities Education Improvement Act (IDEIA). If you have concerns about your child's learning, please contact your child's teacher or the Special Education Coordinator at 659-3001.

### **English for Speakers of Other Languages - ESOL**

English for Speakers of Other Languages (ESOL) services are provided by the district to help students with multi-language backgrounds learn and/or master all four aspects of the English language - listening, speaking, reading and writing - as well as to give support in the content areas - writing, reading, math, science, etc. The ESOL teacher works in collaboration with the classroom teacher and other specialists as is necessary to ensure the academic success of the ESOL student and their transition into the mainstream classroom.

### **Textbooks and other School Property**

Students are responsible for proper care and the return of books and other school property issued to them for their use. Students are liable for the repair/ replacement cost of items issued to them that are damaged or lost (see Board Policy JFCB).

### **Guidelines for Student Behavior**

The following considerations are guidelines for students' behavior at school.

#### **Safety Considerations**

- Students must listen to and follow the directions of adults in the variety of roles (paraprofessionals, teachers, unified arts, etc.) who supervise them and are responsible for maintaining a safe environment.

### **Safety Considerations, cont.**

- Students should walk in the corridors and on the outside walkways around the school building.
- When tardy, students should go to the office before reporting to their classroom to pick up their tardy slip – this allows us to correct the attendance if necessary.
- Students must ride on their assigned bus unless they bring a note from their parent or guardian requesting an exception.

### **Playground behavior**

1. Please use respectful language and behavior at all times.
2. Children are allowed to play with Nerf balls. This includes Nerf baseballs, footballs, softballs and frisbees.
3. Students must not leave the playground for any reason without getting permission from an adult on duty.
4. The shed, which holds recess equipment, will be open each day. Each class is responsible for returning playground equipment to the shed after each recess.
5. Feet first at all times on the slides. Climbing, running up slides, pushing and shoving are not allowed. Standing on or jumping off the top of equipment or swings is not allowed.
6. Building with small sticks and rocks is allowed in the wooded fairy house area only. Please be respectful of other children's creations.
7. Tag may be played, but not on the playground equipment. Students may not climb on trees or the soccer goals.
8. Be respectful of our learning community, and play away from the building.
9. Practice good sportsmanship.
10. During winter months, wear appropriate warm clothing, and do not throw snowballs.

### **Smoking and Tobacco Use**

In accordance with NH State Law and Board Policy, smoking is not allowed in any school building or on school property.

### **Drugs and Alcohol**

The Board has adopted a comprehensive policy prohibiting anyone from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the

influence of drugs, alcohol, and other prohibited substances (see Board Policy JICH). Violations of this policy will result in referral to law enforcement authorities.

### **Weapons, Threats and Violence**

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats (including bomb threats), and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline up to and including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws (see Board Policy JFCJ).

### **Harassment/Sexual Harassment**

Harassment of students because of sex, race, creed, color, national origin, sexual orientation, or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be fully investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion (see Board Policies ACAA and ACAA-R).

### **Bullying**

The Board has adopted a Pupil Safety and Violence Prevention policy JBC which prohibits bullying (defined as insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate a violent or disorderly response from the student being treated in this manner). Any student who believes he/she has been a victim of bullying should report it to the building principal for a full investigation. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion. All staff will work with students to eliminate such incidents.

### **Student Dress**

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. School administrators have the authority to impose restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

Parents are advised to consult a local weather report when providing clothing for children to wear to school since we try to give the students an opportunity to play out of doors whenever possible. In the winter, gloves and hats are important, as well as snow pants and boots, and it is helpful if outer clothing is labeled so it can be returned to the appropriate owner if lost.

The 'Lost and Found' container is located outside of the cafeteria. Unclaimed items are donated to charity after one month. In addition, we have a lost and found area in the office for special or valuable items like small toys or jewelry.

### **Student Computer and Internet Use**

The Board has adopted a comprehensive policy and rules concerning the use of school computers and the Internet (see Board Policy IJNDB). Students are required to follow the policy and school rules at all times and have no expectation of privacy in their use of school computers. Teachers will review the "Acceptable Use Policy" with all students so that they understand the terms of it in age appropriate language. Students who violate the policy and rules are liable to disciplinary action and suspension of computer privileges.

### **Response to Inappropriate Behavior**

In response to inappropriate behavior staff members will determine the severity of the offense and will determine an appropriate consequence. In the vast majority of cases this will mean loss of a privilege, an apology to the person offended if appropriate, a logical consequence or possibly a "time out". Staff members will always try to use the situation as a learning opportunity for the student and will guide the student through a process of determining a different choice that could be made in future situations. If a teacher or staff member sees a pattern of inappropriate behavior then the principal will become involved and parents will be contacted for help and support.

The intervention and disciplinary procedures in this handbook are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record (see Board Policies JG, JGB, and JGD).

### **Legal Custody Issues**

On occasion, parents request that the school not let a child be released to a particular person for various reasons. Given the serious nature of this situation, we urge parents to provide the school office with a copy of any court order/legal documentation specifying the limitations of child custody, so that we can meet our responsibilities under the law while protecting the individual child in our care. Unless we have legal documentation indicating specific rights and limitations, school personnel may have no recourse but to release the child to either parent or guardian.

### **Media Information**

As part of its yearly curriculum, the Oyster River Cooperative School District conducts activities which attract the attention of local print and broadcast media. Oyster River Schools may also feature students, their photographs, voices, or work for promotional and educational reasons, such as in publications, posters, brochures and newsletters; on the District web site, radio station or cable TV channel; or at community fairs or special District events. The District understands there may well be circumstances in the lives of some children and/or families which preclude having a child's picture, image,



or name from being published or broadcasted. A "Media Release Form" is filled out when you do the online registration for your child, if you decide to change your option at any time, please let the Office know.

## Child Nutrition Department

### From the Cafeteria

As a food service provider in a child nutrition program, the Mast Way School Nutrition Program is always striving to provide healthy foods in a pleasant atmosphere. In order for students to start the day out right, and be ready to learn, we offer a healthy breakfast daily. Lunch consists of a variety of entrees, with four choices daily. We try to introduce and encourage students to eat nutritious new foods they may not have tried, including plenty of fresh fruits and vegetables on our salad bar. Local foods are purchased whenever available. If food allergies are a problem adjustments can be made with a doctor's note. Parents, grandparents, aunts, uncles, and friends are always welcome to join us for lunch with the students. Please contact **Jessica Favazza, Cafeteria Manager**, with any questions.



Monthly menus are posted online, and parents are encouraged to review them with their child. Prepayments are accepted online or can be sent to school with your child in an envelope. Indicate the **child's name** and **classroom teacher** on the envelope. Do not send loose cash, to assure that your child's account will be credited properly. Children may give the envelopes to cafeteria staff on the way to their classroom. A point of sale system is used to keep track of accounts. Balances and purchase history can be viewed, and payments can be made online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).

Applications for free and reduced breakfast/lunch should be submitted online at [www.lunchapp.com](http://www.lunchapp.com). Simply choose **NH** and **Oyster River** then continue as directed on the website. Applications from last year will expire in October of 2015. Therefore new applications must be filed every school year. Applications may be submitted any time during the school year if circumstances change.

- If you do not have access to the internet, a paper application can be obtained at the school office or from the **Child Nutrition Director, Doris Demers**, who can be reached at **868-5100**, Extension **2012**.

### Lunch Price List



Hot/cold lunch can be purchased @ \$2.50/day (includes an 8 oz. container of milk). Students may bring bag lunches from home and milk can be purchased for \$.45/day. Snack milk can be purchased for \$.45/day in Grades 1-4 or for \$.25/day in Kindergarten. Breakfast is available at \$1.25/day. Juice is \$.45. Reduced breakfast is \$.30 and reduced lunch is \$.40.

### Lunch Schedule

Grade 3 Recess: 11:15 – 11:40 Lunch: 11:40 – 12:05

Grade 4 Recess: 11:40 – 12:05 Lunch: 12:05 – 12:30

Grade 1 Recess: 12:05 – 12:30 Lunch: 12:30 – 12:55

Grade 2 Recess: 12:30 – 12:55 Lunch: 12:55 – 1:20

### Health Services



Our school nurse, **Katherine Moore**, is in the building for your child's health related needs. Screenings of height, weight, vision and hearing are conducted in accordance with the State of New Hampshire, Department of Education, and School Health Services. The nurse will also attend to injuries and illnesses that occur at school. The nurse keeps health records and emergency information.

1. To start school, each student must have completed immunizations and a recent physical exam from the United States on file. A form for religious exemption from immunization may be notarized and filed with the nurse. Medical exemptions require the signature of the child's physician.
2. All students must have a thoroughly completed yearly emergency form returned to school within the first week of school or has been done as part of your on-line registration packet.
3. An adult must transport any medication that is to be taken at school. Medication can only be administered by the nurse if it is in the original container or its labeled prescription bottle, and accompanied by written permission from a parent or guardian. Children may not transport or self-administer any medication on school grounds.
4. Children with any symptoms of communicable illness such as fever, vomiting, diarrhea, purulent discharge from eyes, etc. must be **symptom free for 24 hours before returning to school**. Please inform the school nurse of any communicable illness.
5. If head lice are detected at school, the child will be referred to parents for treatment. Head lice detected at home should be treated at home and reported to the school nurse. Data does not support school exclusion for nits post-treatment, yet continued diligence at home is necessary. Many times, treated nits hatch and cause re-infestation. Mass screenings are not recommended, but close contacts should be monitored (NH Department of Health and Human Services).



### ORCSD AND MAST WAY WELLNESS POLICY

Oyster River Cooperative School District is committed to the health and safety of all students emotionally and physically. The state and federal governments have initiated mandates on policies related to physical activity and nutrition in school. Our district has always been concerned with these areas, and these mandates and new district wellness policy as related to physical activity and nutrition, solidify our beliefs and efforts toward supporting the wellness of our students.





**Mast Way has added our school policy about personal celebrations such as birthdays:** Mast Way takes diligent efforts to recognize individual students for their merits, accomplishments, and special events. The principal will acknowledge each child's birthday. However, we cannot guarantee a special, home based celebration for every student's birthday and we want an equal experience for all our children. **Therefore, we will not be accepting outside prizes, gifts, or food to celebrate in school.**

Curriculum based celebrations will continue to occur under the direction of the classroom teachers, keeping in mind special dietary situations that may need to be considered. No other group or community based foods will be brought into the school. These policies have been vetted and agreed upon by the Mast Way staff. Thank you all for your cooperation with this change.



### **Mast Way PTO**

The **Parent Teacher Organization** welcomes all members of the Mast Way community to join our organization. We meet to discuss and plan school-wide events that provide enriching experiences for our children. All parents and other interested parties are welcome to attend our monthly meetings. The PTO works collaboratively with the Mast Way Principal and members of the teaching staff to help ensure that we are all working together to support our students.

We understand the value of parents' involvement in their children's education. And there are many ways to support learning at Mast Way. You can volunteer in a classroom, you can help plan enrichment activities, you can serve as a liaison with other schools in our district, or you can lend an hour of your time to a special event.

Please consider getting involved with the Mast Way PTO. Together we can make our school the best that it can be!

#### **PTO Officers 2015-2016**

[mastwaypto@gmail.com](mailto:mastwaypto@gmail.com)

Co-Chair - Kate McManus - [kmacmanes@gmail.com](mailto:kmacmanes@gmail.com)

Co-Chair - Rebecca Throop - [rthroop@hotmail.com](mailto:rthroop@hotmail.com)

Secretary - Andrea Warren - [melaa24@gmail.com](mailto:melaa24@gmail.com)

Treasurer - Bridget Remillard - [kremillard@comcast.net](mailto:kremillard@comcast.net)

### **After-School Programs**

#### **Live & Learn**

Mast Way is pleased to offer an after school program, Live & Learn @ Mast Way is operated by Live & Learn Early Learning Center in Lee. The Oyster River School District rents the facilities to Live & Learn for the benefit of any child attending Mast Way whose parent wishes to take advantage of this service. Information about this program is available from directors, Ms. Johanna Booth-Miner or Sarah Miner, MEd, by calling 659-5047 during the day, visiting [www.live-learn.org](http://www.live-learn.org), or contacting the on-site supervisors at the school between 3:00PM and 6:00PM at 231-5099.

**Enrichment Opportunities**

After-school enrichment programs for students is currently under development. Families will receive information during the fall regarding available enrichment opportunities.

**Student Accident Insurance**

Student accident Insurance plans are available contact the office for information



Moharimet School  
11 Lee Road, Madbury, New Hampshire 03823 • 603-742-2900

Dear Families,

Welcome to Moharimet! Whether you are new to our school community or have been a Moharimet family for years, we hope Moharimet will be all you have envisioned.

Moharimet School opened in 1989. The newly designated staff, in a meeting held long before the school opened, decided on the beginnings of a philosophy that has carried this school, the children who attend, and the adults who serve and are served (parents) through two decades of improvement and dedication to children and their education.

*"Always behave in ways that show respect for you, others, and the environment.  
Always behave in ways that will hurt no one physically or emotionally."*

This handbook is one attempt to expand on this philosophy statement. We believe that mutual respect among adults results in dedication and respect for the children we serve. Since Moharimet School opened, we have lived the philosophy and will continue to do so. Parents are welcomed as partners and listened to with an open mind even when we do not agree.

Our Parent Teacher Organization is indeed a **Parent-Teacher** Organization. We want to partner with you in the wonderful adventure of bringing children from early childhood to the verge of adolescence. Our greatest challenge and hope is to support your family as you love, enjoy, cry, and yes, sometimes struggle through these formative years. Again, welcome to the Moharimet Community.

Sincerely,

Dennis J. Harrington  
Principal

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**NOTE TO STUDENTS AND PARENTS**

This handbook is but one attempt to promote communication among the Moharimet community in order to create an atmosphere of support and well being. Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and to the extent permissible by law, the school expressly disclaims any liability which may otherwise be incurred.

A copy of the Board's Policy Manual is available in each school office and is also available on the District website at <http://www.orcsd.org/>.

**EQUAL EDUCATIONAL OPPORTUNITIES**

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation or physical or mental disability. See Board Policy AC. Students and/or parents/guardians should address any questions or concerns to the superintendent of schools.

## DISTRICT MISSION STATEMENT

"Working Together to Engage Every Learner"

### MOHARIMET PHILOSOPHY

Moharimet School educators are committed to an environment which recognizes the individual needs of all children. We seek to help all students know themselves and their capabilities in order to ultimately develop increasingly positive perceptions of self-worth.

We accept our responsibility to know the uniqueness of each child. Recognizing diverse intelligences, we aim to provide each student with appropriate skills, knowledge, and appreciation for continuing intellectual, physical, and emotional growth. We seek to nurture student initiative, resourcefulness, and ownership for learning.

Our school incorporates attitudes of respect, mutual purpose, collaboration, and cooperation. We strive to develop in our children, our parents, ourselves, and our community, a growing understanding of the moral and ethical consequences of personal and collective decisions and actions. We provide opportunities for children to contribute to and participate in a community and to learn how to engage in a purpose greater than themselves.

In a complex and changing world, we as educators, appreciate that we must continually evaluate and improve techniques for meeting the dynamic needs of our children and ourselves.

## SCHOOL HOURS

### Kindergarten

AM session	Monday - Friday	8:45 AM - 11:25 AM
PM session	Monday - Friday	12:35 PM - 3:10 PM

<b>Grades 1 - 4</b>	Monday - Friday	8:45 AM - 3:10 PM
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**It is especially important that children not be dropped off at school before 8:45 AM.** There is no adult supervision before that time in the building or on the playground. At 8:45AM children will go directly to their classrooms to begin the day. School buses will unload at the front of the building at that time.

In 2008 we implemented a parking policy to alleviate the safety issue that is created when bus, car, and pedestrian traffic is mixed at the start and end of the school day. Our bus coordinator, central administration, and Madbury Police were consulted to take a serious look at what would be in the best interest of the children during both the morning drop off and afternoon pick up times.

In the morning, parents can drop off their children at the Union Congregational Church on Town Hall Road with our staff member or park at the Madbury Town Hall and walk their children into the building. **There is no parking for drop off at the church in the morning.** From 8:40 until 8:55 AM, there will be a staff member available to walk children from the parking lot into the building. The crossing guard will leave his station at 9:00 AM and walk any remaining children into the building. At no time will they be near the bus traffic which will arrive at the same time.

MOHARIMET CORE  
VALUES

GENERAL  
INFORMATION

At the end of the day, parents must park at the church or town hall, walk into the building and pick up their children in the foyer of the building where a staff member will verify identification. Our crossing guard is stationed on Town Hall Road each morning and afternoon in order to guide families across the road. There is ample lighting and path clearance throughout the year.

At 8:30 AM and 2:50 PM, automobile traffic entering the main parking lot will not be possible unless there is a very specific need for a child to be picked up in front of the school, pre-approved by our office. Passes will be available in the office for exceptions such as medical conditions that make maneuvering the stairs difficult. The main parking lot will reopen at 9:15 in the morning and 3:30 in the afternoon.

This procedure separates the bus and automobile traffic, and there will be no issues of children of any age being in the line of our yellow fleet. There has never been a serious accident involving children at Moharimet, but the mixture of the buses, children, and parents in the same vicinity has always been a concern.

Students may ride their bikes to school if they are accompanied by an adult. Bikes should be parked in the bike rack.

