## 2024-2025

## Florence Rideout Elementary School/Lyndeborough Central School

## Parent and Student Handbook



Florence Rideout Elementary School Lyndeborough Central School

18 Tremont Street 192 Forest Road

Wilton NH, 03086 Lyndeborough NH, 03082

(603) 732-9229 (603) 732-9228

Bridgette Fuller, Principal

[www.sau63.org](http://www.sau63.org)

This handbookhas been issued to inform you about the policies and procedures at Florence Rideout Elementary School and Lyndeborough Central School. We want to keep you informed and involved so that we can work cooperatively in your children's education. Please take the time to become familiar with the content in this document.

Through the elementary years, our students build skills and attitudes that enable them to become lifelong learners and contributing community members. This goal is accomplished, in part, by helping students build self-esteem and motivating each one to work to their potential. Parents, teachers, and administrators must collaborate to provide the best education for all children entering our schools.

We urge you to become involved and encourage your children to participate in all the educational activities and programs at Florence Rideout Elementary and Lyndeborough Central Schools. Our [website](https://www.sau63.org/Page/1) provides regular updates on events and happenings. Through our collaboration, your child's educational success will become a reality.

If you have a question or concern not addressed here, please call us, and we will assist you in any way possible.

**Bridgette Fuller, Principal**

**Florence Rideout Elementary School & Lyndeborough Central School**

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**JRA**-Access to Student Records - **FERPA** [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JRA-Student%20Records%20and%20Access%20FERPA-Final%20Revised%20Adoption%20Feb%202015.pdf)

**NEPN/NSBA Code: AC-Non Discrimination**/Equal Opportunity [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/a%20policies/AC-Nondiscrimination-Equal%20Opportunity%20Final%20adopted%20current%208.24.21.pdf)

**JLDBA**-Behavior Management and Intervention [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JLDBA%20-%20Behavior%20Management%20and%20Intervention.pdf)

**JLDBB-** Suicide Prevention and Response [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JLDBB%20Suicide%20Prevention%20and%20Response%20board%20Adopted%20Final%2010.10.23.pdf)

**JICD**-Student Discipline and Due Process-*Safe School Zone* [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JICD%20Revised%20Final%201.18.22.pdf)

**JICC**- Student Conduct on School Buses [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JICC%20final%20adopted%20%206.25.24.pdf)

**EEAE** -School Bus Safety Program [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/e%20policies/EEAE%20final%20adopted%206.25.24.pdf)

**EEAE-R**- Safety Guidelines for Parents/Guardians of Students Using Buses [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/e%20policies/EEAE-R%20%20final%20adopted%206.25.24.pdf)

**JICK**-Pupil Safety and Violence Prevention-*Bullying* [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JICK-Pupil%20Safety%20and%20Violence%20Prevention-Bullying%20adopted-Revised%208.22.23.pdf)

**ACAA-R**-Student Discrimination and Harassment Complaint Procedure [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/a%20policies/ACAA-R.pdf)

**ACAA**-Harassment and Sexual Harassment of Students [Linked Here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/a%20policies/ACAA%20Harassment%20and%20Sexual%20Harassment%20of%20Students-adopted%208.24.21.pdf)

The Wilton-Lyndeborough Cooperative School District reserves the right to revise its policies in accordance with the law and this handbook may be amended. For all current policies visit the Policy Page [linked here](https://www.sau63.org/domain/80).

**Wilton-Lyndeborough Cooperative School District**

**Vision of The Graduate**

The WLC Graduate will be an effective communicator, a strong collaborator, a creative problem solver, a self-directed learner, and a responsible citizen.

# Mission Statement(s)

Wilton-Lyndeborough Cooperative School District will provide a safe and educational environment that promotes student exploration, critical thinking, and responsible citizenship.

​Florence Rideout Elementary School & Lyndeborough Central School provide an active, versatile, and challenging learning environment ​that helps students develop to their fullest academic, social, physical, and emotional potential. We aim to foster individual responsibility and develop an understanding of others, the community, and the world. We promote a cooperative and interactive partnership between the school and the home.

