

MAST WAY ELEMENTARY

Oyster River Cooperative School District

PARENT/STUDENT HANDBOOK

2016-2017

23 Mast Road
Lee, NH 03861
(phone) 603-659-3001
(fax) 603-659-8612
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.

SAU #5 Vision Statement

ORCSD is a community where students, parents, staff, school board members, and citizens work together to foster a life-long passion for learning and engage all students. We strive for our students to develop the skills and knowledge they need to: further their education; participate as citizens, succeed in the work-place and in life, lead healthy lives; and thrive in the 21st century.

The ORCSD community takes pride in our schools. We understand that each of us has a role to play in ensuring their success by establishing trusting relationships and by collaborating with one another to create safe, stimulating learning environments where all students are challenged and excited by the opportunities to learn; where students and staff feel safe taking creative risks; and where every member of our community is understood, supported and valued.

During their time at ORCSD schools, students become strong, independent, critical thinkers with a commitment to living ethically. They develop and sustain a belief that each of them can and should make a difference in our world.

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**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
SCHOOL CALENDAR**

2016-2017 – REVISED March 25, 2016

Approved by School Board: December 16, 2015

Deliberative Session: February 7, 2017*

Voting Day: March 14, 2017*

*Subject to Change

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178 Student Days 185 Teacher Days

MAST WAY SCHOOL

Parent/Student Handbook

2016-2017

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

Ex. cvaich@orcsd.org

Name	Position
Ameduri, Kathleen	Special Education Teacher
Baker, Cathy	Physical Education Teacher
Baker, Melisa	Special Education Teacher
Bowden-Gerard, Maria	4 th Grade Teacher
Burke, Whitney	1 st Grade Teacher
Buswell, Heather	4 th Grade Teacher
Byrne, Deb	Resident Substitute Teacher
Capron, Erin	Paraprofessional
Chase, Christy	Paraprofessional
Churchill, Judie	Occupational Therapist
Darois, Heather	2 nd Grade Teacher
Desrochers, Kirsten	1 st Grade Teacher
Drew, Heather	3 rd Grade Teacher
Duval, Kelly	Paraprofessional
Ervin, Ellen	Math Coach
Felber, Pamela	Music Teacher
Fortin, Christina	Physical Therapist Asst.- SLC
Fragala, Nicole	Behavior Consultant-Constellation
George, Judy	4 th Grade Teacher
Hallett, Pam	Paraprofessional
Handwork, Erin	1 st Grade Teacher
Hastings, Debra	Art Teacher
Heinlein-Dana, Peggy	Paraprofessional
Howard, Sharon	Paraprofessional
Jasinski, Barbara	Reading Specialist
Kendall-Piel, Colleen	Speech & Language Assistant
Kilmain, Nancy	Paraprofessional
Kolbjomsen, Deb	Kindergarten Teacher
Leifer, Susan	Tech Lab
Manzo, Lisa Marie	ABA Instructor-Constellation
Maziarz, Sue	Paraprofessional
McCormick, David	2nd Grade Teacher

Name	Position
Moore, Katherine	School Nurse
Morin, Dave	Head Custodian
Morrison, Maggie	Green Team/Sustainability
Moulton, Heather	3 rd Grade Teacher
Orrell, Cindy	Custodian
Paquette, Barbara	3rd Grade Teacher
Parrotta, Chris	Physical Therapist - SLC
Parsons, Michelle	Kindergarten Teacher
Perlowski, Deb	Title 1 Tutor - Reading
Pike, Susan	Crossing Guard
Puffer, Trudi	Paraprofessional
Rines, Nancy	Administrative Assistant
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
Tirrell, Brenda	Guidance Counselor
Tomaszewski, Suzanne	Library Media Specialist
Tripp, Andrew	Special Education Teacher
Vaich, Carrie	Principal
Valvo, Karen	Custodian
Vasudevan, Geetha	ESOL Tutor
von Oeyen, Cynthia	Library Paraprofessional
Webb, Mary Ellen	2 nd Grade Teacher
Winslow, Marilyn	Title 1
Zimar, Katherine	Kindergarten Teacher
Zwicker, Sue	Paraprofessional
Open	Speech & Language Pathologist
Open	Cafeteria Manager

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

Grades K – 4

8:45am – 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 - 4th Grade Bus Drop-Off Policy

When dropping off Elementary students, 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 exceptions 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. **Only 3rd and 4th graders, with a completed authorization form, are allowed to be dropped off without the presence of an adult to receive them.** After summer registration, drop-off authorization forms will be available on ORCSD.org website, school office and bus drivers to request this.

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 and/or 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 J1CH). 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 Services

As a child nutrition provider, the Mast Way School Nutrition Program strives 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. Students who eat school breakfast can be excused from the bus early to give them adequate time to eat. Lunch consists of a main entrée and four alternate choices daily. Students are encouraged to try nutritious new foods, including a variety 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 a school lunch, please call the school by 9:15 AM to place your order. Adult lunches are \$4.25 and may be paid for at the time of purchase or charged to your child's account. Please contact the Cafeteria Manager with any questions. Monthly menus are posted online and parents are encouraged to review them with their child. They are also posted daily on the Oyster River Child Nutrition Facebook page.

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. This is a **debit** account, so funds must be available for any of your child's purchases. Low balance emails are sent three times per week once the account falls below \$10.

Applications for free and reduced breakfast/lunch should be submitted online at 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 also be submitted any time during the school year if financial 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. Assistance is also available if you need help filling out the application in either form.