**ATTENDANCE POLICY/ABSENCE REPORTING**

Children should be in school every day except in case of illness or emergency. Students may be excused for illness, emergencies, or religious holidays. If your child will be absent, please notify the school and the transportation company (868-1610). You may leave a voicemail on the attendance line at 742-2900 extension #2 or e-mail the school at [mohattendance@orcsd.org](mailto:mohattendance@orcsd.org) by 9:00 AM. If you have not notified the school regarding your child's tardiness or absence, a call will be made to your home and/or place of work to confirm your child's whereabouts.

**EXTENDED ABSENCES**

In the event of an extended absence (e.g. vacations, planned medical leave), please notify the classroom teacher and school office in writing at least two weeks before the absence. This notification should include any requests for schoolwork the student may miss or alternate activities. Please consider your child's academic progress when planning your family vacations.

**TARDINESS**

Students are considered late at 8:55 AM and must sign in at the office before going to their classrooms. If your child will be late, please follow the same call-in procedure as for an absence.



**PARENT-REQUESTED EARLY DISMISSAL**

Early dismissal from school should be requested only when absolutely necessary. Students are required to bring a "Note from Home" (see below) when parents are requesting an early dismissal although a verbal request will be honored in the event of an unforeseen circumstance. Parents are asked to come to the school office when picking up a child before dismissal time.

**NOTES FROM HOME**

In order to keep track of each student's after-school plans, we provide "Notes from Home" at no cost, in packs of 10 regular notes (white) and 2 permanent (yellow). Regular notes are for daily changes in your child's schedule, and permanent notes are for plans/events that occur on a regular basis such as scouts, Language School, Our Time, or non-school activities that take place on the same day each week. Please fill out both sections of the regular form. It is important to note that if you have more than one child, we require a separate note for each child.

Notes are handled in the office, not the classroom, so having all the information that is requested on the form is very important. When a child does not have a note, it is necessary to reach a parent to confirm the plans, which is time consuming for office personnel and often stressful for the student. Please reserve the practice of calling the office with your child's plans for only when it is absolutely necessary. If you do need to call with a change, please try to make calls for morning kindergarten before 11:00 AM and regular dismissal before 2:30 PM.

**DISMISSAL**

School is dismissed at 3:10 PM.

If you are picking up your child from school, please park in the Madbury Church or Town Hall parking lot on Town Hall Road and use the path that leads to our parking lot. Anyone for whom parking at the church poses a problem may park at the school with an authorized parking pass available in the office but only in designated parking spaces. There is absolutely no parking in front of the school, in the circular loop or down the sides of the driveway as this presents a safety concern for the children and buses as they arrive to pick up the students. Parents meeting children at the end of the school day should line up in the front foyer. A staff member will check you off on the daily dismissal list. Please note that you may be required to show identification. The staff member will dismiss your child to you.

In situations where legal custody of a student is restricted, please notify the principal and provide a copy of the court documents, so we may act accordingly.

**VISITORS TO SCHOOL**

Visitors are always welcome at Moharimet School. Please enter via the front door. Parents and visitors must sign in and out of the office when entering/leaving the school. Visitors will be given a Moharimet badge for identification purposes and will be stopped by staff if the badge is

not visible. The office will be responsible for the delivery of messages, lunches, books, etc. to students' classrooms.

### PARKING INFORMATION

During the school day, parking is available at Moharimet, at the Union Congregational Church, at Madbury Town Hall on Town Hall Road, or at the gravel lot between the church and the baseball field. A pathway and steps lead from the church parking lot to ours. In the Moharimet parking lot, parking is allowed in designated spaces only (visitor or numbered). For the safety of our families and buses, the parking lot is patrolled regularly by the Madbury Police. Vehicles parked in the bus loop or in non-designated areas will be ticketed.

For more information about parking during drop off and pick up times, please refer to the School Hours section above.

### EVENT PARKING INFORMATION

During special events the Event Parking plan will be enforced. Please adhere to the posted signs. Parking is never allowed in the fire lane, the bus road, or anywhere on Route 155 or Town Hall Road. Parking is allowed in designated parking spots only. Additional parking is available at the Union Congregational Church, Madbury Town Hall and at the Madbury Field parking lots. Any car illegally parked or caught driving on the bus road will be ticketed by the Madbury Police Department.

### AFTER SCHOOL PROGRAM

*Our Time After-School Program*, located in the Multi-Purpose Room at Moharimet Elementary School, is under the direction of Growing Places. The school staff communicates with the leadership of the program but is not responsible for its administration. Our Time operates from the close of school until 6:00 PM. For more information, call 969-8677.

### SCHOOL CANCELLATIONS / DELAYED OPENINGS / EMERGENCIES

ORCSD uses School Messenger to notify the parents/guardians of school closings, emergencies, and other important information via phone and email. Please contact the school to make any changes to your contact information. Between 6:00 AM and 7:15 AM, the following radio and television stations will also announce the school's closing or delay:

Call Letters	Frequency
WOKQ	FM 97.5
WTSN	AM 1270
WHEB	FM 103.3
WMUR	TV 9

To check online, visit [www.wmur.com](http://www.wmur.com) or [www.orcsd.org](http://www.orcsd.org).

## **SCHOOL NOTICES**

In our effort to be a green school, most of our notices are emailed home. Printed notices will be sent home by family count, which means that your youngest child will be the only one to bring it home. The PTO newsletter, The Weekly Update, is published every Monday and e-mailed to families. If you do not have e-mail, you may request a printed copy.

## **LEGAL CUSTODY ISSUES**

On occasion, parents request that the school not let a child be released to a particular person for various reasons. In some cases we have received court orders or other legal documents with instructions restricting or prohibiting the release of a child to one or the other parent or guardian. Given the serious nature of this situation, we urge parents to provide the school office with a copy of a court order specifying the limitations of child custody, so that we can meet our responsibilities under the law while protecting the individual child in our care. Unless we have legal documentation indicating specific rights and limitations, school personnel may have no recourse but to release the child to either parent or guardian.

## **MEDIA INFORMATION**

As part of its curriculum, the Oyster River Cooperative School District conducts activities which attract the attention of local print and broadcast media. Oyster River Schools may also wish to use students' photographs, voices or work for promotional and educational reasons, such as in publications, posters, brochures and newsletters; on the district web site, school web site, radio station or cable TV channel, or at community fairs or special district events. The District understands there may well be circumstances in the lives of some children and/or families, which precludes having a child's picture, image or name from being published or broadcast. Consent for media is part of the registration process when a child registers at Moharimet School, and your choice will remain in effect for the duration of your child's time at Moharimet. However, you may change your election at any time by contacting the school office. Please note that releases are not required for public events such as concerts and plays. If you need further information, please contact the building principal.

**BUS CONDUCT**

The Board has adopted a policy concerning bus conduct (see Board Policy JFCC). Students who misbehave on the bus are subject to suspension of their bus privileges. Parents and students should be aware that District school busses may be equipped with electronic surveillance devices (see Board Policy EBF).

The right to ride a school bus is directly related to a pupil's behavior, attitude and practice of transportation rules and regulations. The driver is in complete charge and must be obeyed.

**BUS STOPS**

- All students are expected to be at their assigned stops five (5) minutes before the bus is due. The bus CANNOT wait.
- Students should stand back from the road in an orderly line until the vehicle comes to a complete stop.
- Students should enter and exit buses in an orderly manner, realizing that the driver regulates seating arrangements and procedures for movement.
- All students who need to cross the road should do so in front of the bus, only after it has stopped and the driver has motioned them to cross.

**K - 4 BUS DROP OFF POLICY**

When dropping off children in grades Kindergarten through 4th grade, bus drivers need to see a responsible party to receive the child. If the responsible party is not there, the bus driver must keep the child on the bus and notify the Transportation Office. The driver will bring the student back to the school, and the Transportation Office will call the school to inform them of a student being returned. A call will be made to the parent/guardian to arrange pick up of the child. The only exception to this policy will be if the parent or legal guardian has, during the registration process each summer, instructed the Transportation Office to drop his or her student off without the presence of an adult to receive the child. After summer registration, drop-off authorization forms are available from your bus driver or the school office.

**ON THE BUS**

- All passengers must be seated while the bus is in motion.
- The driver may assign seats if it is deemed advisable.
- The driver must give permission before a passenger may open a window. Passengers will not extend arms, legs or heads out of windows or shout at pedestrians.
- Nothing shall be thrown IN the bus, OUT OF the bus or AT the bus.
- Students shall keep the bus clean and sanitary.
- Students shall not mar or deface the bus. The offender or his/her parents must pay for any damage.
- Students should not talk to the driver except in an emergency.
- No lunch boxes, books or other objects should be placed in the aisle.
- There will be NO smoking, eating or drinking on the bus.

- Normal conversation is allowed; however, loud talking, shouting, and unnecessary confusion is not allowed as it may divert the attention of the driver and could result in a serious accident.
- No live animals.
- No bulky objects will be allowed without previous permission by the driver. No umbrellas or other sharp objects are allowed.
- Students are expected to ride their regularly scheduled route. Any deviation (provided there is space available) must be accompanied by a "Note from Home" sent to the school.
- Kindergarten - 4<sup>th</sup> grade students may not leave the bus at any stop other than his/her scheduled stop without a "Note from Home" sent to the school.
- If the driver is unsuccessful in obtaining proper behavior on the part of a student, disciplinary action will be taken, possibly resulting in loss of bus privileges.

## HOMEWORK

Homework at Moharimet School should reflect our own needs within the school community and at the same time take into consideration research findings, which make the following points:

- In early school years, traditional uniform homework assignments are ineffective.
- Children should devote substantial time to becoming familiar with the many ways of both gathering and storing information.
- Assignments should provide an opportunity for imagination and creativity.
- Above-average students are more likely to do routine assignments and are less likely to profit from them. Therefore, provide assignments that are interest-oriented.
- Less able students are less likely to do routine assignments from which they are more likely to benefit. Therefore, provide more time for preparation and practice in class.
- The basic aim of homework should be learning how to learn.
- Students should have a voice in designing homework.
- At all levels, children should be encouraged to pursue individual interests, both in and out of school.
- Assignments should be individualized and clearly defined.
- Feedback to students is essential for homework to be of use.
- Outlining expectations for parents and communicating with them should be part of the process.
- Providing coaching for parents (i.e. where, when, and how) can increase involvement.

Resource: Homework: A Guide for Parents by Peg Dawson, EdD, NCSP (A copy of this article is available at [www.nasponline.org/resources/home\\_school/homework.aspx](http://www.nasponline.org/resources/home_school/homework.aspx) and in the front office upon request.)

## PARENT CONFERENCES / COMMUNICATION

A fall goal-setting conference with parents will be held between October 1 and one week after the end of the first quarter in November. The purpose of this meeting is for parents and teachers to share information and informal assessment results in order to set individual student goals for the school year. Informal assessments may take many forms such as classroom observations, student conferences, writing samples or other pencil and paper tasks.

## CONTACTING TEACHERS

The best way to contact each teacher will depend on the individual teacher. You will be notified by your child's teacher at the beginning of the year as to his/her preference.

## PROGRESS REPORTS

Mid-year progress reports will be available online via PowerSchool one week after the end of the second quarter. The purpose of this report is to inform parents and students about each student's progress toward individual goals, academic expectations, and classroom/behavior expectations. This report contains both a checklist and a narrative.

The end-of-year progress report will be available online on the last day of school. The purpose of this report is to summarize each student's year-long progress toward individual goals, academic expectations, and classroom/behavior expectations. This report follows the same format as the mid-year progress report.

## COMMON ASSESSMENTS

**Phonological Awareness** - Kindergarteners are assessed for phonological awareness and the results are used to help guide instruction.

**Reading** – Moharimet has adopted the Developmental Reading Assessment (DRA) as its common assessment of reading. Levels are recorded and used to guide instruction throughout a student's years at Moharimet.

**Writing** - Third and fourth grade teachers use writing prompts to assess writing skills twice a year. This common prompt is scored by team members other than the student's classroom teacher.

**STAR Assessments** – Star Benchmark Assessments are short diagnostic assessments that students take in September, January, and May to see growth across the school year for reading and math. This allows both teachers and parents to see what skills and knowledge students start the school year with as well as what skills and knowledge they have gained.

**State Assessment** – Smarter Balanced Assessment Consortia (SBAC) is the annual state assessment. SBAC is an online assessment that indicates whether or not students have met the Common Core State Standards in Mathematics and English Language Arts.

**Fourth Grade Interviews** - The principal interviews each fourth grade student during the period of March through June. A DVD of that interview is presented to each family at the Fourth Grade Recognition Night.



## **LIBRARY MEDIA CENTER**

The Moharimet Library Media Center (LMC) is a place where students and staff come to work, learn and explore. The LMC provides services to children and teachers as part of a comprehensive educational experience. The Library Media Staff collaborates with the classroom teacher to raise a generation of information literate students. The student services are designed to assist the learner in his/her ability to find, evaluate, generate and apply information. Information skills that are appropriate for each grade level are taught within the classroom teacher's curriculum. The student also learns to give proper credit for sources used throughout the process. The LMC staff strives to continue helping students and staff to be effective, engaged and ethical users of information while helping to develop a love of reading for pleasure.

## **MULTIPLE COPY COLLECTION**

The Multiple Copy Collection is a critical component of the reading curriculum at Moharimet. The collection consists of leveled sets of books that are categorized on a continuum to help match books to the needs of individual students or groups of students and thereby provide support and challenge to developing readers. Each text in the collection has specific features to support a child's use of existing reading strategies and offers new opportunities to challenge students.

## **FIELD TRIPS**

As part of the educational program of the school, occasional field trips to various points of interest are taken to enrich the experience of children. Such trips are carefully planned and supervised by teachers with the assistance of parents.

A permission slip will be sent home in advance describing the purpose, destination and cost of the trip to be completed, signed and returned to school before the day of the trip.

All bus rules as stated above apply to field trips as well.

## **COUNSELING SERVICES**

Besides working with children individually and as classroom groups, the counseling staff offers small group counseling on specific topics including, but not limited to conflict resolution, improving social skills, understanding feelings, death of a loved one or pet, and adjusting to parental separation and divorce. The needs of the children determine the nature of small group sessions, and their participation depends upon the approval of their parents. If you would like a counselor to work with your child on a specific area of concern, please contact your child's teacher or the counseling department.



Classroom lessons, called Friendship Circle, usually occur in each classroom every four days (except kindergarten where it occurs once a week) and focus on the many skills involved in social development. The lessons incorporate goals of the Common Core curriculum as well as state and nationally recognized guidance curriculum goals. Block scheduling has made it possible to schedule programs such as third grade Friendly Helper training as part of the third grade curriculum. Friendly Helper interviews of new students in the fall and the resulting display are an important project for fourth graders in addition to their support in solving playground problems and organizing playground equipment. Every year the guidance program schedules and accompanies SASS to each classroom as they present the body safety and abuse prevention program. All parents receive information from that program when it occurs.

The school psychologist and school counselor supervisor graduate student interns. The school psychologist serves on the Building Placement Team, which has the responsibility of determining student eligibility for special education services. When deemed appropriate, the school psychologist conducts evaluations to assist in that determination. The school psychologist and counselor consult with parents, teachers, and administrators to assist specific children. Recommendations may include ways to alter the environment or provide other supports to promote greater comfort and learning for the child. The school psychologist and counselor act as liaisons to community counselors, psychologists, psychiatrists, neurologists, and agencies beyond the school. Sadly, there are times when the school psychologist and counselor must help with crisis intervention.

#### INTERVENTION TUTORS

Moharimet School employs two intervention tutors to ensure that all students are able to engage fully and effectively in the reading curriculum and in the math curriculum at MOH School. The intervention tutors provide targeted support to students in many academic areas but particularly in reading and math. Formal and informal assessments are used to identify specific students in need of supportive instruction and the tutor implements intervention strategies and / or programs within or outside the classroom setting to ensure each student becomes proficient in core academic settings. The Moharimet Reading Specialist and the student's classroom teacher support the tutor in the execution of evidence-based techniques that will enhance literacy and math development. The intervention tutor collects and analyzes data from individualized interim assessments to design and implement a well-integrated structure of tiered supports that will increase the reading and math achievement for each student.

## SCHOOL HEALTH SERVICES

The school nurse is on duty during school hours. She is available to students who become ill or injured during the school day and to parents with questions regarding their children and/or school health policies. She also coordinates the school health curriculum.

School health services include pre-school vision and hearing screening for entering kindergartners, annual vision and hearing screening, height and weight measures and the monitoring of immunizations to keep children in compliance with state regulations. Please contact the school nurse when immunizations are up-dated by your family doctor.

Please feel free to contact the school nurse with any concerns. The school nurse can be reached at 740-8585.

## ILLNESSES / INJURIES AT SCHOOL

Chronic illnesses and allergies should be made known to the school nurse. Medication prescribed by the physician for these conditions should be supplied to the school as outlined below.

Students who have had diarrhea, vomiting, and/or a temperature of over 100 degrees should be kept at home until free from symptoms, without the aid of medication, for not less than 24 hours. If a child develops these symptoms during the school day, a parent will be contacted to dismiss the student.

Please remember to notify the school office when your child will be absent from school and leave the reason. When the school nurse is aware of illnesses, such as strep or high fevers, she will try to alert the school community as a preventative measure. If your child will be absent, please notify the school and the transportation company (868-1610). You may leave a voicemail on the attendance line at 742-2900 extension #2 or e-mail the school at [mohattendance@orcscd.org](mailto:mohattendance@orcscd.org) by 9:00 AM. If you have not notified the school regarding your child's tardiness or absence, a call will be made to your home and/or place of work to confirm your child's whereabouts.

If a student is well enough to attend school, he/she is expected to go out for recess. Exceptions are made only with a physician's note.

If a student becomes ill or is injured at school and needs to go home, the school nurse will contact the parent/guardian using the contact information provided on the Emergency Form. Please be sure to inform the school office if any of this information changes during the school year.