**Our schools will strive to accomplish this mission by committing to:**

* Encourage students to reach their potential and become responsible and productive citizens.
* Prepare, challenge, and empower our students to be life-long learners.
* Provide a safe and diverse learning environment.

**C.A.R.E.S Learning Habits**

C.A.R.E.S. is a school-wide philosophy that promotes positive learning behaviors for lifelong learning and success. This philosophy empowers students and develops their social and emotional growth in the classroom, school community, and beyond.

**Cooperation:**

* I can listen attentively
* I can follow school and classroom rules
* I can work productively in a group
* I can find positive solutions to problems
* I can follow oral directions

**Assertion:**

* I can seek help when needed
* I can share my feelings appropriately
* I can work to my ability
* I can show initiative

**Responsibility:**

* I can complete assigned tasks
* I can participate in class
* I can organize my materials and space
* I accept ownership of my choices

**Empathy:**

* I can show respect for others and their opinions, feelings, and property
* I can value the community of the classroom and school

**Self-Control:**

* I can make positive choices in various school settings
* I can work independently
* I can stay on task

**School Administrative Unit 63**

**District Staff Directory**

**192 Forest Road**

**Lyndeborough, NH 03086**

**Phone: (603) 732-9170 Fax: 603-654-6691**

Superintendent …………………………………………….………… Peter Weaver

Executive Assistant………………………………….…………….… Kristina Fowler

District Curriculum Coordinator……………………………………. Samantha Dignan

Business Administrator……………………………………………… Kristie LaPlante

Human Resources and Payroll Specialist…………………………… Lori Spurrell

Facilities Manager……………………………………………………. Robert “Buddy” Erb

**Special Education Office**

Phone: (603) 732-9175

Director of Student Support Services……………….……………….. Ned Pratt

Student Support Services Administrative Assistant…………………. Mary Jane Ryan

**Food Service**

Director of Food Services……………………………………………. Megan Nantel

**email: m.nantel@sau63.org**

**School Bus Transportation**

Butler’s Bus Service………………………………………………… Phone: 603-213-6401

**Wilton-Lyndeborough School Board Members**

Dennis Golding Jonathan Lavoie Geoffry Allen

School Board Chairman Member Member Wilton Lyndeborough Lyndeborough

Cynthia Diane Foss John Zavgren Darlene Anzalone

Member Member At-Large Lyndeborough Wilton Wilton Lyndeborough

Michelle Alley Brianne LaVallee Tiffany Cloutier-Cabral

Member Vice Chair, At-Large Member Member

Wilton Lyndeborough Wilton

**Florence Rideout Elementary School**

**Staff Directory**

Principal…..………………………………………………………….. Bridgette Fuller

Curriculum Coordinator/Student Services Coordinator……………... Samantha Dignan

Administrative Assistant…………………………………………….. Christina Gauthier

Administrative Assistant……………………………………………… Patsy Berube

School Counselor…………………………………………………….. Samuel Metivier

Nurse ………………………………………………………………… Laura Gifford

Technology Coordinator…………………………………………..…. Danyel Chapman

First Grade Teacher …………………………………………………. Jessica Hill

First Grade Teacher …………………………………………….…… Laura Seale

First Grade Teacher …………………………………………………. Alison Hayden

Second Grade Teacher ……………………………………………….. Heather Desmarais

Second Grade Teacher……………………………....………………… Julie Lemire

Second Grade Teacher ………………………………………………... Kristen Lindquist

Third Grade Teacher ……………………………………………….… Kristin Dame

Third Grade Teacher ……………………………………………….… Andrea Lawner