Lunch Price List

Lunch can be purchased @ \$2.60/day, includes an entrée, grain, fruit, vegetables and milk. The salad bar is included with every lunch. Students may bring bag lunches from home and milk can be purchased @ \$.45/day. Snack milk can be purchased @ \$.45/day. Breakfast is available at \$1.25/day. Juice is \$.45. Reduced prices are: breakfast \$.30 and lunch: \$.40.

Lunch Schedule

Grade 4	Recess: 11:25 – 11:50	Lunch: 11:50 – 12:15
Grade 3	Recess: 11:50 – 12:15	Lunch: 12:15 – 12:40
Grade 2	Recess: 12:15 – 12:40	Lunch: 12:40 – 1:05
Grade 1	Recess: 12:40 – 1:05	Lunch: 1:05 – 1:30
Grade K	Recess: 11:50 – 12:15	Lunch: 12:15 – 12:40

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 2016-2017

mastwaypto@gmail.com

Co-Chair - Kate McManus - kmacmanes@gmail.com

Co-Chair -

Secretary -

Treasurer - Bridget Remillard - 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, 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

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EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

Protection of Pupil Rights Amendment (written consent required)

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following (protected information survey):

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/Guardians will receive notice and an opportunity to opt-out of:

- Any protected information survey, regardless of funding;
- Any non-emergency invasive physical exam or screening required for attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student. This does not apply to hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. [See also "School District use of data" below.

All Questionnaires, Surveys available will be for Inspection.

Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. Parents/guardians will have the right to deny permission for their child to participate in taking the survey and must actively consent to participation if the survey is funded in whole or in part by US Department of Education. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible but not later than 10 days before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so by making a copy available at the school as well as posting information about the survey on the District website.

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Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for agencies other than the US Department of Education, must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose and will, if they are a non-educational questionnaire or survey (regardless of whether they are funded in whole or in part by the US Department of Education), also be administered in accordance with Policy ILDA. The results of such approved surveys must be shared with the School Board.

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

Notice of Policy

This policy will be included in the student handbook for each school in the District.

Cross Reference:

- ILD-R – Consent and Opt-Out Forms
- ILDA – Non-Educational Questionnaires, Surveys and Research

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

PROTECTION OF PUPIL RIGHTS AMENDMENT – SUPPORTING FORMS

Protection of Pupil Rights Amendment – Active Consent for Specific Activities

(For activities funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

On _____ at
Date

_____ there will be a survey, analysis, or evaluation, and
Name of School/Site

your consent is required so that your child(ren) may participate. This activity consists of:
Description:

Please sign below to indicate your consent for your child(ren)'s participation and return this form to your Principal/designee by _____
Five (5) days before activity or as directed

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Signature

Date

Legal Reference:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

Opt-Out For Specific Activities

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

On _____ at _____

Date

_____ there will be a protected information survey conducted.

Name of School/Site

This activity consists of: _____

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by _____

Five (5) days before activity or as directed

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than _____ at _____ or _____

Five (5) days before activity or as directed

Phone

OR

e-mail address

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)

SCHOOL

GRADE

Parent Signature

Date

Legal Reference:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment



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 wellbeing. 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

Grades K - 4 Monday - Friday 8:45 AM - 3:10 PM

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. After 8:55 AM students will be tardy and need to check in at the office.

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 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 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 or 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 Elementary students, 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 exceptions 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 will be available on the transportation page of the district website, in your school office, or from your bus drivers.

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 - 4th 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](http://bit.ly/219J1bj) by Peg Dawson, EdD, NCSP (A copy of this article is available here: <http://bit.ly/219J1bj> 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 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@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.

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 request/permission form allowing the nurse to dispense the medication. The form can be found at www.orcsd.org under the heading: Student Services > Health and Wellness > ORCSD Health Services.
- **Prescription medication** – Must be accompanied by a physician's note (form available) and a parent must sign the school request/permission 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. Both forms can be found at www.orcsd.org under the heading: Student Services > Health and Wellness > ORCSD Health Services.

FOOD SERVICES

CHILD NUTRITION SERVICES

As a child nutrition provider, the Moharimet School Nutrition Program strives 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. Students who eat school breakfast can be excused from the bus early to give them adequate time to eat. Lunch consists of a main entrée and four alternate choices daily. Students are encouraged try nutritious new foods, including a variety 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 a school lunch, please call the school by 9:15 AM to place your order. Adult lunches are \$4.25 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. They are also posted on the Oyster River Child Nutrition Facebook page.

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. This is a **debit** account, so funds must be available for any of your child's purchases. Low balance emails are sent three times per week once the account falls below \$10.

Applications for free and reduced breakfast/lunch should be submitted online at www.lunchapp.com. Simply choose **NH** and **Oyster River**, and then continue as directed. 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 also be submitted any time during the school year if financial 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. Assistance is also available if you need help filling out the application in either form.

Lunch Price List

Lunch can be purchased @ \$2.60/day, includes an entrée, grain, fruit, vegetables and milk. The salad bar is included with every lunch. Students may bring bag lunches from home and milk can be purchased @ \$.45/day. Snack milk can be purchased @ \$.45/day. Breakfast is available at \$1.25/day. Juice is \$.45. Reduced prices are: breakfast \$.30 and lunch: \$.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.

EDUCATIONAL QUESTIONNAIRES, SURVEY, AND RESEARCH

See Board Policy ILD

CONSENT AND OPT-OUT FORMS

See Board Policy ILD-R