**Head lice** are common in school age children. Transmission is caused by head to head contact with a person with head lice. School aged children should be checked regularly for head lice. If you suspect your child has head lice, please notify the school nurse so that she can recommend proper treatment options. For further information, please go to the Moharimet website to click on the link to the NH Department of Health and Human Services fact sheet regarding head lice or go directly to:  
<http://www.dhhs.nh.gov/dphs/cdcs/documents/pediculosis.pdf>.

## MEDICATIONS

The Board has adopted a comprehensive policy and procedure concerning the administration of medications at school. Parents may request that medications be administered at school in accordance with the established policy and procedure. Students may not carry or self-administer medications, except as permitted by Board policy (see Board Policy JHCD). Questions should be directed to the school nurse.

For students requiring medication during school hours, all medication must be brought to the school *by a parent in the original container*, clearly marked with the student's name and dosage. Laws regarding dispensing medications are strict.

- **Over-the-counter medication** – A parent must sign a school form allowing the nurse to dispense the medication. The form can be found at [www.orcsd.org](http://www.orcsd.org) under the heading: Student Services > Health Services.
- **Prescription medication** – Must be accompanied by a physician's note and a parent must sign the school form allowing the nurse to dispense the medication. The medication must be in the original prescription bottle. Ask the pharmacy to divide the medication into two bottles, one for home and one for school. The form can be found at [www.orcsd.org](http://www.orcsd.org) under the heading: Student Services > Health Services.

**FOOD SERVICES**

As a food service provider in a child nutrition program, the Moharimet School Nutrition Program is always striving to provide healthy foods in a pleasant atmosphere. In order for students to start the day out right and be ready to learn, we offer a healthy breakfast daily. Lunch consists of a variety of entrees, with four choices daily. We try to introduce and encourage students to eat nutritious new foods they may not have tried, including plenty of fresh fruits and vegetables on our salad bar. Local foods are purchased whenever available. If food allergies are a problem adjustments can be made with a doctor's note. Family and friends are always welcome to join us for lunch with the students, but if purchasing hot lunch, please call the school by 9:15 AM to place your order. Adult lunches are \$4.00 and may be paid for at the time of purchase or charged to your child's account. Please contact Michael Bondi, Cafeteria Manager, with any questions.

Monthly menus are posted online, and parents are encouraged to review them with their child. Prepayments are accepted online or can be sent to school with your child in an envelope. Indicate the **child's name** and **classroom teacher** on the envelope. Do not send loose cash to assure that your child's account will be credited properly. A point of sale system is used to keep track of accounts. Balances and purchase history can be viewed, and payments can be made online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).

Applications for free and reduced breakfast/lunch should be submitted online at [www.lunchapp.com](http://www.lunchapp.com). Simply choose **NH** and **Oyster River**, and then continue as directed on the website. Applications from the previous year will expire in October of the following school year; therefore new applications must be filed every school year. Applications may be submitted any time during the school year if circumstances change. If you do not have access to the internet, a paper application can be obtained at the school office or from the Child Nutrition Director, Doris Demers, who can be reached at 868-5100, Extension 2012.

**Lunch Price List**

Hot/cold lunch can be purchased @ \$2.50/day (includes an 8 oz. container of milk). Students may bring bag lunches from home and milk can be purchased @ \$.45/day. Snack milk can be purchased @ \$.45/day in Grades 1-4 or @ \$.25/day in Kindergarten. Breakfast is available at \$1.25/day. Juice is \$.45. Reduced breakfast is \$.30 and reduced lunch is \$.40.

**CAFETERIA CONDUCT**

Children are expected to behave in the same respectful way they would in the classroom (using manners, indoor voices, no running, etc.). After finishing lunch, children will be dismissed by an adult and will separate their trash, recycling and food waste. Before exiting the cafeteria, children must wash their hands with the wipes provided.

**SNACKS / PARTIES**

We model and teach good nutrition and healthy living in our community. In order to support this outcome, classroom-based celebrations will occur under the direction of the classroom teacher, keeping in mind curriculum, nutrition, special dietary needs and medical conditions. We require that no food for classroom consumption be sent in unless specifically asked for by the classroom teacher.

**PHYSICAL EDUCATION**

Physical education is the art of teaching movement. In physical education, the students learn a variety of movement concepts and sport skills to develop into skillful movers. The concepts of force, time, speed and relationships are the fundamental concepts of movement and will be applied to various sport skills and physical situations throughout the school year. In addition, children learn to interact with others to help teach and practice skills and participate in game-like situations in a positive and successful manner. As a result, children develop a positive attitude about themselves and movement and will continue to participate in physical activities throughout their life.

**ART**

Students have art once every four days as well as some additional class time in collaboration with their classroom studies. Projects are planned to spark creative imagination as well as to develop skills. Some of the areas covered are drawing and painting, cut paper, printing, stitchery, weaving, puppetry, ceramics and constructions.

**MUSIC / INSTRUMENTAL PROGRAM**

At Moharimet we endorse a comprehensive program of study that is designed to provide students with knowledge, skills and attitudes necessary to make music part of everyday life. Students have music instruction weekly and will experience the musical concepts of beat, rhythm, melody, form, texture and notation. Activities are designed around the concepts to develop the skills of performance in vocal and instrumental music, creating and improvising, listening and evaluating, structured and non-structured movement and reading notation with understanding.

In addition, students in third and fourth grade will participate in a weekly period of chorus. The chorus will hold a holiday concert and will perform a musical each spring.

**SPECIAL EDUCATION SERVICES**

The Oyster River Cooperative School District provides a free and appropriate public education. Students who are eligible for special education may receive special education and/or related services to meet the educational needs of all students with disabilities ages 3 to 21. Programs for children with disabilities are provided in compliance with state and federal rules and regulations. Students with disabilities are included into regular school programs and activities and receive services based on their individual educational needs.

Moharimet has two special education programs to serve the needs of the students who qualify. The Learning Center staff works with identified students in Grades K-4 who require content support and accommodations, direct instruction, and/or small group or individualized instruction, either within the classroom or outside of the class.

The Extended Resource Program staff works with students who need support more than 50% of their day. This support, individualized or small group, occurs in the context of the student's regular classroom placement and allows for ongoing modifications and adaptations of curriculum.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

English for Speakers of Other Languages (ESOL) services are provided by the district to help students with multi-language backgrounds learn and or master all four aspects of the English language - listening, speaking, reading and writing - as well as to give support in the content areas - writing, reading, math, science, etc. The ESOL teacher works in collaboration with the classroom teacher and other specialists as is necessary to ensure the academic success of the ESOL student and their transition into the mainstream classroom.

**CHEATING AND PLAGIARISM**

A student commits plagiarism if he/she uses ideas from another person and does not properly cite the source. An assignment containing improperly borrowed ideas which are presented as original thinking is dishonest. Whether the unnoticed borrowing is intentional or not, it is considered plagiarism. At the elementary level, plagiarism includes:

- copying information exactly as it is written in a source
- using another person’s original idea but changing and/or developing it with details, examples and facts
- borrowing from another student or teacher with whom the assignment was discussed

At this level, plagiarism will be responded to by educating the child and informing the parent.

**STUDENT RECORDS**

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO). If you need more information, please contact the principal.

**TEXTBOOKS AND OTHER SCHOOL PROPERTY**

Students are responsible for proper care and return of textbooks and other school properties issued to them for their use and are liable for the repair or replacement cost of items issued to them that are damaged or lost (see Board Policy JFCB).

Pencils, paper, etc. are furnished by the school. Some teachers, generally upper grades, suggest some supplies be provided by students. However, it is not necessary to purchase any school supplies.

**STUDENT CONDUCT / DISCIPLINE PHILOSOPHY**

The intervention and disciplinary procedures in this handbook are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relative facts and circumstances, including but not limited to the nature of the violation, the student’s grade level, the student’s behavior accompanying the violation, the student’s willingness to cooperate with the investigation and the student’s prior disciplinary record. See Board Policies JICD – Discipline and JICD-R – Suspension and Dismissal.

**MOHARIMET PEACE POLICY**

It shall be the policy of the Moharimet School to inform parents, at the discretion of the principal, of any acts of violence which occur during the school day. Violence is defined as any behavior that negatively affects the physical or emotional health of another human being - child or adult.

Physical violence is defined as behaviors such as fighting, hitting, biting, throwing objects, vandalizing property, etc. when intended to harm another person or deliberately deface property.



Emotional (verbal) violence is defined as behaviors such as swearing, name calling or any other intended affront to an individual, group or the school when intentionally aimed at belittling another human being or the school.

**MOHARIMET DISCIPLINE CONTINUUM**

Each classroom teacher has their own strategies for behavior management, which may include personal work space, time out, a card system and/or loss of recess. If behavior necessitates further intervention, the teacher may coordinate with the principal and/or guidance counselors to develop a behavior plan.

Generally the first time a violent behavior occurs, the policy will be reviewed with the student(s) and the issue dropped. In the event of repeated incidences or other behavior concerns, any of the following approaches may be taken:

- Conflict resolution strategies may be taught and used whenever possible.
- A written note and/or phone call to parents from the teacher.
- A phone call to parents from the principal.
- A form letter from the principal's office, which must be returned the next school day.
- A phone call to parents by the child with the principal or his designee in attendance.

If the behavior is repeated the same day or becomes a pattern, the following strategies will be used:

- An in-house suspension.
- A conference with parents will be requested.
- A written plan will be constructed with the child, parents and guidance counselor.
- The child will be sent home when appropriate and arranged with the parent. The length of the suspension/expulsion will be determined by the severity of the offense.
- Any combination of the above.

**GENERAL SCHOOL CONDUCT RULES AND EXPECTATIONS**

The Moharimet guiding principle for student, parent and staff conduct is posted throughout the school. It reads:

*Always behave in ways that show respect for yourself, others and the environment.  
Always behave in ways that will hurt no one physically or emotionally.*

**SMOKING AND TOBACCO USE**

The Board has adopted a policy prohibiting smoking and the use of tobacco products on school property or at school-sponsored events (see Board Policy JICH). Students who violate this policy are subject to disciplinary action, and violations by any person will also be referred to law enforcement authorities.

**DRUGS AND ALCOHOL**

The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of drugs, alcohol and other prohibited substances (see Board Policy JICH). Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities. Students who participate in extra-curricular activities are subject to additional rules and sanctions.

## **WEAPONS, THREATS, AND VIOLENCE**

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats (including bomb threats) and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline up to and including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws (see Board Policy JICI - Dangerous Weapons in Schools).

## **HARASSMENT / SEXUAL HARASSMENT**

Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion (see Board Policy JBAA – Sexual Harassment and Violence-Students and Policy JBAA-R – Sexual Harassment and Violence-Student Complaint Procedure).

## **BULLYING**

The Board has adopted a Pupil Safety and Violence Prevention Policy (see Board Policy JICK) which prohibits bullying (defined as insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate a violent or disorderly response from the student being treated in this manner). Any student who believes he/she has been a victim of bullying should report it to the building principal. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

## **STUDENT DRESS**

Students are expected to keep standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. School administrators have the authority to impose restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

No references to drugs, alcohol, tobacco, sexual activity or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures or messages, which they determine to be in violation of the Board's nondiscrimination or harassment policies or disruptive to the school's learning environment.

A student's day may involve classroom activities using chalk, paint, glue and other "messy" materials. It is therefore suggested that children do not wear their best clothing to school except on special occasions. Slacks or jeans are acceptable attire. Children are expected to wear sneakers for Physical Education.

During the snow season, children are expected to wear appropriate winter clothing, including coats, hats and gloves/mittens. No child is allowed on the playground without snow boots. Snow-pants are required for kindergarten, first and second grade students and optional for third and fourth graders, although recommended for all. A pair of spare socks in your child's backpack is always a good idea during the snow and rainy seasons. The nurse has a limited supply of outdoor winter wear available for families who need assistance. Please contact the nurse directly.

Please label all outdoor clothing, lunch boxes, boots, sneakers, etc. with your child's name. Labeled items are more easily returned if lost.

## LOST AND FOUND

There is a box for lost and found items, such as clothing and lunch boxes, in the front hallway. Lost and found items are displayed in the main hallway prior to being packed away. Unclaimed items are donated to charity after one month. In addition, we have a secure lost and found box in the workroom for special items like toys, jewelry or eyeglasses.

## STUDENT USE OF ELECTRONIC DEVICES

Moharimet School prohibits the use of electronic devices such as Game Boys, cell phones, iPods, personal CD players, etc. These items limit social interaction, cause distraction and may be lost/stolen. Staff reserves the right to confiscate these items until the end of the day.

## STUDENT COMPUTER AND INTERNET USE

The Board has adopted a comprehensive policy and set of rules concerning the use of school computers and the Internet (see Board Policy IIBH). Students are required to follow the policy and school rules at all times and have no expectation of privacy in their use of school computers. Students who violate the policy and rules are liable to disciplinary action and suspension of computer privileges. The policy and rules are provided to students and discussed in class each year.

**OYSTER RIVER MIDDLE SCHOOL**  
**STUDENT HANDBOOK 2015-2016**

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# OYSTER RIVER MIDDLE SCHOOL

## STUDENT HANDBOOK 2015-2016

New England League of Middle Schools

Spotlight School

1 Coe Drive, Durham, NH 03824

Telephone: (603) 868-2820

**"Working together to engage every learner."**

Welcome to Oyster River Middle School. The information in this handbook is intended to help students and parents better understand and navigate their school environment. If you have any questions or concerns please feel free to call at 868-2820 or e-mail Jay Richard, Principal at [jrichard@orcscd.org](mailto:jrichard@orcscd.org) or Bill Sullivan, Assistant Principal at [bsullivan@orcscd.org](mailto:bsullivan@orcscd.org).

### Note to Students and Parents:

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and to the extent permissible by law, the school expressly disclaims any liability which may otherwise be incurred.

A copy of the Board's Policy Manual is available in each school office and is also available on the District website at <http://www.orcscd.org/>.

### ORMS Mission and C.A.R.E. Philosophy

The ORMS mission is to provide a creative and developmentally appropriate learning environment recognizing the educational, social, and emotional needs of every learner. Our goal is that every learner will develop skills needed to become a responsible, lifelong learner who is able to serve the school, community, and/or the world.

Students and staff members at ORMS work within the C.A.R.E. philosophy. To CARE at ORMS means to COMMUNICATE clearly, to have a positive ATTITUDE, to show RESPECT for self, others, and the school environment, and to make the EFFORT necessary to being a successful learner. This philosophy is reinforced throughout each school day at every grade level and in all school programs and activities.

### Equal Educational Opportunities

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability. See Board Policy AC.

Students and/or parents should address any questions or concerns to Dr. James Morse, Superintendent of SAU #5. The phone number is 868-5100 or email at [jmorse@orcscd.org](mailto:jmorse@orcscd.org)

### ABSENCES AND DISMISSALS

If you are absent, please have a parent or guardian call the school. We have an answering machine, which is on from 3:15 p.m. until 7:45 a.m. The school phone is 868-2820 or 868-2155. When calling to report an absence please leave your name, student's

grade, their class and a brief message explaining the reason. If the office does not receive a call regarding your absence, we will attempt to contact a parent either at home or at work. Students who are not in school cannot attend after school activities.

If a student is being dismissed, the student should bring a note signed by a parent to the office at the beginning of the school day and receive a dismissal slip from the office staff. This slip is shown to the classroom teacher at time of dismissal and the student should come to the office to sign out. If a student is returning to school after a dismissal, please check in with the office and receive a pass to class.

### EXTENDED ABSENCE PROCEDURE

Families going on vacation while school is in session must notify the principal and all teachers in writing three weeks in advance. Prior to the absence, teachers will provide a calculation of the student's current average with a brief synopsis of topics to be covered in class during the student's absence. It will be the responsibility of the parents and the student to keep the student current in curricular topics presented in the school during a discretionary absence. The student will not be held accountable for specific assignments missed during the absence period, but will be responsible for subsequent assignment AND for all tests and quizzes relevant to the schoolwork completed by the student's class will not be sent on vacation with the student. Teachers are not required to design a separate program and will not be able to recreate classroom activities for students who are absent for reasons other than illness, emergency or religious observance.

### ARRIVAL TIME/TARDINESS/DROP-OFF PROCEDURES

Students can be dropped off at the front entrance of the building starting at 7:25 AM when ORMS staff supervision begins. Walkers are also expected to wait at the front entrance. All students may enter the building when school starts at 7:30 AM. Students going to band or having breakfast in the Bobcat Café may enter school at 7:25AM. Students arriving after 7:35 will be marked tardy.

### EMERGENCY SCHOOL CLOSINGS OR DELAYS

If school is delayed or cancelled, several radio stations will be notified. Please listen to WTSN (1270 AM), WOKQ (97.5 FM), WHEB (100.3FM) or WERZ (107.1 FM). Information about cancellations or delays will also be posted at [www.orcsd.org](http://www.orcsd.org), the school district website. In addition an e-mail message will be sent using the SchoolMessenger system. Please contact the middle school office if you are not receiving these SchoolMessenger messages. If no announcement is made, school will be in normal session. On days when school is cancelled, evening activities for that day are automatically cancelled as well.

### BELCHER MEMORIAL LIBRARY

HOURS: 7:15AM TO 2:45PM

#### **GENERAL INFORMATION:**

Library resources include print and digital collections.

The digital resources often require log-on information which is available through classroom use and from the library.

Resources found in the library may be borrowed as follows:

BOOKS - 2 weeks (Renewals are possible as long as the item is not on reserve).