Third Grade Teacher ……………………………………………….… Emeria Longval

Fourth Grade Teacher…………………………………….…….…..…. Suzanne Tetrault

Fourth Grade Teacher…………………………………….……..…… Sandy Reid

Fourth Grade Teacher……..…………………………………………… Kelsey Gregorio

Fifth Grade Teacher …………………………………………………..… Alison Hobbs

Fifth Grade Teacher …………………………………………………..… Jessica Radloff

Art ……………………………………………………………………..… Greg Lamers

Music …………………………………………………………………..... Morgan Kudlich

Physical Education ………………………………………………………. Fritz Shenk

Media Generalist…………………………………………………………. Stephanie Loiselle

Reading Specialist………………………………………………………. Tammy Cargill

Title1/WIN Coordinator……………………………………………..…. Valerie Bemis

Special Education Teacher …………………………………………...… Meghan Levesque

Special Education Teacher ………………………………………..……. Gisele Dailey

Special Education Teacher ……………………………………………… Heather Roberts

Paraeducator…..………………………………………………..……… Stephanie Gilbert

Paraeducator…..……………………………………………………….. Nicole Farrington

Paraeducator…..……………………………………………….….…… Christy Gordon

Paraeducator…..……………………………..………………...………..

Board Certified Behavior Analyst….………………….……………….. Lisa Boaen

ABA Therapist………………………………………………………….. Dayseanne Martinez

ABA Therapist……………………………………………………….….. Ariel Desfosses

ABA Therapist………………………………………………………….. Bridget Jasper

ABA Therapist ………………………………………………………….. Roxanne Charlton

ABA Therapist …………………………………………………………. Ashley Todesco

ABA Therapist …………………………………………………………. Chrissy Morrissy

ABA Therapist …………………………………………………………. Marissa Zimmerman

ABA Therapist ………………………………………………………….. Abby Ellis

ABA Therapist …………………………………………………………. Chelsea Cummings

ABA Therapist …………………………………………………………. Stacy Matte

ABA Therapist ………………………………………………………….. Haley Rascoe

Food Service ……………………………………………………….….. Donna Garnum

Food Service ………………………………………………………….. Tammy Smith

Custodian ………………………………………………………….….….. Peter Stephenson

Custodian ………………………………………………………….……… Bill Carey

Custodian………………………………………………………………….. Eric Bouldin

Florence Rideout Elementary School consists of 14 classrooms for students in Grades 1 through Grade 5, a full-sized Gym, a Cafeteria, and a Library, plus additional rooms for support programs such as Speech, Special Education, and Title I Tutoring.

**FRES SCHOOL HOURS**

Grade 1 through Grade 5: **7:40 AM to 2:35 PM**

**FRES DAILY SCHEDULE**

7:40 Entrance to Building

7:50 Instruction Begins

2:35 Dismissal for Buses

2:40 Dismissal for Parent Pick-Up Begins

# FRES ARRIVAL

Students **should arrive at 7:40 AM. Note**: No supervision is provided for students on the playground at this time, and they should not be left unattended. Parents may drop their child off at school at the supervised parent pick-up/drop-off zone at the rear of the building along Livermore Street. Students will enter the building and proceed straight to their classroom. Please do not drop off after 7:50 AM, when there is no on-site staff to supervise this location.

**Students arriving after 7:50 must be escorted into the building by their adult**. Please park in the visitor parking spaces and walk to the main office with your student; the front gated driveway is for buses only. Students will be marked tardy after 7:55 AM.

**FRES DISMISSAL**

Dismissal begins at **2:35 PM**. Students riding the bus will be dismissed from their classrooms first. Walkers will be dismissed from the front of the building by grade with their teacher. Parents are asked to wait on the Flat (park facing the school building) for their student(s).

**Lyndeborough Central School**

**Staff Directory**

Associate Principal…..……………………………………………… Bridgette Fuller

Student Services Coordinator ………………………………………

Administrative Assistant……………………………………………. Sherry LeBlanc

Guidance ……………………………………………………………. Samuel Metivier

Nurse ………………………………………………………………… Marissa Hofstetter

Kindergarten Teacher ……………………………………………….. Nicole DiFilippo

Kindergarten Teacher …………………………………………….…. Vicki MacPherson

Kindergarten Teacher ………………………………………………. Kirsten Rourke

Art ……………………………………………………………………..… Greg Lamers

Music …………………………………………………………………....... Morgan Kudlich

Physical Education …………………………………………………….…. Fritz Shenk

Media Generalist…………………………………………………………. Stephanie Loiselle

Board Certified Behavior Analyst….………………….……………….. Lisa Boaen

ABA Therapist…………………………...……………………………… Tracy Aucoin

ABA Therapist …………………………………………………………. Lindsey Lowrey

Instructional Aide..………………………………………………..……… Kayla Hodgen

Instructional Aide..………………………………………………..……… Jamin LaPonsie

Instructional Aide..………………………………………………..……… Amanda Guay

Custodian ………………………………………………………….….….. Thiago Ferreira

Lyndeborough Central School consists of 3 classrooms for kindergarten students, a multi-purpose room used for many purposes, including a physical education, lunch, etc., and additional rooms for support programs such as Speech and Special Education. There is also a Preschool located in the building.

**LCS SCHOOL HOURS**

Kindergarten: **8:05 AM to 2:10 PM**

**LCS DAILY SCHEDULE**

8:05 Entrance to Building

8:20 Late Bell

2:10 Dismissal for Buses and Parent Pick Up Begins

# LCS ARRIVAL

Students **should arrive at 8:05 AM.** No supervision is provided on the playground at this time, and students should not be left unattended. Students arriving after 8:20 must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk to the main office with your child.

Parents may drop their child off at school at the supervised parent pick-up/drop-off zone at the front of the building near the main entrance. Students will enter the building and proceed straight to their classroom.

# LCS DISMISSAL

All students are dismissed at **2:10 PM**. Students riding the bus will be dismissed first. Students picked up will be dismissed by their teachers from the front of the building. Parents are asked to stay in their cars in the pick-up/drop-off zone to wait for their students.

**Who to Call**

###### 

Below are your “first point of contact” names for common issues and topics.

**If you have questions about … Contact:**

| Classroom Activities  Classroom Behavior  Classroom Standards, Expectations, & Curriculum  Homework Assignments  Student’s Academic Performance  Assessment Test Results | Classroom Teacher or Special Education Teacher   * (603) 732-9229 (FRES) * (603) 732-9228 (LCS) |
| --- | --- |
| Building Usage  School Events  Student Enrollment/Withdrawal  Class Scheduling | Administrative Assistant   * (603) 732-9229 (FRES) * (603) 732-9228 (LCS) |
| Administrative Decisions  Attendance Policy  Bus Conduct  Harassment or Student Conflicts  Implementation of School Policies | Building Administrator (603) 732-9229 |
| Busing (schedule routes)  School Board Agenda/Minutes  School Board Meeting Times | Superintendent’s Office (603) 732-9227 |
| Budget Issues  School Policies | WLC School Board – Phone # available upon request |
| Counseling Services  Student Support Team (SST/MTSS)  Academic 504 | School Counselor (603) 732-9229 |
|
| Special Education Testing/Eligibility | Special Education Teachers (603) 732-9229 |
| Health Screening (eye, ear, scoliosis)  Medical Policies  Use of Medications  In-School Vaccination Requirements | School Nurse   * (603) 732-9229 (FRES) * (603) 732-9228 (LCS) |
| Reduced/Free Lunch Eligibility | Food Service Director (603)732-9230 x2159 |

**FRES BICYCLE RULES**

1. A student must bring a written letter from a parent stating that the student has permission to ride their bicycle to and from school.
2. Students are asked not to arrive on school grounds until after 7:40 a.m.
3. A student who rides a bicycle is expected to place their bicycle in the bike rack as soon as they arrive at school. The bicycle should be locked and remain in the rack until the student is dismissed with the walkers to leave the school grounds.
4. Students are expected to obey all traffic rules while riding. Failure to do so will immediately suspend bicycle riding privileges at school.
5. Students must walk their bicycles across crosswalks and continue to walk their bikes when they reach the school property.
6. Students are required by state law to wear a bike helmet.