REFERENCE RESOURCES - used in the library media center

MAGAZINES AND VIDEOS - overnight loan

AV EQUIPMENT - start with your teacher to arrange use for classroom needs.

Please discuss damaged or lost items with Mr. Bellows.

#### **DESTINY LIBRARY CATALOG**

The Destiny catalog is an online system used throughout the school district to identify and access resources at all OR libraries. Grade 5 and new ORMS students are provided a Destiny account and instruction to personalize use of this account.



## STUDENT RECORDS

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO). A notice is sent home with students at the beginning of the year about parent and student rights concerning student records. If you need more information, please contact the Principal or your child's Guidance Counselor.

## SPECIAL EDUCATION SERVICES

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Special Education Coordinator, Andrea Biniszkievicz. She can be reached at 868-2820 or via e-mail at [abiniszkievicz@orcsd.org](mailto:abiniszkievicz@orcsd.org).

## TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students are responsible for proper care and return of textbooks and other school properties issued to them for their use, and are liable for the repair or replacement cost of items issued to them that are damaged or lost (see Board Policy JFCB).

## VALUABLES

Please do not bring valuable items or large sums of money to school. If you must do so, please ask one of your teachers or office staff to secure your property during the day. The school assumes no responsibility for lost or stolen items.

### Student Use of Personal Electronic Devices

Students are encouraged to bring in personal electronic devices for educational purposes (cell phones, I-Pods, I-Touch, laptops, tablets, etc.). Students are only allowed to text message during lunch period. Students need adult permission to make cell phone calls during school hours. Inappropriate use of personal electronic devices may result in confiscation by ORMS staff.

**Note: Students bringing personal electronic devices to school are responsible for their storage and safety. ORMS is not responsible for lost items as stated above under valuables.**

## PHYSICAL EDUCATION

Physical activity is important to a healthy body and mind. Physical education is a required activity at ORMS that occurs every other day for every student all year. Lockers are provided to secure your belongings while participating in physical education, intramurals and/or interscholastic programs. Required articles for physical education class are: shorts, T-shirt, sneakers, towel, and deodorant or body powder. Sweat pants and shirts are recommended. Names on each article of clothing are recommended.

Students' grades will reflect compliance with the above requirements. If you need to be excused from physical education for more than two consecutive classes, you will need to show a doctor's note to your teacher.

## STUDENT CONDUCT AND DISCIPLINE

The rules and disciplinary procedures in this handbook are intended as guidelines only. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record. For more information see Oyster River School Board policies JG-Discipline; JGB-Detention; JGD-Suspension and Dismissal.

## THE TRUTH ABOUT CONSEQUENCES

Every choice you make has a consequence. Good choices will have positive consequences and poor choices may have consequences that you don't like. Your middle school years are important years because you will be given more opportunities to assume responsibility for your actions. With this increased independence comes the need to accept responsibility for personal choices. It is a real sign of maturity when a person can accept the consequence of a poor decision.

Every day you will be faced with making decisions and making choices. Sometimes you will make mistakes and you will need to accept a consequence for those mistakes. Serious incidents, particularly that are unsafe, may have more serious consequences, such as a detention or a suspension. Choices that create an unsafe environment for others, like bullying or

harassment, could result in a suspension. You are an individual and you will be treated like an individual throughout your middle school experience but it your responsibility to make appropriate choices for behavior.

**The continuum of possible disciplinary consequences is as follows:**

**Verbal Warning:** For most first offenses the incident is treated as a learning experience. It is assumed on most first offenses that the student made an honest mistake and only requires a warning. At this time the rule in question is clearly explained and future consequences for repeated incidents is outlined. If the behavior involved is extreme or negatively impacts others the consequence could jump ahead to a higher level. Please note that regardless of the level of consequence involved the rule in question is always explained to the student and questions answered in hopes of avoiding future incidents.

**Lunch/Recess Detention:** A recess detention is generally assigned for lower level behaviors. Depending on the circumstances it could be served as community service by helping to clean-up in the cafeteria, served in the classroom of a teacher or be served as a time-out in the principal's office. The administration or classroom teacher will determine which method is most appropriate given the individual circumstances.

**After-school Detention:** An after-school detention is extra time spent after school as a consequence for your actions. These are generally assigned for repeated low level offenses or for an extreme behavior that negatively impacts others or disrupts the classroom environment. A detention may be assigned by your teachers or by the school administration. Detention begins at dismissal time (2:35) and generally will last until the late bus at 4:00 PM. This time will be used for doing schoolwork, reading, performing community service, or other related work, so come prepared. Parents will be notified prior to a student serving a detention. Failure to cooperate with the rules of detention will result in a higher level of consequence.

**Suspension:** There are two kinds of suspensions utilized at ORMS. Those two types are an in-school suspension and an out-of-school suspension. An in school suspension is served in the principal's office during the school day. An out-of-school suspension is served at home under parent supervision. Anyone receiving either of these suspensions may not participate in, or attend, any after-school or evening sports or activities on that day. Suspensions are only given for serious or chronic offenses. In all cases of suspension, a parent will be contacted.

### LEARNING AND LETTING OTHERS LEARN, TOO

Everyone is here to learn. Everyone's job is to do their best. This means being respectful when others are talking and cooperating when you are asked to do something. Be sure to ask questions when you don't understand and to be respectful of any student who asks a question, or gives a wrong answer, even if the answer is obvious to you! Take responsibility for your own learning and be honest about your work. At ORMS learning is the most important activity and everyone has a responsibility to contribute to a productive atmosphere that promotes this primary purpose.

### Plagiarism/Cheating

A student commits plagiarism if he/she uses ideas from another person and does not properly cite the source. A paper containing improperly borrowed ideas which are presented as original thinking is dishonest. Whether the unnoticed borrowing is intentional or due to sloppy workmanship, it is considered plagiarism. Plagiarism includes:

1. Word for word lifting of information from a source
2. Paraphrasing information which is not common knowledge
3. Using another person's original idea but developing it with details, examples and facts
4. borrowing from another student or teacher with whom the assignment was discussed

The consequences for plagiarism are up to the discretion of the teacher. Plagiarism can result in a zero for the assignment and, depending upon the circumstances, may cause a student to fail the class even for a first offense. In addition, any subsequent offenses may result in disciplinary action up to and including, suspension.

### SMOKING AND TOBACCO USE

The Board has adopted a policy prohibiting smoking and the use of tobacco products on school property or at school-sponsored events (see Board Policy JFCG). Students who violate this policy are subject to disciplinary action and violations will also be referred to law enforcement authorities.

## DRUGS AND ALCOHOL

The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of drugs, alcohol and other prohibited substances (see Policy JFCI). Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities

## WEAPONS, THREATS AND VIOLENCE

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats (including bomb threats), and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline, including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws. Please see Board Policy JFCJ - Dangerous Weapons in Schools.

## HARRASSMENT/SEXUAL HARRASSMENT

Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion. See Board Policy ACAA - Harassment and Sexual Harassment of Students and ACAA-R - Student Discrimination and Harassment Complaint

## BULLYING

The Oyster River School Board has adopted a Pupil Safety and Violence Prevention policy (Policy JBC). ORMS defines bullying as:

### **Bullying**

Anyone who repeatedly uses physical, verbal (including spoken and written language) and/or cyber forces in a negative manner toward or in regard to another person.

### **Physical Bullying**

The repeated use of force toward a person's body or personal belongings.

#### *Examples*

Hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property

### **Verbal Bullying**

Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal intent).

#### *Examples*

Negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake complements, using the R word, sexual orientation attacks

### **Cyber Bullying**

Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person.

#### *Examples:*

Posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards

Any student who believes he/she has been a victim of bullying should report it to the building principal. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

## ORMS DRESS CODE

Student clothing should not distract from the educational process or make others feel uncomfortable. Rude or offensive messages on clothing or other items is unacceptable, this includes but is not limited to references to drugs, alcohol, tobacco, sexual activity, or illegal acts. All undergarments must be covered. Loose or baggy pants and shorts need to be belted so undergarments are not exposed. Shirts which reveal the chest, undergarments, or abdomen are not acceptable. During the winter

months and any other extreme weather conditions, the school reserves the right to require students to wear coats outside for any activity. Sunglasses are not to be worn inside the building unless there is a diagnosed medical reason. The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board's nondiscrimination or harassment policies, or disruptive to the school's learning environment.

### COMPUTER AND INTERNET USE

The Oyster River School Board has adopted a comprehensive policy and rules concerning the use of school computers and the Internet (see Policy IIBH). Students are required to follow the policy and school rules at all times and have no expectation of privacy in their use of school computers. Students who violate the policy and rules are liable to disciplinary action and suspension of computer privileges. The policy and rules are provided to students and discussed in class each year.

### SCHOOL LOCKERS AND STORAGE FACILITIES

Use of lockers, desks and other school storage facilities is a privilege granted to students. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Please see Board policy JFG.

### SCHOOL LUNCH AND BREAKFAST PROGRAMS

#### "The Bobcat Café"

Breakfast and lunch are available to all students. Breakfast begins at 7:25 am. Lunches are scheduled by grade. Students may purchase hot lunches (menus are posted) or purchase items such as sandwiches, fruit, yogurt, juice or cookies from the snack bar. The monthly menu is posted at the website. Applications for free or reduced lunch can be obtained from the office.

All students are assigned PIN numbers for their personal accounts. In the case that students don't have sufficient funds, they will NOT be allowed to receive a hot lunch.

Parents can manage their child's lunch account on-line. Instructions for how to set up and manage an on line lunch account can be found at the school district web site ([www.orcsd.org](http://www.orcsd.org)) under the Food Services link.

Expectations for behavior in the cafeteria are consistent with school-wide expectations under the CARE philosophy. You are responsible for cleaning your personal table space and floor space.

### SNACK POLICY

Each team will establish a time that students are allowed to eat snack in classrooms.

### NURSE'S OFFICE

The school nurse is available to all students who are ill or hurt. Before going to see the nurse, you should have a signed pass from a teacher. The school nurse will call home should a student need to be dismissed due to illness. We ask that students do NOT call/text home prior to visiting the nurse.

### MEDICATION

All medication brought to school must be kept in the nurse's office, labeled with the student's name and accompanied by a signed parental request. This includes over the counter medications such as aspirin, Tylenol, or decongestants. The Board has adopted a comprehensive policy and procedure concerning the administration of medications at school. Parents may request that medications be administered at school in accordance with the established policy and procedure. Students may not carry or self-administer medications except as permitted by Board policy (see Policy JHCD). Questions should be directed to the School Nurse.

### EMERGENCY DRILLS

During the year, there will be scheduled and spontaneous drills. When the alarm sounds, follow your teacher's directions for departure from the room. No talking is allowed during a drill. All students should exit in single file lines. Directions for exits are posted in each classroom.

## **STUDENT TRANSPORTATION**

### **BUS CONDUCT**

The Board has adopted a policy concerning bus conduct (see Policy JFCC). Students who misbehave on the bus are subject to suspension of their bus privileges. Parents and students should be aware that District school buses may be equipped with electronic surveillance devices (see Board Policy EBF).

### **LATE BUS/BUS PERMISSION**

Students need written permission from their parent or guardian to ride a bus to a friend's home. This note must be stamped at the main office before 2:00. Only students involved in a school sponsored after school activity may ride the late bus. The late bus operates Monday - Thursday and leaves school at 4:15pm.

## **PARENT INFORMATION**

### **HOME/SCHOOL COMMUNICATION**

It is our goal as a school to be as paperless as possible. For every school-wide mailing we don't send we save at least 700 sheets of paper and \$400 in postage. For this reason we try to put all relevant information, like this handbook, on our school web site at [www.orcsd.org/orms/](http://www.orcsd.org/orms/). We ask all students and parents to bookmark the school web site and check it regularly. Academic teams will post homework and important announcements on their individual team web sites. The home page of the middle school will provide an accurate calendar of up-coming school-wide events. Each team, with parent/guardian cooperation, will keep an e-mail list that will be used for team business as well as school-wide announcements. At the beginning of the school year when these e-mail lists are being created it is helpful if all families provide accurate e-mail addresses to their son/daughters team of teachers.

### **VISITORS**

For school security reasons all adult visitors must stop at the main office and sign in before proceeding with any business in the school. The main office is located at the front door off of Dennison Rd. Please always enter the building through this entrance.

All visitors are required to wear a white identification sticker to show that they have checked in at the office.

### **MESSAGES**

During any school day, the office staff receives at least 50-100 messages to be delivered to students.

Messages will be delivered to students via the intercom at 2:20 p.m. each day. Messages needing immediate attention should be requested in emergencies only. We ask parents and students to make plans before school begins each day to minimize the need for messages.

### **FIELD TRIPS**

When appropriate, field trips are scheduled during the year to enhance classroom instruction. Parents will receive an information letter explaining the intent and cost of the trip, and requesting permission for students to participate. Parents are often invited to chaperon trips. This help is greatly appreciated. Students may be excluded from trips for discipline reasons. Families will be contacted in a timely fashion in these cases.

### **LOST AND FOUND**

The ORMS "lost and found" is located outside the cafeteria in the hall-way. Due to storage issues lost items will only be stored there temporarily. At various times throughout the year it is announced that the "lost and found" items will be donated to charity

if not claimed. It is the individual student's responsibility to check for personal items. Please label your possessions so they may be returned more effectively.

#### MEDIA INFORMATION

On occasion, the District allows media outlets such as local newspapers, radio stations and television stations to visit the school to report on school programs and activities. The District may also feature students, or their photographs, voices or work for promotional and educational reasons on the District web site, cable TV, publications or school/community events. A Media Permission Form is sent home at the beginning of 5<sup>th</sup> grade or upon enrollment. Please note that releases are not required for public events such as athletic events or graduation. If you need further information, please contact the building principal.

#### EXTRACURRICULAR ACTIVITIES

At ORMS we offer a wide range of extra and co-curricular activities. Participation in all activities is considered a privilege granted to students for being a good citizen of our community. In order for a student to be eligible to participate in these activities they must be in good academic standing (passing all courses at the end of each quarter) and meet ORMS behavior expectations.

For more information on extracurricular activities at ORMS please visit our school website at [www.orcsd.org/orms/](http://www.orcsd.org/orms/).

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## DIRECTORY

### ADMINISTRATION

Todd Allen

#### *PRINCIPAL*

Mark Milliken

#### *DEAN OF FACULTY*

Michael McCann

#### *DEAN OF STUDENTS*

Corey Parker

#### *ATHLETIC DIRECTOR*

Misty Lowe

#### *SPECIAL EDUCATION COORDINATOR*

Deborah Jabre

#### *PRINCIPAL'S SECRETARY*

Lisa Richardson

#### *OFFICE SECRETARY*

Danuta Richards

#### *NURSE*

Jennifer Wainwright

### ART

Tracy Bilynsky

Tim Lawrence

Maria Rosi

### BUSINESS/COMPUTER ED.

Pamela Carr

Heather Healy

### Family Consumer Science

TBD

Laurie Grant

### ENGLISH

Corey Blais

Martin Brewer

Trevor Garman

Shauna Horsley

Shawn Kelly

John Monahan

Kara Sullivan

Marjke Yatsevitch

### COUNSELING DEPARTMENT

Heather Machanoff

#### *COUNSELING DIRECTOR*

Jason Baker

Kim Cassamas

Kim Seaman

#### *SCHOOL COUNSELORS*

Sandra Rogers-Osterloh

#### *COUNSELING SECRETARY*

### INDUSTRIAL TECHNOLOGY

Mike Troy

### LIBRARY/MEDIA SERVICES

Kathleen Pearce (Librarian)

Elliot Moore (Library Assistant)

TBD (Video Production)

### MATH

Katie Chagnon

Andrea Drake

*Lisa Hallbach*

Peter Harwood

Chris Kearney

*Jamie Mulcahy*

*William Reeves*

Brendan Whalen

### MUSIC/FINE ARTS

Dave Ervin

Marc LaForce

Meredith Freeman-Caple

Andrea Von Oeyen

### PHYSICAL EDUCATION/HEALTH

Don Maynard

Amy McPhee

John Morin

Robert Quaglieri

### SPECIAL EDUCATION

Ann Golding

Dagmar Lamberts (Counselor)

Jenn McGuinness

### SPECIAL EDUCATION (cont.)

Estie Ott

Jon Peterson

Nicholas Ricciardi

Brian Ryan

Tim Sinclair

Carolyn Smith

Heather Stanley

Amy Whicher

### SCIENCE

Tracey Benkosky

Celeste Best

Jonathan Bromley

Sara Cathey

Mark Lawrence

Nathan Oxnard

Jim Thibault

### SOCIAL STUDIES

Gabrielle Anderson

*Derek Cangello*

David Hawley

Matthew Pappas

Pamela Raiford

Karen Van Dyke

Brian Zottoli

### STUDENT SERVICES

Joseph Saxe

#### *SCHOOL PSYCHOLOGIST*

Kelsey Hall

#### *SPEECH PATHOLOGIST*

### WORLD LANGUAGE

Mary Beaton

Leslie Gelsomini

Wendy Gibson

Tom Hausmann

Steve Lord

Barbara Milliken

**Oyster River Cooperative School District  
SCHOOL CALENDAR  
2015-2016**

Approved by School Board: November 19, 2014

Deliberative Session: February 3, 2015\*

Voting Day: March 10, 2015

\*Subject to Change

S(20)  
T(22)

AUGUST SEPTEMBER 2015				
M	T	W	Th	F
TW	TW	▲	3	4
X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

S(20)  
T(21)

OCTOBER 2015				
M	T	W	Th	F
				1
5	6	7	8	TW
X	13	14	15	16
19	20	21	22	23
26	27	28	29	30

S(16)  
T(17)

NOVEMBER 2015				
M	T	W	Th	F
2	3	4	5	TW
X	9	10	X	12
16	17	18	19	20
23	24	X	X	X
30				

S(17)  
T(17)

DECEMBER 2015				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	X	X
X	X	X	X	

S(18)  
T(19)

JANUARY 2016				
M	T	W	Th	F
				X
4	5	6	7	8
11	12	13	14	15
X	19	20	21	22
TW	26	27	*28	29

8/31 & 9/1..... Teacher Workshop Days  
 9/2 ..... 1st Day for Students Gr. 1-12  
 9/3 ..... 1st Day for Kindergarten  
 9/7..... Labor Day Observance  
 9/8..... 1st Day Preschool

10/9..... Teacher Workshop  
 10/12..... Columbus Day

11/6..... Teacher Workshop  
 11/11..... Veterans' Day  
 11/25 - 11/27... Thanksgiving Recess

12/24-1/1..... Holiday Recess

1/18..... Martin Luther King Day  
 1/25..... Teacher Workshop

2/22 - 2/26..... Winter Recess

3/18..... Teacher Workshop

4/25 - 4/29... Spring Recess

5/20..... Teacher Workshop  
 5/30..... Memorial Day

TED..... ORHS Graduation  
 6/24..... With 5 Built In - Snow Days

▲ First Day of School for Students  
 ▲ Last Day of School (unless more than 5  
 make-up days are required)

TW Teacher District Workshop Days  
 (no school for students)

X School Closed - Holiday/Vacation

\* End of Quarter

SD Snow Days (5 Built in)

Anticipated last day for students is 6/24. The  
 calendar allows for five school cancellation  
 days. If less or more than five days are needed to  
 cover cancellations, the schedule will be  
 adjusted accordingly.

FEBRUARY 2016

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
X	X	X	X	X
29				

S(16)  
T(16)

MARCH 2016

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	TW
21	22	23	24	25
28	29	30	31	

S(22)  
T(23)

APRIL 2016

M	T	W	Th	F
				1
4	5	6	7	*8
11	12	13	14	15
18	19	20	21	22
X	X	X	X	X

S(16)  
T(16)

MAY 2016

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	TW
23	24	25	26	27
X	31			

S(20)  
T(21)

JUNE 2016

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
SD	SD	SD	SD	SD/▲

S(13)  
T(13)

178 Student Days

185 Teacher Days

**Oyster River High School Bell Schedules**

<b>Mon., Tues., Fri.</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>Period A (7:35 - 8:25)</b>	<b>Period A (7:35 – 9:10)</b>	<b>Period B (7:35 – 9:10)</b>
<b>Period B (8:30- 9:20)</b>	<b>Office Hours (9:15 – 9:45)</b>	<b>Period D (9:20 – 10:55)</b>
<b>Period C (9:25 - 10:20)</b>	<b>Period C (9:50 – 11:25)</b>	<b>Lunch 1/ Period E (11:00-11:30/ 11:35-12:25)</b>
<b>Period D (10:25 - 11:15)</b>		<b>Period E/ Lunch 2 ( 11:00-11:50/ 11:55-12:25)</b>
<b>Period E (11:20-12:40)</b>	<b>Lunch 1/ Period E (11:25-11:55/ 12:00-12:50)</b>	<b>Period G (12:30 – 2:05)</b>
<b>Lunch 1(11:15-11:45)Lunch 2 (12:10-12:40)</b>	<b>Period E/ Lunch 2 (11:30-12:20/ 12:20-12:50)</b>	
<b>Period F (12:45 - 1:35)</b>		
<b>Period G (1:40 - 2:30)</b>	<b>Period F (12:55 - 2:30)</b>	<b>Office Hours (2:10 – 2:30)</b>

**Delayed Opening:** In the event of a weather delay, school will begin at 9:35. Single period classes are approximately 30 minutes in length. Students with late arrival privileges must time their arrival to school accordingly.

<b>Delayed Opening</b>
<b>Period A (9:35 - 10:10)</b>
<b>Period B (10:15- 10:50)</b>
<b>Period C (10:55 - 11:30)</b>
<b>Period D (11:35 - 12:05)</b>
<b>Period E (12:05 - 1:10)</b>
<b>Lunch 1 (12:05-12:35)</b>
<b>Lunch 2 (12:40-1:10)</b>
<b>Period F (1:15 - 1:50)</b>
<b>Period G (1:55 -2:30)</b>

**Assembly/Student Senate Schedule:** From time to time, Student Senate meetings, assemblies and other special events will necessitate a modified schedule. Every effort will be made to give students timely notice of changes. Students and parents are encouraged to check the website for information about upcoming events.

### Contact Information

**Oyster River High School  
55 Coe Drive Durham, NH 03824**

Oyster River High School:	868-2375	ORHS Fax:	868-1355
School Nurse:	868-2375 x6005	ORCSD Transportation:	868-5100 x2601
Athletic Department:	868-2375 x6007	SAU Office:	868-5100

### Emergency School Closing/Delay Information

WMUR Channel 9

WTSN 1270 AM

WOKQ 97.5 FM

**All closing and delays are communicated via the School Messenger email system. Please make sure that correct contact information has been provided to the school. If there are any problems with your receiving information from the school please contact the Counseling Department.**

You may also find information on our website: <http://www.orcsd.org/school/orhs>

## GENERAL INFORMATION

### **NOTE TO STUDENTS AND PARENTS**

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and to the extent permissible by law, the school expressly disclaims any liability that may otherwise be incurred. Parents/guardians and students are encouraged to contact a member of the administration if they have any questions about the contents of the handbook. A copy of the Board's Policy Manual is available in each school office and is also available on the District website at <http://www.orcsd.org/>.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability. (See Board Policy AC). Students and/or parents should address any questions or concerns to the Director of Pupil Services at 36 Coe Dr., Durham NH 03824.

### **OYSTER RIVER PHILOSOPHY**

The philosophy at Oyster River High School is that students will be challenged to meet high expectations within a context of caring. Faculty members make demands of students at the same time that they are supportive and encouraging. The Board policy of individualized instruction is taken very seriously. All students are challenged to meet their potential in heterogeneously grouped classes. The result of this approach to education is that students excel in basic skills while they also develop the life skills of self-discipline and teamwork. ORHS graduates have received a great deal of practice in thinking as well as in reading, writing, speaking, and listening. They leave the school well prepared for further training and for full participation in the world of work.

### **ORHS MISSION STATEMENT**

Oyster River High School promotes a safe and nurturing community where the uniqueness of each member is valued. In this spirit, we are committed to becoming educated, ethical, responsible citizens who strive to contribute positively toward the betterment of ourselves, our school, our society and our world.

## ORHS 21st CENTURY LEARNING EXPECTATIONS

1. Knowledgeable Person
  - a. Possesses content knowledge obtained through a variety of educational experiences.
  - b. Connects and relates content knowledge in new contexts
  - c. Recognizes one's own strengths and weaknesses
  
2. Skilled Information Processor
  - a. Gathers information and evaluates its validity
  - b. Effectively translates issues and situations into manageable tasks that have a clear purpose
  - c. Applies a variety of strategies to organize and interpret information
  
3. Critical and Creative Thinker
  - a. Actively engages in innovative and analytical thinking for a variety of purposes
  - b. Constructively questions assumptions and preconceptions
  - c. Expresses an independent and informed perspective
  
4. Self-Directed Learner
  - a. Comes to school prepared to learn
  - b. Uses knowledge of one's own strengths and weaknesses to set goals and make informed decisions
  - c. Utilizes available resources for academic and non-academic success
  - d. Takes initiative to complete tasks, meet deadlines, and achieve goals
  
5. Responsible Citizen
  - a. Seeks opportunities to participate positively and productively in our local and global communities
  - b. Demonstrates ethical behavior and encourages others to do so as well
  - c. Demonstrates awareness of and values personal and community health and wellness
  - d. Demonstrates ethical and balanced use of technology
  
6. Effective Communicator
  - a. Clearly expresses ideas in a variety of formats, technologies, disciplines, and genres
  - b. Uses evidence logically and ethically to support claims
  - c. Advocates effectively for one's own personal and academic needs
  - d. Communicates with purpose, courtesy and respect

7. Collaborative Worker

- a. Values others' ideas and contributions
- b. Works cooperatively to achieve group goals
- c. Fulfills individual responsibilities for the betterment of the group

**THE SCHOOL DAY**

The school day officially begins at 7:35 and ends at 2:30 and on Monday, Tuesday and Wednesday consists of seven academic periods, including a 30-minute lunch. On alternating Thursdays and Fridays, classes meet for 90 minute blocks on either Thursday or Friday, depending upon individual student schedules.

**ARRIVAL**

Buses begin arriving at 7:00 a.m. and continue until approximately 7:30 a.m.

The cafeteria opens for breakfast and snacks at 7:00 a.m.

The library opens at 7:15 a.m. and closes at 3:30 p.m.

All students and visitors arriving after 7:35 a.m. must use the Main Entrance at the front of the building as all other doors will be locked after that time.

**ATTENDANCE**

State law requires that student attendance be taken and recorded during each school day. "Attendance" means presence in school, class and all other assigned activities. To participate in co-curricular activities, students must be present for the entire school day or on an approved field trip. Exceptions will be made by administration for verified medical appointments, etc.

Consistent class attendance is essential to the integrity of the high school educational experience. Much of what occurs in the classroom cannot be duplicated through make-up work. Absent students miss in-depth explanations, discussions and concepts, and are not participating in the required program. It is important to understand that excessive absences, regardless of whether or not an absence is excused, will almost always lead to a diminished performance by the student. In many cases excessive absences will lead to course failure. Regular attendance to all classes is a requirement of all ORHS students.

**ORHS Absence Procedure**

1. All absences from school require:

- a. A phone call on the day of absence prior to 8:30 a.m.
- b. Followed up by a note from a parent explaining the reason for the absence(s). This documentation should be provided upon a student's return to school (within 3 school days of return to school).

2. Definition of Excused Absence: A person's absence from school is excused when the absence is for one of the following reasons:

- A. Personal illness: Absences beyond 3 consecutive days require a note from a licensed medical professional indicating that the student is cleared to return to school.
- B. Medical/Dental appointments: Documentation from a physician or dentist.
- C. School sponsored activity: Coach/teacher will provide rosters
- D. Religious holidays: Parent note



- E. Bereavement: Parent note
- F. Court appointments: w/Court Documentation
- G. Family emergencies: Parent note
- H. A planned absence for a personal or educational purpose which has been approved: Parent note

3. All absences, unless excused, will automatically be recorded as unexcused at the end of the school day. Power School will generate automated phone calls and emails daily for those students marked as absent. **Students have 3 school days to resolve unexcused absences.**

4. Students exceeding 3 Unexcused Absences (AU) will receive an "E" excessive absence failure to be recorded as a 64% for the marking period.

5. Students may appeal an excessive absence failure to the faculty attendance committee at the end of the grading period.

**Excessive Absences:** If a student exceeds 3 unexcused absences (AU) in one quarter the student will automatically earn a 64% for each class that exceeds 3 absences for the quarter. This will be noted as "E" for Excessive Absence Failure. Special exceptions to this policy will be granted if it is indicated on any formal educational plan (i.e. 504 plans, Individual Education Plan).

Students will be able to appeal Excessive Absence failures at the end of each marking period. An appeal board will meet after grades have closed to hear all appeals. The appeal board will be made up of teachers, guidance and administration. Parents will be alerted to Unexcused Absences by the end of each week via e-mail. Parents and students are reminded that they can monitor their attendance on PowerSchool. Attendance is recorded in real-time on a period by period/daily basis and accessible via your parent and student PowerSchool portal. When students exceed 3 unexcused absences in a quarter, a letter will be sent home notifying parents that the student will receive an "E" (64%) for excessive absence failure. In this letter parents and students will be notified of their right to appeal the "E" and be reminded of the process for doing so.

**Tardiness to class:** Students are expected to be in class when the class bell rings. There are 5 minutes of passing time between all classes so students should have no trouble being on time. Students will receive classroom level consequences when they are tardy. If a student develops a pattern of tardiness the issue will be referred to administration for appropriate disciplinary action. If a student is tardy by more than 10 minutes it is treated as an unexcused absence (T10).

**Cuts/Truancy/Unexcused Absences (AU):** Students who cut a class, or are truant may NOT make up missed work for credit; this includes tests, quizzes or labs. A student who has cut a class for the second time will lose his/her parking permit for the remainder of the semester. Please note, students who cut classes, are excessively tardy or who leave school grounds without authorization will continue to be subject to disciplinary consequences in addition to academic penalties.

**Absences:** Parents are asked to phone the attendance line (868-2375 x 6006) by 8:30 a.m on the day of the absence. When we have not received notification and a child is absent, the office will make every effort to contact parents, but this is not always possible. Please make every effort to proactively contact the attendance line when a student is absent from school for any reason.

All absences that are not accounted for will be marked as AU(Absent Unexcused) at the end of the school day. Students will have 3 days upon their return to school to provide the appropriate documentation for each absence.

**Early Dismissal:** A note must be turned in to the Main Office prior to the dismissal. Students must sign out in the Main Office prior to leaving campus. **Make-up Work:** All make-up work as a result of an absence, including tests, must be completed in a timely fashion as determined by the teacher.

**Planned Extended Absences:** Parents are urged to plan family trips during school vacations so as not to interfere with the education of the student. The school principal must be notified of planned absences at least two weeks before the first day a student is out. Forms are available on our web site and in the Main Office for planned absences. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student and what is most practical depending on the circumstances.

### **AFTER-SCHOOL ACTIVITIES**

The school day officially ends at 2:30. ***Students should not remain at school after this time unless they are participating in a supervised activity such as team practice, meeting with teachers or attending Homework Den, driver's education, theater rehearsal, or detention.*** Each such activity is confined to an appropriate area of school (classrooms for meetings, stage for rehearsal, gym for athletic practice, etc.) It is not safe for students to be in the building without supervision either before or after school. Student taking the late bus are required to have a pass signed by their faculty advisor or a front office staff member in order to use this service.

### **DAILY ANNOUNCEMENTS**

Those people wishing to have announcements read over the intercom are requested to submit them in writing to the Main Office by the end of the day before they are to be read. Student announcements need to be co-signed by a faculty advisor.

### **VISITORS**

Building security is very important to us in the Oyster River District. To maintain a safe and secure learning environment for our students and the following procedures have been implemented for entering and leaving ORHS:

To ensure student safety and building security, all students, staff members and visitors must enter and leave the building through the front entrance and register/sign out with the office. Whenever possible a school employee will escort visitors to destinations in the building. Student visitors are generally not allowed due to issues of space, supervision and liability. Unauthorized student visitors are not allowed in the building, on school grounds, or on school buses, once again for reasons of security and safety. Guidance counselors may arrange for a prospective student to visit the school. All student visitors, including recent graduates, must make an appointment at least 24 hours in advance.

All school doors will be locked starting at 7:35 (student arrival time). Doors will remain locked throughout the day and after school. If you need to gain access to our school during the day, volunteers/ visitors are asked to follow the procedure listed below:

- Ring the buzzer on the far right side door (fourth to the right) of our entry doors.

- Visitors will then be greeted by a staff member over the intercom and asked for specifics related to your visit.
- If you need to drop off a lunch or item for your son or daughter, please call ahead to notify us of your approximate arrival. This will help expedite your entrance to ORHS.
- All classroom visitors, including recent graduates, must make an appointment at least 24 hours in advance.
- All visitors are required to check in at the office, sign in and affix a visitor's badge in a visible location.

One door at the front entrance will be unlocked after 3:00 for after-school activities.

### **LIBRARY/MEDIA SERVICES- BRUCE SMITH LIBRARY**

The mission of the Bruce Smith Library is to encourage students to become independent and capable lifelong learners who seek out, evaluate, use, and create information for a variety of purposes. Through class visits to the library, direct instruction, small group work, and one-on-one assistance from the librarian and library assistant, students have abundant opportunities to meet this goal.

In addition to traditional print materials selected to meet the personal interests and academic needs of our students, the library lends digital equipment, provides access to online databases, and assists students in downloading e-books and audio books from our state library system. For needs that reach beyond our collection, the library participates in the statewide interlibrary loan network, lending and borrowing items from libraries around New Hampshire.

The library is open every school day from 7:15 to 3:30, except for early release days when it closes at 12:15. Over 200 students use the library on an average day, so we ask for students' cooperation in keeping the library a productive and neat work environment for all. Food and drinks (other than plain water) are not allowed, and computers and other equipment should be used for school-related activities only.

### **LOCKERS/LOCKS**

Lockers and locks are the property of the Oyster River School District and students should have no expectation of privacy as a result. Their use is for the security of student property only. Use of lockers, desks and other school storage facilities including school parking lots are privileges granted to students by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Please see Board policy J1H.

Students should not keep items of value in their lockers. Students are encouraged to keep their assigned lockers closed and locked. Students should not share lockers as a shared locker implies shared responsibility for a locker and its contents. The school is not responsible for lost or stolen

items. Using masking or cellophane tape only, students may post items on the inside of their locker, only. Posted items should be in good taste and appropriate for school use.

### **TEXTBOOKS AND OTHER SCHOOL PROPERTY**

Students are responsible for proper care and return of textbooks, locks and other school property issued to them for their use, and are liable for the repair or replacement cost of items issued to them that are damaged or lost (see Board Policy JFCB). Students should place their names on the inside cover of all books when they are issued in an effort to better insure identification if they are misplaced. Failure to reimburse the school for the cost of loss or damage to issued texts or other school property may result in the loss of borrowing privileges, computer privileges and/or subsequent issuance of other texts.