# FRES/LCS WALKERS

For the safety of your children, please review the following pedestrian rules.

1. Students are encouraged to form a group or patrol when walking to and from the school grounds.

2. Students should stay single-file and use crosswalks.

3. Students are asked not to arrive on school grounds until after 7:40 a.m.

4. Kindergarten students can only walk home if an adult accompanies them.



**School Special Classes**

## Art (Gr K-5)

Art is a regular part of the instructional program at both schools. Painting, drawing, printmaking, weaving, sculpting, and constructing will challenge your child's imagination and creativity. Art history is taught by studying various artists’ paintings, drawings, and sculptures. Every child will have artwork displayed throughout the school year.

**Physical Education** (Gr K-5)

In Physical Education Class, cooperation, effort, and good sportsmanship are emphasized along with your child’s physical skills. Classes are held outdoors during good weather in spring and fall. During winter months, classes are held in the Multi-Purpose Room/Gymnasium. Areas of activity include ball games, tumbling, endurance and cooperation, strength work, strategy planning, flexibility activities, etc.

All students should have proper attire (sneakers and either pants or shorts) to participate. Your child may be excused from physical education classes if they provide the school with a written excuse from either a parent or physician.

## Music (Gr K-5)

Instruction covers the basics of rhythm, singing, listening, simple notation, and music composers and styles. In addition to age-appropriate classroom instruction, an annual musical program is prepared for the enjoyment of the entire school community.

## Library (Gr K-5)

The school library provides students with resources for reading, writing reports, and learning library skills. The lower grades have a reading circle during part of their library time. Teachers also use the library to help provide children with research skills. Books are available at the public library to supplement and complement the school’s collection. The students can check out materials from either library.

Library materials are loaned to students one week at a time. If needed, materials can be renewed for up to two more weeks. Lost or damaged materials are the student's responsibility for the total replacement cost. Only after payment is received may further materials be borrowed. At the end of the year, students with outstanding library books or fines will have their report cards withheld until the books are returned or paid for.

**Health Education** (Gr. K-5)

Students will become familiar with concepts related to health promotion and disease prevention. They will demonstrate a functional knowledge of the most important and enduring ideas, issues, and concepts related to achieving good health and the ability to practice health-enhancing behaviors. Injury prevention, nutrition, personal hygiene, positive self-image, and drug/alcohol/tobacco use prevention will be covered.

## Technology/Media Education (Gr. 1-5)

Students familiarize themselves with Google Suite products, digital media software, basic keyboarding skills, Internet research, and cyber safety. Both schools commonly use technology to enhance instruction in the regular classroom.

## Guidance (K-5)

The school counselor's role is to provide professional support to children, parents, and teachers in assessing learning and behavior problems and developing strategies to promote our students' social and emotional well-being. The guidance counselor works with students individually, in small groups, and classrooms and is also available to staff and parents for consultation on school-related matters. The guidance counselor leads the Student Support Team (SST/MTSS) meetings and is the 504 Coordinator.

## Reading Specialist (K-5)

The reading specialist works with teachers and students to develop developmental reading programs for individual students and classroom reading groups. The reading specialist also regularly evaluates students’ reading skills to assist in the diagnosis of learning disorders, develop remediation plans, and monitor student progress.

**Student Support Team (SST)/Multi-Tiered System of Support (MTSS)**

SST/MTSS is a multistep process that our school utilizes to provide services and interventions to help all students, including those struggling with learning. An integral part of the SST/MTSS model is progress monitoring and data collection, which are the foundations of making informed instructional decisions for students. This process improves the early identiﬁcation and support of students with learning and behavior needs. It provides our teachers with vital information so that they can deliver instruction and interventions that match individual students' needs.