### **NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

- 1) The right to inspect and review the student's education record within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Oyster River Cooperative School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provide to the parents or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington DC 20202-4605

#### **NOTIFICATION OF STUDENT DIRECTORY AND MEDIA INFORMATION**

Oyster River School District directory information includes the following:

- Name
- Field of study
- Most recent previous school attended
- Dates of attendance, degrees, and awards
- Participation in officially recognized activities and sports
- Weight and height of athletes

Parents or eligible students may refuse to let the school designate any or all of the directory information about the student as directory information by writing a letter to the principal within the first ten (10) school days of the school year and describing any or all of the information not to be released. A parent or eligible student may invoke their right to restrict the release of directory information at any time during the school year by providing written notice to the principal. If no such notification is received, directory information may be released to news outlets, colleges, etc. when requested.

As part of its curriculum, the Oyster River Cooperative School District conducts activities every year which attract the attention of local print and broadcast media. Oyster River Schools may also wish to use your child's photograph, voice or student work in publications, posters, brochures and newsletters; on the district web site, radio station or Cable TV channel; or at community fairs or other special district events. As with respect to directory information, a parent or eligible student may invoke their right to restrict the release of these images by providing written notice to the principal.

#### **ACADEMIC/COUNSELING INFORMATION**

**Students and parent/guardians are encouraged to refer to the ORHS Program of Studies, available on the Counseling Department website, for more detailed information on courses and academic issues.**

**Course Load/Class Changes- All students are required to take a minimum of 6 courses. Students may add courses to their schedules, providing space is available, for a period of up to four (4) school days following the start of the course.**

Students who withdraw from a course within five weeks of its start will receive no grade and the course will not become part of the student's permanent record. Students who withdraw from a full-year course after five weeks of attending the course will receive the grade earned to date for the quarter during which the withdrawal occurred. A grade of "W" will be assigned for the remaining quarters, and a final grade of "W" will be recorded on the transcript; a "W" is not factored into the calculation of the student's cumulative GPA, although any "W" will remain part of the student's permanent transcript, as a matter of record. Students who withdraw from a semester-long course prior to the posting of Q1 or Q3 progress report grades will also have a "W" included on the permanent transcript for the course being dropped, adhering to the same guidelines as outlined for a year-long course

Courses that are more than one-half completed may not be dropped. Therefore, should a student discontinue a full-year course any time after the conclusion of Quarter 2 or a semester course any time after the conclusion of Quarter 1 or 3, a grade of "F" will be assigned for all remaining quarters and final average as well. A final grade of "F" does factor into GPA.

Courses taken for a letter grade, Pass/Fail, and audit are all subject to the guidelines listed above. A student transcript typically reflects all academic endeavors, attempted and/or completed, throughout the high school career.

**Grade Reporting-** PowerSchool provides up-to-date grade information for students and parents. While grades are available throughout the school year, Quarterly progress reports and Quarterly grades are posted and added to the permanent record (transcript). Parents who wish to have grades mailed home should make that request to the Main Office, in writing. Parents are encouraged to request additional information about student progress and performance from the Counseling Department and/or teachers at any time.

Occasionally a student is assigned a grade of Incomplete. Students are expected to complete requirements for the course in such a situation within two weeks of the close of the quarter or a grade of "F" will be assigned. Students with extenuating circumstances must receive permission for extensions from the principal.

GRADE	GRADE POINT	PERCENTAGE RANGE
A+	4.33	98-100
A	4.0	93-97
A-	3.67	90-92
B+	3.33	87-89
B	3.0	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.0	73-76
C-	1.67	70-72
D+	1.33	69
D	1.0	66-68



D-	0.67	65
F	0.0	64 AND UNDER

### **Grades for Honor Roll Recognition**

Highest Honors:	3.83 average with no D's, F's or Incompletes
High Honors:	3.33 average with no D's, F's or Incompletes
Honors:	3.00 average with no D's, F's or Incompletes

In order to qualify for Honor Roll one must be enrolled in a minimum of five graded courses.

### **Additional Learning Opportunities for Students**

ORHS offers a variety of opportunities for students to enhance their academic experience. Students may take courses through the Virtual Learning Academy (VLACS), a public online high school. ORHS offers courses through the Running Start program which affords students with dual credit earning both high school and college credit via the NH Community College system. Students may apply to the CATS Program (Challenging Academically Talented Students) at UNH and when accepted, may enroll in any available 400 or 500 level course. ORHS currently offers a dual credit course in conjunction with Southern New Hampshire University for students enrolling in Anatomy & Physiology. For a complete listing of courses, opportunities and procedures, please visit the Counseling Office website to review the Program of Studies. Please contact the Counseling Department with any questions.

**Awards Assembly-** Students who have contributed to the school are recognized throughout the school year, but most noticeably during the Awards Assembly each June, which parents are welcome to attend. Certificates, pins and letters are given to participants in co-curricular, extracurricular and academic activities. In addition, juniors and seniors are recognized through the awarding of honorary books from colleges and universities. Students who would like information on these awards and honors should speak with their school counselor.

**Graduation Ceremony-** School Board policy states that only those who have successfully completed the requirements for graduation are eligible to participate in the ceremony.

**Counseling Services-** The Counseling Department at Oyster River seeks to provide support for students in the areas of academic, career, personal, and social development and achievement. A comprehensive counseling program is employed. Students are exposed to career planning, college selection and beyond through the use of planning resources available in the Counseling office, as well as classroom Counseling presentations. Four counselors are available to support students, parents, and faculty in working towards the common goal of student success. The Counseling Office hopes to assist students with both personal and social development, and foster a positive school climate. Through consultations with teachers, parents and students, counselors are able to respond to the individual needs of each student, as well as the changing needs of the student body. In continuing the ongoing evaluation of the comprehensive program, counselors began utilizing a goal-oriented approach with freshman students during the 2012-2013 school year. Each student discussed a tentative four-year plan to individualize their learning experience and the plan will be reviewed each year. Components include course selection, extracurricular interests, and potential



career goals and post-secondary plans. The Counselor Assignments for the 2014-2015 school year are as follows:

Kim Cassamas	A-Go
Jason Baker	Gr-N
Kim Sekera	O-Z
Heather Machanoff	Counseling Director/College Placement Facilitator

Student caseloads are distributed based on the alphabetical assignment. The case management of 504 plans is handled by the corresponding counselor based on alphabet division. In addition, all freshmen and their parents will have the opportunity to meet with their school counselor prior to the start of the academic year to discuss goals, priorities and to address specific concerns and/or questions. The College Placement Facilitator will work to increase Extended Learning Opportunities for ORHS students including Virtual Learning Academy, University of New Hampshire, and Great Bay Community College. The Counseling Department will also work to develop and clarify specific pathways for career fields and corresponding coursework within each pathway. The Counseling Department develops programming to ensure each student is provided with a high quality of service and that the needs of all students are met.

Students and parents are encouraged to make appointments with counselors whenever questions arise by calling the Counseling Department main line at 868-2375 x6032.

The Counseling Department maintains information about colleges, college fairs, financial aid and careers. Representatives from many colleges and universities nationwide visit Oyster River High School, with the greatest concentration of visits during the fall semester. College-bound students are urged to check in with the Counseling Office regularly for dates and times of visits, as well as utilize the college and career search program, Naviance.

Permanent records for students at Oyster River High School are also maintained in the Counseling Office. These records are sent to schools and colleges where a student applies. Employers, bankers and business organizations also request transcripts and personal recommendations. Students may see their files by appointment with their school counselor.

**Special Education Services-** Federal law guarantees all students the right to a free and appropriate public education. The legislation states that every intellectually, physical, or emotionally handicapped child is entitled to an education. It further stipulates that handicapped students are to be educated with non-handicapped students whenever possible in the least restrictive environment.

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Special Education Coordinator.

**Student Assistance Program-** The Oyster River Cooperative School District recognizes the need for education and assistance for students whose lives may be impacted by chemical dependency. Chemical dependency is a serious illness, but it can be successfully treated with early identification and support from community resources and support in the educational environment.

The Student Assistance Program of the district provides preventative measures to support students in the decision not to use or abuse alcohol and other drugs, and provides education, evaluation, intervention and assistance to students whose lives are affected by chemical dependency or other alcohol and drug related problems. Please contact a guidance counselor or school administrator for more information.

**Student Records-** The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO). A notice is sent home with students at the beginning of the year about parent and student rights concerning student records including dissemination of student information to military recruiters (as required by law) and post-secondary institutions. If you need more information, please contact the Principal or your child's Guidance Counselor.

**Working Papers-** Working papers, required until age 16, may be obtained in the Guidance Office. In accordance with New Hampshire State Law, the same academic criterion is applied to issuance of working papers as to Athletic Eligibility. If the minimum is not maintained, working papers can be revoked.

**Unscheduled Time-** Not all of a student's school day is scheduled. Unscheduled time is also part of the school program. Unscheduled time permits choice in a school community with many options. Appropriate uses of unscheduled time include studying, eating (in the cafeteria only), quiet socializing in designated areas, and working in open labs, resource centers or studios.

The school provides additional structure for students who do not use their unscheduled time effectively. For example, juniors and seniors may be assigned to a study hall if they violate the Code of Conduct, leave school grounds without permission or are failing a course.

While ninth and tenth graders are actually assigned to a specified place each period of the day, teachers may issue passes for students to utilize resource areas during study hall. Sophomores who have achieved Highest Honors may qualify for unassigned time privileges. However, these **students must report to study hall for attendance** and then can make use of common and/or resource areas (library, cafeteria, or courtyard). This privilege will be revoked in case of a drop in grade point average, disciplinary problems, or the recommendation of a teacher.

***Students are NOT permitted in the following areas during unscheduled time or lunches:***

- wooded areas surrounding the school, including the outdoor classroom
- locker areas or hallways (with the exception of seniors in the senior core)
- parking lots or other areas that are not supervised unless on their way to or from a vehicle

Students are expected to keep noise levels down and preserve a relaxed atmosphere that does not violate the rights of others to carry on their interests. Students are also expected to keep social gathering areas clean and free of litter and other debris. If these expectations are not adhered to then privileges may be revoked at the discretion of the administrative team. **Students who are found in unauthorized areas or who have left school grounds without permission will be subject to search at the discretion of the ORHS administration.**

## Open Campus Information and Guidelines-

In order to provide Junior and Senior students with the experience of monitored freedom, teach valuable skills such as time management and personal responsibility, as well as recognize and reward students for high performance in academics, Oyster River High School offers **Open Campus (name change)** privileges to Senior and Junior students.

Open Campus is a privilege granted by parents/guardians and Oyster River High School Administration to eligible Senior and Junior students. Students with Open Campus privileges are allowed off campus during unassigned time and lunch **only**. Students leaving school for scheduled appointments (i.e. doctor's and/or dentist appointments) are still required to bring in a signed note from a parent/guardian to the front office, even if the appointment is during their unassigned period (this acts as a safeguard in the event of tardiness in returning to school). **For safety reasons (in the event of a drill or actual emergency) all students must sign out when leaving the building and sign back in upon return. All students making use of open campus privileges should be leaving and entering through the main entrance at the front of the building ONLY. Failure to follow this procedure will result in revocation of Open Campus privileges.**

The opportunity to leave campus during unscheduled time allows students the chance to refresh and refocus for the remainder of the school day. Greater freedom and flexibility during unscheduled time encourages students to develop valuable skills in time management and personal responsibility that will be important after high school.

### **Eligibility Requirements:**

1. Academic Eligibility: GPA of 3.0 or better or C or better in all classes, no F's.
2. Discipline record: no suspensions or detentions in previous quarter.
3. Three Character references from an Oyster River High School staff member based on the 21<sup>st</sup> Century Learning Expectations / Responsible Citizen.
  - Seeks opportunities to participate positively and productively in our local and global communities
  - Demonstrates ethical behavior and encourages others to do so as well
  - Demonstrates awareness of and values personal and community health and wellness
  - Demonstrates ethical and balanced use of technology

(Reference forms are available in the main office)

Seniors: All seniors are eligible to request **OC/PD** after the first week of school.

Juniors: Eligible to request Open Campus Privilege at the beginning of Quarter 3.

**OC/PD** privileges will be revoked under the following circumstances:

1. End of quarter grades do not meet the academic eligibility. (Students may request reinstatement of privileges at the midpoint of the following quarter)
2. Any disciplinary action: length of revocation will vary based on offense.
3. Parents request: any time.

Open Campus privileges are applicable only during unassigned periods and lunch. The only way you can get permission is by having **one** of these forms on file; **phone calls will not be accepted.**

## CONDUCT

### STATEMENT OF PHILOSOPHY

The faculty and administration of Oyster River High School assume that consideration of others will guide personal conduct. The rights, privileges, dignity, and safety of other people serve as criteria by which the appropriateness of personal conduct is evaluated. So, too, are acts that place an individual in danger. Our discipline code at Oyster River was created so that all students can share a rewarding and enjoyable high school experience. We hope that this code helps foster an open atmosphere of mutual trust, respect, and acceptance among members our school community. A safe and orderly school environment, where all students reach their greatest academic potential, is the primary goal of the code of conduct.

### CONSEQUENCE CONTINUUM

**Teacher Detention-** may be assigned by the classroom teacher to students who detract from the classroom learning environment. The duration of teacher initiated after school detentions are at the discretion of the classroom teacher, generally not to exceed an hour.

**Administrative Lunch or After-School Detention-** may be assigned to students for non-classroom incidents or because of ongoing classroom behavior issues. The duration of the administrative after-school detention will generally not exceed one hour.

**In-School Suspension-** the removal of a student from regular classes by an administrator for misconduct an initial incident of misconduct including cutting class, exceedingly disruptive behavior, etc.

**Short-Term, Out of School Suspension-** the removal of a student by a representative designated in writing by the Superintendent, for a period of time not to exceed 10 school days for serious or ongoing misconduct. Suspended students are not allowed to use school transportation or to be on school property during the suspension, nor are they permitted to attend school functions or participate in practices, rehearsals, games or performances. **External suspension counts toward the number of days missed with respect to attendance and could result in a loss of credit.**

**Long-Term Suspension-** the removal of a student from school for a period in excess of 10 school days. Only the School Board or representative designated in writing by the school board is authorized, following a hearing, to continue the suspension of a pupil in excess of 10 days. The School Board's designee may be the Superintendent or other designated individual, but may not be the individual who suspended the pupil for the first 10 days.

**Expulsion-** Any pupil may be expelled from school by the School Board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school or for an act of theft, destruction, or violence (as defined in RSA 193:13 DOE) or for possession of a pellet gun or BB gun or rifle. The pupil shall not attend school until restored by the School Board. Any expulsions shall be subject to

review if requested prior to the start of each school year. Further, any parent or guardian has the right to appeal any expulsion by the School Board to the State Board of Education.

The intervention and disciplinary procedures in this handbook are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record. (See also Board Policies JICD– Discipline; JICDR – Detention; JICDR – Suspension and Dismissal).

Students and parents should be aware that school infractions which are also crimes will be reported to the Durham Police Department. For example, according to state law (RSA 78:12-C) "No person under 18 years of age shall purchase, use, or possess tobacco products." Similarly, since ORHS is a designated Drug-Free Zone, any person who violates the law with respect to possession of alcohol or controlled substances is subject to state and local police sanctions as well as school disciplinary measures.

## **EXPECTATIONS FOR BEHAVIOR AND PROHIBITED FORMS OF CONDUCT**

**Bullying-** The Board has adopted a Pupil Safety and Violence Prevention policy (Policy JBC) which prohibits bullying (defined as insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate a violent or disorderly response from the student being treated in this manner. Any student who believes he/she has been a victim of bullying should report it to the building principal. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

**Dress Code-** Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. School administrators have the authority to impose restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

Overtly sexual clothing (which includes clothing which, by its brevity, shortness, looseness or tightness, is sexually explicit), clothing that is so distracting to students and teachers that they cannot learn or teach, or any apparel which by being worn at certain times or places or which through word or design is demeaning or discourteous shall not be allowed. Specific guidelines to keep in mind are "all of your outerwear must cover your underwear" and **tops and dresses must have straps and cover the midriff area.**

No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board's nondiscrimination or harassment policies, or disruptive to the school's learning environment.

Questionable articles of clothing will fall subject to this policy at the discretion of the administration. Students who violate the school dress code will be held in the main office until more suitable clothing is found and will be expected to make up missed class time in detention.

**Drugs and Alcohol-** The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of drugs, alcohol and other prohibited substances (see Policy JICH). Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities. Students who participate in extra-curricular activities are subject to additional rules and sanctions.

When a student is suspected of using an illegal substance he/she will be brought to the nurse's office for an assessment. This assessment may include the taking of vital signs and either part or all of the DWI Detection and Standardized Field Sobriety Test. A student who fails to comply with the assessment requirement will be suspended from school.

**Electronic Devices/Stereos-** Electronic devices such as cell phones are not allowed to be used during class time or in the library and should be turned off in these areas unless allowed by the teacher. The use of personal listening devices such as I-Pods should not interfere with the day-to-day operations of the school. Students who use them in such a manner that it interferes with others will be expected to turn them in to a teacher or administrator upon request. Laser pens are not allowed on school grounds at any time. **Violation of this rule will result in confiscation of the device.**

**Harassment/Sexual Harassment-** Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion. See Board Policy AC.

**Inappropriate Language-** The decision as to what constitutes abusive or foul language is at the discretion of the faculty and administration. The consequences for the use of inappropriate language are as follows:

**Warning if:** first offense, spoken in relative quiet, used within a personal conversation

**Detention if:** repeated offense, loud (others can hear the remarks), a more serious level of vulgarity

**Suspension if:** causes school disruption, malicious in intent, or directed toward a fellow student, a staff member or administrator



**Plagiarism/Cheating-** A student commits plagiarism if he/she uses ideas from another person and does not properly cite the source. A paper containing improperly borrowed ideas which are presented as original thinking is dishonest. Whether the unnoticed borrowing is intentional or due to sloppy workmanship, it is considered plagiarism. Plagiarism includes:

1. word for word lifting of information from a source
2. paraphrasing information which is not common knowledge
3. using another person's original idea but developing it with details, examples and facts
4. borrowing from another student or teacher with whom the assignment was discussed

Plagiarism results in a zero for the assignment and, depending upon the circumstances, may cause a student to fail either the quarter or the course, even for a first offense. In addition, any subsequent offenses may result in disciplinary action up to and including, suspension.

**Smoking-** Smoking, including the use of tobacco products, e-cigarettes or vapor pens, is prohibited on school property or at school-sponsored events. Students who violate this policy are subject to disciplinary action up to and including suspension and violations may also be referred to law enforcement authorities.

**Weapons in the School-** The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats (including bomb threats), and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline up to including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws. Please see Board Policy JICI - Dangerous Weapons in Schools.

Consistent with the Gun-Free Schools Act of 1994, "any student who is determined to have brought a weapon to school: is subject to said policy "requiring the expulsion from school for a period of not less than one year (365 days)." In accordance with the intent of the act, the superintendent may "modify the expulsion requirement on a case by case basis."

Articles defined by law as dangerous weapons include, but are not limited to knives, guns, firecrackers, potentially explosive chemicals, brass knuckles, etc.. Also prohibited on school property are toy and antique weapons which could cause fear or disruption to the school environment.



## LEVEL I

Level I Offenses usually involve minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Classroom disturbance	There is immediate intervention by the staff member who is supervising the student or who observed the misbehavior	Verbal reprimand
Classroom tardiness		Special assignment
Cheating and lying		Behavior contract
Abusive language	Repeated misbehavior requires that contact be established with the parent(s). A conference with the parent may be arranged. Involvement of the counselor and/or administrator is appropriate.	Withdrawal of privileges
Improper behavior in hallways		Teacher detention
Non-defiant failure to comprehend assignments or carry-out directions.		Parental contact
Harassment/Sexual Harassment	A proper and accurate record of the offense and disciplinary action is maintained by the staff member. School administration should be notified of Sexual Harassment issues at all levels of the Disciplinary Standards.	
Failure to follow the reasonable rules of the school		

## LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Continuation of unmodified Level I misbehavior	The student is referred to the administrator for appropriate disciplinary action.	Behavior modification Administrative detention Saturday detention In-school suspension Includes all of the preceding disciplinary options.
Disruptive classroom behavior		
Repeated unexcused truancy, school tardiness, unauthorized presence in a restricted area, or absence from one's assigned area	The administrator meets with the student and/or teacher and effects the most appropriate responses.	
Failure to sign in/out of one's assigned area	The teacher is informed of the administrator's action.	
Misuse of a pass	A proper and accurate record of the offenses and the disciplinary action is maintained by the administrator.	
Use of electronics in an unauthorized area	A parental contact must be made.	
Defiant failure to carry out a staff member's instruction		
Violating Dress Code Policy		
Gambling		
Smoking		
Using forged notes or excuses		
Improper/unauthorized use of a motor vehicle		
Refusal to identify oneself to a staff person		
Disrespectful behavior toward others		
Harassment/Sexual Harassment		
Possession of tobacco		
Intentional pushing/shoving of others		
Failure to follow the reasonable rules of the school		

## LEVEL III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school (or at any school approved activity). These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

### STUDENT OFFENSE

Possession of stolen property  
 Possession/use of prohibited substances including alcohol and drugs  
 Possession/use of fireworks  
 Stealing  
 Fighting (simple)  
 Vandalism (minor)  
 Threats to others  
 Use of obscene or threatening language towards others  
 Failure to follow an administrator's Instruction  
 Unmodified Level II misconducts  
 Gross misconduct  
 Harassment/Sexual Harassment  
 Failure to follow the reasonable rules of the school

### PROCEDURAL RESPONSES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.  
 The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.  
 A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.  
 There is restitution of property and damages.

### DISCIPLINARY OPTIONS

In-school suspension  
 Short-term (1-10 days) out-of-school suspension or  
 Long-term (greater than 10 days at the discretion of the School Board or designee) out-of-school suspension

Includes all of the preceding disciplinary options

## LEVEL IV

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school (or at any school approved activity). These acts are usually criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the board of school directors. New Hampshire school authorities are obligated to report clearly establish criminal offenses to law enforcement authorities.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Unmodified Level III misconduct	The administrator verifies the offense, confers with the staff involved, and meets with the student.	Short-term (1 - 10 days) out-of-school suspension
Extortion		
Bomb threat		
Possession/use/transfer of dangerous weapons	The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted.	Long-term (greater than 10 days at the discretion of the School board or designee) out-of-school suspension
Assault/battery		
Vandalism (major)		
Sale of stolen property	A complete and accurate report is submitted to the Superintendent for Board action.	Expulsion
Arson		
Transfer or sale of prohibited substances including alcohol and/or drugs	The student is given a full due process hearing before the Board.	Other board action which results in appropriate placement Includes all of the preceding disciplinary options
Driving to endanger		
Gross misconduct		
Harassment/Sexual Harassment		
Any unlawful act or criminal offense not previously stated.		
Failure to follow the reasonable rules of the school		

**NOTE:**

One incident may encompass more than one offense. Example: A Student leaves the building without permission, is found by a staff member and refuses to identify himself. This student may be liable for disciplinary action for both offenses.

Students assigned to In-School Suspension lose all late arrival or early dismissal privileges through the period of suspension.

Penalties for offenses are subject to revision by the school administration as need dictates.

## STUDENT ACTIVITIES

### Current Student Activities and Clubs:

- |  |  |
|--|--|
| <input type="checkbox"/> Art Club                | <input type="checkbox"/> Mouth of the River        |
| <input type="checkbox"/> Athletic Council        | <input type="checkbox"/> National Honor Society    |
| <input type="checkbox"/> Community Service       | <input type="checkbox"/> Pit                       |
| <input type="checkbox"/> Drama Club              | <input type="checkbox"/> Quiz Bowl League          |
| <input type="checkbox"/> Equestrian Club         | <input type="checkbox"/> Race Unity Diversity Club |
| <input type="checkbox"/> French Club             | <input type="checkbox"/> Robotics Team             |
| <input type="checkbox"/> Gay/Straight Alliance   | <input type="checkbox"/> Russian Exchange Program  |
| <input type="checkbox"/> Granite State Challenge | <input type="checkbox"/> School Senate             |
| <input type="checkbox"/> Interact                | <input type="checkbox"/> Ski Club                  |
| <input type="checkbox"/> Literary Arts Magazine  | <input type="checkbox"/> Spanish Club              |
| <input type="checkbox"/> Martial Arts Club       | <input type="checkbox"/> Yearbook                  |
| <input type="checkbox"/> Math Team               |  |

### Establishing a New Group

In keeping with the district's policy of individualization according to student needs and abilities, the activity program at ORHS seeks to accommodate the interests and talents of a large variety of students. New activities are introduced when student interest warrants or when faculty members recommend changes. Students who wish to form an organization may request permission to do so, following the procedures described below:

1. A faculty member must be willing to serve as advisor and accept responsibility for the club.
2. Public announcements must be made informing students of the organization and its formation.
3. No student interested in joining may be denied this right.
4. Students wishing to establish a new group must draw up a proposal indicating the purpose, aims, objectives, organization and functions of the proposed group. The Senate must approve this proposal as must the administration.
5. Periodic meetings are to be held with the advisor in attendance and announced at least two days in advance to the student body.

### Dances

- All school rules (including the Dress Code) apply to all school sponsored events, on or off campus.
- All forms of dance should be appropriate and respectful.
- Students who wish to bring a guest who does not attend ORHS must turn in a **guest registration form** to the main office.
- No outside beverage container of any kind is permitted at dances.
- Student must arrive at a dance no later than 8:30pm. Late arrivals will not be admitted.
- Once students leave a dance they will not be admitted back in.
- Purses, bags, backpacks and jackets may be searched at the door at the discretion of the administration.

### Eligibility Requirements and the Rules Governing Participation in Interscholastic Athletics and Extra Curricular Activities

The rules governing the participation in interscholastic athletics are outlined in the *ORHS Athletic Handbook*. Copies of the handbook are available in the Main Office, Athletic Director's office and on-line. **Parents should note that, according to NHIAA rules which the school cannot supersede, summer school does not count toward improving a student's record with respect to establishing eligibility.** Participation in extracurricular activities of any nature at ORHS requires a student to be in good academic and civic standing.

### Fundraising

Oyster River School Board policy strictly limits fundraising activities. The principal must approve all fundraising requests before any fundraising plans are made.

## STUDENT HEALTH AND NUTRITION SERVICES

### **School Health Services**

School Health Services are provided by a full-time registered nurse licensed in the State of NH and practices under the standards of care set up by the State of NH, Board of Nursing. The school nurse is available for medical emergencies, health consultations, and other health-related services. A school pediatrician is available for additional medical consultation for student health problems. Referral to community health services and dental care providers as well as information on the free and reduced lunch program is available from the school nurse.

Except for emergencies, students should visit the nurse's office before school, between classes, lunch, and study hall. If it is necessary to visit the nurse's office during class periods, students are to report to their teacher for a pass to the nurse's office. Students will return to class with a pass signed by the nurse indicating time.

All injuries occurring on school grounds must be reported to a classroom teacher in charge or the nurse. An accident report needs to be completed by the nurse in collaboration with the teacher and student. Students that are ill or injured are to be dismissed by the school nurse after receiving authorization from the parent/guardian. Transportation is arranged by the parent/guardian. Emergency services will be used as needed.

A Student Emergency Authorization Form for each student must be completed by a parent/guardian the first week of school and kept on file in the nurse's office. This form authorizes medical care in the event of an emergency, provides parent contact information, permission to administer OTC medications listed, and updates medical problems as well as allergies and recent immunizations. State law requires that all students be properly immunized and provide an immunization record to be kept on file in the nurse's office. Annual immunization updates are provided by the parent/guardian on the Student Authorization Form or a physician's record. If a student's immunization record is found to be non-compliant then the school nurse will inform the student's parent/guardian which immunization is missing and conditionally enroll the student until the immunization is administered by his or her physician.

Students are not allowed to possess medications of any kind at school and are prohibited from sharing medications. All medications are to be kept in the nurse's office. With written permission, the school nurse is able to dispense non-prescription or OTC (over the counter) medications. The OTC medication must be in its original container, labeled with the student's name and written parent permission including the reason for the medication. Prescription medication must be in its original pharmacy container and must identify the student, medication, dosage, and time of administration, duration date, and physician's name. Asthma inhalers, insulin for insulin pumps, single dose emergency medications such as epinephrine auto-injectors may be carried by a student if the student's physician provides a written order stating a medication may be kept with the student in the event of a medical emergency. This is accordance with RSA Title XV Education Chapter 200 Health and Sanitation, section 200; 42 and 46.

(Revised; 6/14/05 D. Richards, RN, MSN)

### **School Nutrition Information**

The district participates in the National School Lunch Program. Breakfast and lunch are available to eligible students at free or reduced rates. Other students and adults are able to purchase meals and snacks. The school food service program is self-supporting, meaning that funds collected cover all costs. Neither the district nor the taxpayers support the program; the customers do. Therefore, we serve nutritious meals at low cost, and sell other items a la carte. Regardless of federal budget cuts, we wish to continue to serve the school population. Applications for free and reduced meals may be completed any time during the school year.

## STUDENT TRANSPORTATION

### **Student Automobile Use and Parking**

Driving and parking at school is a privilege granted to students which may be revoked if a student violates traffic laws or school rules (see Board Policy JLIE). Parking is a serious problem at Oyster River High School. We do not have enough parking spaces to meet the demands of our student body. We urge all students to use the buses provided by the district, walk to school, or carpool with family and friends.

1. Parking is available to all seniors. Any open spaces after all interested seniors have a parking space will go into a lottery for juniors. Sophomore students are not allowed to park at school.
2. Parking permits may be obtained for **\$50.00** after completion of an application form available in the main office. Persons who falsify information to obtain a permit or display an altered, unauthorized, or counterfeit parking permit will be subject to towing at owner's expense and revocation of their campus parking privileges. (See District Policy)
3. Each applicant for a parking sticker must have in their possession:
  - An application form with student and parent/guardian signature.
  - A Valid Driver's license
  - A Valid Motor Vehicle Registration for the car in which they are registering.*(Note: Student's who will be driving more than one vehicle must register each one.)*
4. **All vehicles must display a valid parking permit on the lower driver's side corner of the front windshield. Stickers must be adhered to windshield.**
5. O.R.H.S. will not be held liable for any theft of property, vandalism, or damage incurred to any vehicle or its contents while parked on or being removed from school property.
6. Students must park in designated student parking areas only. Any student vehicle found parked in a staff parking space will be towed.
7. After a student has arrived at school he/she may not return to their vehicle without permission from an administrator.
8. Oyster River High School parking privileges and/or permits may be revoked or suspended by the administration. Reasons for suspension may include but are not limited to:
  - a. Chronic or habitual violations of parking regulations.
  - b. Possession or use of a stolen or lost permit, or altering of a parking permit.
  - c. Chronic or habitual tardiness to school.
  - d. Reckless driving.
  - e. Vandalizing other vehicles in lots.
  - f. Loss of Academic Eligibility.
9. First offense will result in a warning. Second offense will result in loss of parking and/or Open Campus privileges. Third offense will result in extended loss of parking and/or Open Campus privileges, as well as the potential of the vehicle being towed.
9. Report any lost or stolen parking permits to the administration. A replacement for a lost permit will be issued at a cost of \$25.00.
10. Temporary parking permits may be obtained from administration for extenuating circumstances.
11. A Winter Parking Ban is in place from November 1<sup>st</sup> through March 31<sup>st</sup> during the hours of 12 midnight to 6 A.M. Parking for all motor vehicles unless otherwise specified is prohibited in all parking lots and on Coe Drive. Vehicles parked in prohibited areas during snow removal may be towed at the owner's expense.

**Vehicles found in violation of the provisions of these regulations may be towed from the campus at the "registered owner's" risk and expense. The "registered owner" of the vehicle will be liable for the cost of such removal and storage. Damage to towed vehicles will be the responsibility of the vehicle owner.**



## BUS RIDER REGULATIONS

The right to ride a school bus is directly related to a pupil's behavior, attitude and practice of transportation rules and regulations. The driver is in complete charge and must be obeyed.

### **BUS STOPS**

1. All students are expected to be at their assigned stop five (5) minutes before the bus is due. The bus CANNOT wait.
2. Students should stand back from the road in an orderly line until the vehicle comes to a complete stop.
3. Students should enter and exit buses in an orderly manner, realizing that seating arrangements and procedures for movement are regulated by the driver.
4. All students who need to cross the road do so in front of the bus, after it has stopped and the driver has motioned them to cross.

### **ON THE BUS**

1. All passengers must be seated while the bus is in motion.
2. The driver may assign seats if it is deemed advisable.
3. Permission must be given by the driver before opening a window. Passengers will not extend arms, legs or heads out of windows or shout at pedestrians.
4. Nothing shall be thrown IN the bus, OUT OF the bus or AT the bus.
5. Pupils shall keep the bus clean and sanitary.
6. Students shall not mar or deface the bus. Damage done must be paid for by the offender or his/her parents.
7. Students should not talk to the driver except in an emergency.
8. No lunch boxes, books or other objects should be placed in the aisle.
9. There will be NO smoking, eating or drinking on the bus.
10. Normal conversation is allowed; however, loud talking, shouting, and unnecessary confusion may divert the attention of the driver and could result in a serious accident.
11. No live animals or bulky objects will be allowed without previous permission by the driver. (No umbrellas or other sharp objects.)
12. Students are expected to ride their regularly scheduled route. Any deviation (provided there is space available) must be accompanied by a parental note, OK'd by the school.
13. No one, kindergarten through 8th grade, may leave the bus any place other than his/her scheduled stop without a written note from a parent.
14. If the driver is unsuccessful in obtaining proper behavior on the part of a student, a referral may be made to the administration and students may be suspended from the bus.
15. All district buses may be equipped for the use of electronic surveillance devices (see Policy EBF).

Oyster River Cooperative School District  
Internet Procedure Statement and Data Retention Policy  
2014-2015

In order to align electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer "home pages" and menus of web resources. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

During school, teachers will supervise students while accessing appropriate materials. Outside of school, families bear responsibility to guide their children as they access the Internet just as parents do with other information sources such as television, telephones, movies, and other potentially offensive media.

Network administrators in each school may review files and communications to maintain system integrity and insure that users are using the system responsibly. Temporary Internet files and Internet history logs are not saved on any desktop computer or servers in the district.