If your child requires intervention through the SST/MTSS model, our SST/MTSS coordinator will contact you to discuss our plan for your child's supplemental support and growth. Our shared goal is for all students to reach their full potential.

**WIN/Title One**

Title I provides federal funding to local school districts for tutorial programs that offer children extra assistance in the basic skill areas. Funding eligibility for individual schools is based on the enrollment level in the free and reduced lunch program. Eligibility is determined on an annual basis by the Department of Health and Human Services.

## In SAU #63, the program is primarily designed to provide supplementary help to eligible students with difficulty in Language Arts and Math. Difficulties may include reading comprehension, written mechanics, grammar, vocabulary, spelling, phonics, math problem-solving, and computation.

WIN/Title I is a supplementary program. Students receive regular classroom instruction with their teacher(s) and support and reinforcement in specific skills from the Title I tutor. Students participate in Title I for approximately 20-45 minutes daily, two to five times weekly. Schedules are arranged with classroom teachers so students miss as little as possible of classroom instruction.

Students are usually referred to WIN/Title I by teachers, parents, or school counselors. Eligibility is primarily based on individualized academic testing, classroom performance, and teacher/parent observations.

If your child has received WIN/Title I in the past, either here or in another location, it does not automatically make them eligible for Title I services this school year. Please check with your child’s school if you wish new eligibility to be considered.

If you have questions regarding the WIN/Title I Program or wish to make a referral, please do not hesitate to contact Valerie Bemis, the WIN/Title I Coordinator, at v.bemis@sau63.org.

## Special Education

## Once a child has been found eligible for Special Education Services, a team of the child’s parents, teachers, district evaluator(s), special education coordinator, and the Local Education Administrator develops an Individualized Educational Plan (IEP).

Students work with a special education teacher in small groups or individually. Following the inclusionary model, they may receive direct instruction from the special education teacher or paraprofessionals, who may support the student in the regular classroom. Special education teachers supervise the work of the special education paraprofessionals.

## Rights of All Handicapped Persons

“No qualified handicapped person shall, based on handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which is offered to non-handicapped persons...” (Section 504, Support A, 104.4(a).)

## School Nurse

The school nurse carries out various nursing activities and has professional relationships with teachers and administrators in the educational field. The nurse contributes directly to the public's understanding of academic and health needs. The nurse works closely with medical professionals and must cooperate with the programs of local, state, and federal agencies in health, education, and welfare.

The school nurse shall act as a specialist in all matters about the physical health of the students and school staff of the buildings to which they have been assigned. Responsibilities shall be advisory rather than diagnostic. All treatment given by the nurse shall be in the form of first aid or temporary relief. The responsibility for further treatment will rest with the child’s parent/guardian or the individual staff member requiring attention.



## Nurse/Health Office Procedures & Policies

## Immunizations for School Entrance

According to the New Hampshire State Public Health Agency, all students must be immunized before school entrance. Evidence from a health care provider or completion of these requirements must be submitted to the school nurse before the student enters school. Children must present an immunization record or a medical or religious exemption to be enrolled in school.

Any student may be exempt from the above regulation if a healthcare provider presents evidence that immunization harms the child’s health. The exemption must state the duration of the exemption. Exemption from immunization for one disease shall not affect other required immunizations.

A student may be exempt from immunization for religious reasons upon receipt of the New Hampshire Childcare/School Immunization Religious Exemption Form on the district website.

## Physical Examinations

All students entering Florence Rideout Elementary School and Lyndeborough Central School for the first time must show proof of completing a medical examination by a healthcare provider within one year of their first entry. Kindergarten and first-grade students must show proof of completion of a medical exam by a healthcare provider within a year prior to school entrance.

Students transferring into Florence Rideout Elementary School and Lyndeborough Central School must also submit proof of physical examination by a health care provider completed within one year preceding first entry to the school and immunization information at the time of registration and before school entry.

## Medication Policy

The following have been adopted for the administering of medication at school:

1. Parents must bring all medication into school in the original pharmacy or manufacturer-labeled container, clearly marked with the child’s name and instructions on administering it. Along with written permission from the parent and a written order from the provider, no more than a 30-day supply of the prescription for a student shall be stored at the school.
2. **PRESCRIBED MEDICATIONS** should not be taken during school hours unless achieving a medical regimen at home is impossible. Medications to be given three times a day can be given every eight hours and thus will not have to be given at school.
3. **NON-PRESCRIBED MEDICATIONS** will not be encouraged for students' use. Non-prescribed medication will not be available to students unless the parent or guardian gives written permission. An over-the-counter medication checklist is available on the annual Student Health Assessment record completed by the parent or guardian.
4. The school nurse or designee, assigned by the nurse, shall assist all students in the School District who must take medication prescribed by a health care provider during the school day.
5. The school nurse or designee assigned by the nurse shall be responsible for administering and observing medication intake.
6. All medication shall be stored in a locked cabinet in the nurse’s office. At the end of the school year, unused medications shall be picked up by a parent or guardian or disposed of by the school nurse.
7. All medication shall be recorded daily in the school nurse’s database.
8. The school nurse may keep an updated Epi-Pen on hand in an emergency. All school personnel have been instructed in its use. As the provider prescribes, students with severe allergies can carry an Epi-Pen or inhaler to recess and on field trips.
9. Medication prescribed for asthma and severe allergic reactions (inhaler, Epi-Pens, or other medications) may be kept in the student’s possession provided the health care provider’s prescription for the medication, the directive for self-administration, and written permission from the parent/guardian are on file in the Health Office.
10. **EMERGENCY CARE and FIRST AID (**School Board Policy [JLCE/EBBC](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JLCE-EBBC-adopted%20%205.10.22.pdf)). If any person in good faith renders emergency care at the place of emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of a physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of such a qualified person.

## Illness at School

We will contact you if your child becomes ill at school. You will receive an “Emergency Information/Health” form [JLCE-R](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JLCE-R%20-%20Emergency%20Information%20Form.pdf) at the beginning of the school year. We ask for your cooperation in furnishing a name and telephone number to call in case you are not at home. It is important to inform us of any changes so that we have the most current contact information during the school year.

A child sent home with a fever of 100 degrees or higher, vomiting, or diarrhea should be kept at home for at least 24 hours after their temperature is normal and vomiting or diarrhea has stopped without using fever-reducing medications.

**Food Allergies**

Florence Rideout Elementary School and Lyndeborough Central School are allergy-aware schools. Classrooms will be designated peanut or nut-safe, as needed, for children with an allergy to peanuts or nuts. Students may bring lunches or snacks that contain peanuts or nuts or products labeled “manufactured in a facility that contains peanuts or nuts.”. An allergy-safe table is provided in the cafeteria for students who must sit away from allergens (see Accommodating Students with Special Dietary Needs in the School Nutrition Program linked [here](https://www.sau63.org/site/handlers/filedownload.ashx?moduleinstanceid=2300&dataid=2029&FileName=Special%20Meals%20Dietary%20Needs%20Guidance%20and%20Form.pdf), pg. 10-11).

## Head Lice (Pediculosis)

The school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal or written instructions for treatment will be given to the family of each identified student. Instructions will include treatment recommendations consistent with NH Department of Health and Human Services recommendations. The affected student will be sent home after the school day. Based on the school nurse’s recommendation, other children most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

Criteria for return to school: Students will be allowed to return after proper treatment as the school nurse recommends. The Board recognizes that the American Academy of Pediatrics and the National Association of School Nurses discourage “no nit” policies. In alignment with these recommendations, no student will be excluded from attendance solely because nits may be present. The school nurse may recheck a child’s head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

## Asbestos Notification

A report is available in the school’s maintenance office. FRES and LCS have asbestos management plans available for review in both buildings.