### Policy for Acceptable Use of Technology

**To ensure equitable access to educational media and technologies, it is expected that all members of the Oyster River High School community will use resources in a responsible, ethical, and legal manner and will show respect and consideration for all. Any right of privacy that the user may otherwise have to material that they have accessed through or stored on district information networks is hereby waived. Students and staff have no rights of privacy with regard to their use of the district's information networks. Access to any technology will be available to users who adhere to the following procedures:**

- 1) Each student will receive a copy of this policy at the beginning of each academic year.
- 2) Students will be responsible in using technological resources as they would any resources in the school. Products and communications made using technology will comply with general school rules that apply in classrooms, hallways, and on field trips. Students will comply with behavioral expectations posted in the computer lab, library, and classrooms.
- 3) All resources, including, but not limited to, computer software, audio and video tapes, CD-ROMs, online services and resources, multimedia, graphic images, print, or any media which is used or produced on district equipment must adhere to applicable copyright law plagiarism rules and licensing agreements. ORHS rules on plagiarism apply to electronic media as well as print media. Students should not intentionally infringe upon the intellectual property right of others through plagiarism and or unauthorized use or reproductions of computer software or electronic information.
- 4) A. Computer software, which has been licensed to Oyster River High School, may be copied or moved only by technology staff to prevent any breach of licensing agreement or unlicensed copying. B. Students are not permitted to upload/download files and/or software from home. C. Students will not transfer, utilize, or store material in violation of copyright laws or license agreements.
- 5) Students will respect the privacy of others; they shall not access, copy or use any folder, file or work owned or created by another user. Degrading or disrupting equipment or system performance is prohibited. Students will use only their assigned username to log on to the system.
- 6) In order to maintain the security of our resources, disks used outside the school may be subject to screening prior to use in school.
- 7) Through the Internet, new and exciting interactive technologies (email, newsgroup, chat, etc.) are being made available to students. While these interactive technologies hold great potential for the learning process; they are also potentially dangerous if misused by students. As such, the Oyster River High School will issue student accounts for these interactive technologies only as needed to support established school curriculum, and will do so only with the explicit permission of the student's parent/guardian.
- 8) All district resources are limited. Resources must be treated in a manner that respects and preserves them. Care will be taken to conserve paper; ongoing work will be saved in folders on networks or to a disk. Responsible use of the network requires that users will not store or transfer unnecessarily large files.
- 9) Users are not permitted to employ the network for political, illegal, commercial, or financial gain.

***Students who do not adhere to the above will be liable for suspension from school, and/or revocation of privileges, and/or additional or alternative disciplinary action may be taken. If a student damages technological resources, the Oyster River School District will seek reimbursement for repair or replacement of said resources.***

Office of the Superintendent  
Oyster River School District  
36 Coe Drive, Durham, NH 03824

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INTEROFFICE MEMORANDUM

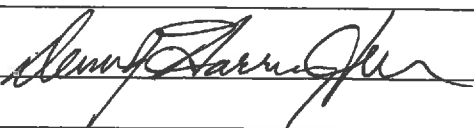
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TO: School Board  
FROM: Dr. Morse  
DATE: May 15, 2015  
RE: 2014-15 Last Day of School

We are coming to a close of another productive school year. Barring no additional bad weather, we have determined that Friday, June 19<sup>th</sup>, which will be a full day, will be the students last day of school.

Thank you.

Oyster River Cooperative School District  
Nomination Summary  
**Confidential**

Name:	Michelle Fitzhenry
Date:	5/8/15
Position:	Grade Four Teacher
Person Replacing:	Intermediate teacher Susan O'Byrne
Budgeted Amount:	\$70,813
Recommended Step/Salary:	Step 11 Masters/\$65,377
Interviewed By:	Dennis Harrington, Gwen Ross, Sarah Larson-Dennen, Matt Van Ledtje, Liz Schmitt and Carina Dolcino
# Interviewed:	3
Education:	Master of Education, University of New Hampshire May 1996. Bachelor of Science in Manufacturing Engineering Worcester Polytechnic Institute, Worcester, MA.1990.
Certification:	59977
HQT Status	Highly Qualified
Related Experience:	Benjamin Franklin Classical Charter School – Franklin, NH 1998-2000 (grade 3), Home St. School – Dover, NH 2001-2008 (Grade 2), Milton Elementary – Milton, NH 2013-14 (grade 2), Moharimet School 2014-15 (one year maternity leave position – grade 4)
Comments:	The team unanimously recommended that we move her forward for a recommendation to the school board for the following reasons: engineering background and strength in mathematics instruction, organizational skills, takes time to establish community in the classroom and collaborates easily with colleagues. She is a seasoned confident educator who makes a long-term investment in her talent, a wise thing to do.
Date: 5/8/15	Authorized Signature: 

**REQUIRED Attachments:**  
 Resume  3 Letters of Recommendation  Copy of Certification

Revised 5/7/09, 9/12/11 to include HQT Status

# Oyster River Cooperative School District

## Nomination Summary

**Confidential**

Name:	Emily Rodgers
Date:	May 13, 2015
Position:	High School Physical Education Teacher
Person Replacing:	Amy Mcphee
Budgeted Amount:	BA +30, step 14 \$70,725
Recommended Step/Salary:	BA step 1, \$39,725
Interviewed By:	Don Maynard, John Morin, Amy Mcphee, Celeste Best, Corey Parker, Mark Milliken and Todd Allen
# Interviewed:	4 interviews conducted, 31 applicants screened
Education:	BS in Movement Studies with a concentration in Physical Education and Health
Certification:	In the process of acquiring NH certification in PE and Health
Related Experience:	Student taught at Longmeadow High School in Longmeadow, MA in the fall of 2014. Student taught at Agawam High School in Agawam MA in the spring of 2015 Substitute teaching at ORHS 2014-present
Comments:	Emily comes to us highly recommended. She is described as enthusiastic, highly motivated, an excellent role model for young people, a natural teacher and one of the finest interns produced by Springfield College. She will be dual certified in both PE and Health. She also has significant background in outdoor adventure education. In particular, she is well trained on high ropes challenge course. Emily is a 2011 graduate of Oyster River High School and we are excited to welcome her back.
Date:	Authorized Signature: _____
<b><u>REQUIRED Attachments:</u></b>	
<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification <i>Will be provided as soon as process is complete.</i>	

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of  
 May 20, 2015**

Title	Code
<b>Policies for First Read</b>	
School Board Member Authority	BBA
Advisory Committees to the Board	BDF
Student Wellness (Page 10 for language change)	JLCF
Advanced Coursework/Advanced Placement Courses	IHCD
Earning of Credit	IK
<b>Policies for Second Read/Adoption</b>	
<b>Policies for Deletion</b>	

**The May 13, 2015 policy minutes are attached to this packet as a reference to the proposed changes to the attached policies.**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Date of Adoption: September 1970 Date of Revision: March 26, 1997, May 5, 1999 Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board/Superintendent Revisions: January 13, 2014 <a href="#">Policy Committee Review: May 13, 2015</a> <a href="#">School Board First Read: May 20, 2015</a>	Page 1 of 2 Category: Recommended

## SCHOOL BOARD MEMBER AUTHORITY

The authority of individual Oyster River Cooperative School Board members is limited to participating in actions taken by the School Board as a whole when legally in session. School Board members shall not assume responsibilities of administrators or other staff members. The School Board or staff shall not be bound in any way by any action taken or statement made by any individual School Board member or group of School Board members except when such statement or action is pursuant to specific instructions and official action taken by the School Board consistent with policies BDB and BDF.

### Delegation

A Board member may be delegated authority by the Board to take action outside a proper Board meeting only as one of the following: 1) an officer of the Board, 2) a member of a Board subcommittee, 3) a member of an advisory committee. 4) a Board Liaison to another committee or organization, or 5) for a specific task. Except for officers, all other delegations shall be appointed by the Chairperson of the Board and approved by proper vote of the Board.

### Subcommittees:

The Board may form subcommittees from its own membership to facilitate the work of the Board. Subcommittees may be standing committees that serve continuously for a specific topic, or they may be special or ad hoc committees that serve for a specific task and are then dissolved. Such subcommittees will be comprised of up to three Board members. All Board subcommittees are subservient to the Board as a whole and only will have study and review functions as assigned to them by proper motion of the Board. Subcommittees may also take action that have been previously authorized by the full Board. Subcommittees will report their findings and recommendations to the full Board which will take action as a whole. The Board retains the right to dissolve a subcommittee at any time.

All Board subcommittees are themselves public bodies under the Right-to-Know law and must comply fully with that law and all related policies equally as the Board itself.

### Liaison

Board members may occasionally serve as Board liaison to other committees or organizations for the purpose of reciprocal communication and reporting back to the Board. No more than two Board members may be delegated as liaison to the same committee or organization. Public access to the meetings and records of such committees or organizations is determined by how the Right-to-Know law applies to that committee or organization. Communications and reports involving the liaison with the Board shall be consistent with the Right-to-Know law and all related policies.

### Specific Task

An individual Board member may occasionally be delegated by the Board to perform a specific task. The motion to delegate a task to a Board member must include detailed instructions and be for a



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Date of Adoption: September 1970 Date of Revision: March 26, 1997, May 5, 1999 Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board/Superintendent Revisions: January 13, 2014 <a href="#">Policy Committee Review: May 13, 2015</a> <a href="#">School Board First Read: May 20, 2015</a>	Page 2 of 2 Category: Recommended

specific and limited time so that administrators, staff, other Board members and the public are fully aware of when a Board member is performing a task. If an original timeline is not met no new motion will be required but the Board member so tasked must keep the Board informed. All communications or actions related to the delegated task involving any other Board member must be at a proper Board meeting. A delegated task must not be used to circumvent the spirit of the Right-to-Know law.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board ~~and all standing advisory committees annually, before the end of April to ensure full awareness and compliance.~~

**Legal references:**

- RSA 91-A:2, Meetings Open to Public
- RSA 91-A:2-a, Communication Outside Meetings
- N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 <a href="#">Policy Committee Review: May 13, 2015</a> <a href="#">School Board First Read: May 20, 2015</a>	Page 1 of 2 Category: Optional

### ADVISORY COMMITTEES TO THE BOARD

The Oyster River Cooperative School Board may rely on advisory committees to counsel it as a means of discerning the needs and desires of the School District and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that enhance the effectiveness of the decision-making process.

Any advisory committee shall have only those duties and powers as the Board determines. The ultimate authority to make decisions will continue to reside with the Board. No advisory committee's recommendations shall have any limiting effect on appropriations, unless all the procedures of RSA 32 have been followed.

~~Specific topics for study or activity shall be assigned in writing to each committee.~~ Upon completing its assignment, each committee shall either be given new problems or be dissolved. Advisory committees shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. The committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Board member(s) assigned to provide liaison, to the public, to the Superintendent, the committee assistant, and the remainder of the professional staff.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

The Board may seek the advice of the Superintendent before establishing or dissolving any advisory committee.

The Board shall make all appointments of citizens to advisory committees unless delegated to the superintendent. The Superintendent shall make all appointments of staff members, ~~to citizens advisory committees after approval of the Board.~~

The School Board shall see that the public is made aware of the services rendered by such committees ~~of citizens as it may appoint~~ and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

~~Regardless of how it is formed, any~~ Any advisory committee that reports to the Board or informs a decision ultimately to be made by the Board is a public body fully subject to the Right-to-Know law and related policies equally as the Board itself. This does not include advisory committees that only report to or inform a decision ultimately made by the Superintendent or his or her designee. For example, an advisory committee to recommend candidates to be nominated by the Superintendent is not a public body even though the Board votes to elect the single nominated candidate.

As each new advisory committee that is a public body is being organized, its members will review the Right-to-Know law and related policies to ensure full awareness and compliance.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 <a href="#">Policy Committee Review: May 13, 2015</a> <a href="#">School Board First Read: May 20, 2015</a>	Page 2 of 2 Category: Optional

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board ~~and all standing advisory committees annually, before the end of April to ensure full awareness and compliance.~~

**Cross Reference:**

- BBAA – School Board Member Authority
- BDB – Board Officers/Board Organization Meeting
- EFA: Availability and Distribution of Healthy Foods

**Legal References:**

- RSA 32:24, Other Committees
- RSA 91-A: Access to Public Records and Meetings

<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	<b>Policy Code: JLCF</b>
<b>School Board 2nd Read/Adoption: May 2, 2012</b>	<b>Page 10 of 12</b>
<a href="#">Policy Committee: May 13, 2015</a>	
<a href="#">School Board First Read: May 20, 2015 (Page 10 only)</a>	

***Free- and Reduced-Priced Meals:*** Eligibility and distribution of free- and reduced-priced meals will be handled by the Child Nutrition Director and designated food service personnel. The availability of free and reduced lunch will be made known to all families through the use of school newsletters, beginning of the year packets and the website. Help will be offered for completing the application should it be needed. Application materials are available on the ORCSD website, at each school main office, from the school nurse, and can be mailed upon request. Confidentiality and the sensitivity of these matters will always be taken into consideration. Forms will be processed in a timely manner and schools will assure that all students have access to food at school in accordance with the Child Nutrition and WIC Reauthorization Act of [2004](#) & [2010](#).

***Qualifications of School Food Service Staff:*** Nutrition professionals will administer the school meal programs under the direction of a Child Nutrition Director. This director will oversee the operation of school meals, maintain proper resources that meet state and federal regulations and maintain state health requirements for each school in the district. A qualified Child Nutrition Director will have a minimum of a bachelor's degree with nutrition-related coursework; the registered dietitian credential is preferred.

As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs will include appropriate sanitation courses and/or training programs for child nutrition directors, school nutrition managers, cafeteria workers, and volunteers according to their levels of responsibility.

## **Component #4: School Environment**

*The ORCSD shall educate students, employees to the important benefits of a healthy lifestyle.*

*The district shall offer nutrition education to the community.*

### **Rewards**

Food and beverages are ~~discouraged~~ prohibited as rewards. School staff will not use foods or beverages that do not meet the nutrition standards as rewards for academic performance or good behavior. Food or beverages (including food served through school meals) will not be withheld as a punishment.

### **Fundraising Activities**

School-sponsored fundraising activities (direct ORCSD affiliation) should avoid using food items that do not meet nutrition and portion size standards. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for non-food related fundraising activities.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHCD
Date of Adoption: July 13, 1988      Previously: IGCD Date of Revision: June 21, 2006 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee Review: May 13, 2015</u> <u>School Board First Read: May 20, 2015</u>	Page 1 of 1 <a href="#">Category: Priority</a>

## ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES

Any student who ~~is capable of and~~ wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so provided they meet the pre-requisites. Oyster River Cooperative School District administrators and guidance-school counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance-school counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses, community college, university course or other suitable means.

~~Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course.~~ Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses unless approved by the superintendent in advance and budgeted for by the School Board.

### **Legal References:**

*NH Code of Administrative Rules, Section Ed 306.14(g), Advanced Course Work*

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IK
School Board 1 <sup>st</sup> Read: July 14, 2010 School Board 2 <sup>nd</sup> Read/Adoption: August 11, 2010 <u>Review Policy Committee: May 13, 2015</u> <u>School Board First Read: May 20, 2015</u>	Page 1 of 1 <u>Priority</u>

## EARNING OF CREDIT

Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined as: ~~sufficient evidence of attainment of the required content, concepts, and skills of a particular course a~~ high level of demonstrated proficiency with regard to a competency.

Student assessment of mastery is the responsibility of the building principal and/or his or her designee.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may also be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards.

[Competencies will be housed in the school library.-](#)

### Legal References:

#### NH Code of Administrative Rules, Section ED 306.02 (e) Credit

NH Code of Administrative Rules, Section Ed 306.04(a)(145), How Credit can Be Earned

NH Code of Administrative Rules, Section Ed 306. ~~014~~ (16(f), Awarding of Credit How a Credit Used to Track Achievement of Graduation Competencies

~~NH Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies~~

## Policy Committee Meeting Minutes

Wednesday, May 13, 2015 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse

Visitors: 0

Called to order at 3:30 by Jim Morse who explained that since their "Charge" was approved at the last School Board Meeting he called for nominations for a chair for this committee. Denise Day nominated Maria Barth, seconded by Kenny Rotner. Vote unanimous 3-0.

Maria took over the meeting and began with Policy BBAA – School Board Member Authority - which was sent back to the Policy Committee from the School Board for review. The School Board felt that this policy needed clarification as it was too vague especially as it relates to actions allowable by a subcommittee. She noted that the School Board have a public hearing on this policy during the June 3<sup>rd</sup> School Board meeting. Revisions made and will be sent for a first read.

Policy BDF – Advisory Committees to the Board – again this policy was sent back to the Policy Committee from the School Board for clarification and revisions. This policy will also have a public hearing during the June 3<sup>rd</sup> School Board meeting. Denise stated that this policy seemed confusing in some area and needed to be revised. Discussion ensued, revisions made and is now ready for first read by the School Board.

Policy –JLCF – Student Wellness -This policy was reviewed by the Wellness Committee for submission to the State for federal funds. The Wellness Committee asked if the Policy Committee would review page 10 for a language change of one word from "discouraged" to "prohibited" so that it could be included in the District grant application. Policy Committee agreed to this verbiage change and this will be sent to the School Board for a first read.

Policy IHCA – Summer Activities - This policy was categorized as a priority, reviewed by the committee and no changes were made. Review status will be placed on the policy.

Policy – IHCD – Advanced Coursework/Advanced Placement Courses- Questions asked as to what the current practice is. Discussion ensued as to the possibility of adding a line in the future to the budget to help students with fees. Corrections made to this policy and it is ready for first read.

Policy –IK – Earning of Credit – This policy was reviewed by administration with the only change being the addition of one sentence from the NHSBA version to be included in the existing policy. Committee compared both versions and agree to the addition. Questions asked as to how parents could locate these competencies if they wished to review them. It was decided that a central location (library) in each building will be used to house these documents and this verbiage will be added to the policy. This policy is ready for a first read by the School Board.

Policy IKA – Grading System – Existing policy compared to the NHSBA version. No changes made. Review status will be placed on the policy.

Meeting ended at 4:20 PM – Next meeting to be June 10, 2015.

Respectfully submitted,  
Wendy L. DiFruscio