## Accident Insurance for Students

Insurance is available at a minimal cost, and all parents are encouraged to take advantage of this offer. Notices will be sent home regarding the price and procedure for obtaining coverage.

## School Registration & Transfers

Any child who will be five years of age on or before September 30 is eligible to enter kindergarten, and six years of age by September 30 is eligible to enter first grade. All registration forms can be accessed through our website [here](https://www.sau63.org/Page/1261).

To register a child for school, you must have:

1. A copy of the child’s birth certificate.
2. A copy of the child’s immunization record, verifying that the Mumps and Measles vaccine (or a verified case, Polio, Diphtheria, Pertussis, Tetanus, and Rubella vaccines are up to date.
3. A copy of a physical examination done within one year before school entrance.
4. A signed record release for any preschool attended.
5. Proof of Wilton/Lyndeborough residency (i.e., utility bill, lease agreement, property tax bill).

**Transferring Into Florence Rideout Elementary School/Lyndeborough Central School**

To transfer a student into the Florence Rideout Elementary or Lyndeborough Central Schools, the following forms must be completed before admitting the child:

1. Permission for verbal communication with the previous school.
2. Emergency information/health.
3. Special medication (when applicable).
4. Request for release of records.
5. Emergency release.
6. A copy of the child’s immunization record and a copy of the last physical exam (given within the last year).
7. Proof of Wilton/Lyndeborough Residency (i.e., utility bill, lease agreement, property tax bill).

**Transferring Out of Florence Rideout Elementary School/Lyndeborough Central School**

If you are moving out of the Florence Rideout Elementary or Lyndeborough Central Schools, please inform the principal in person or by phone and complete and submit the Student Moving Out of District form found on our district website [here](https://www.sau63.org/site/handlers/filedownload.ashx?moduleinstanceid=2271&dataid=1994&FileName=CONSENT%20FOR%20RELEASE%20OF%20EDUCATION%20RECORDS%20STUDENT%20MOVING.pdf). When you register your child at the new school, you will sign a request to release records. Our secretary will send all the records to the school that receives them.

## Daily Attendance

**Reporting an Absence**

Students absent from school must have their absence verified by a written excuse from a parent or guardian. Students may only participate in afterschool activities on the day they are present. When a child is going to be absent, please call the school office before 8:15 a.m. that day to alert us. If no one can answer your call, you may leave a message. If we have not heard from you, we will call your home and try reaching you via the phone numbers on the child’s emergency form until each child is safely accounted for.

Students who miss school for five consecutive days must furnish the school with a doctor’s note stating that such absences are necessary. Exceptions may be granted in consultation with the school nurse and school principal. Students are considered habitually truant when unexcused from school for ten half-days.

Parents should try to schedule medical or dental appointments at times that do not interfere with school hours. When a student is absent, he/she is expected to make up for work missed during the absence. A school calendar is published by the school and distributed to all parents. Vacations and extended trips should be arranged during school vacation periods. If a student must leave school to accompany his/her parents on an extended trip, a request must be submitted in writing at least two weeks in advance. Students will be required to make up all assignments upon return to class.

A child can never make up a day missed at school, even though the assignments may be completed later. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. The complete school board policy on Student Absences/Excuses can be found [here](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JH%20-%20STUDENT%20ABSENCES%20AND%20EXCUSES%20Final%20Apporved%203.5.24.pdf).

# Tardiness

Students arriving after 7:55 AM(FRES) and 8:20 AM (LCS) are considered late and will be recorded as tardy by the classroom teacher. Please bring your child to the office to sign in when tardy.

When a child is going to be tardy, please call the school office before 8:15 am that day to alert us. FRES: (603) 732-9299 LCS:(603) 732-9228. If no one can answer your call, you may leave a message. For your child's safety, we will call your home and try reaching you via the phone numbers on the child’s emergency form until each student is safely accounted for. The principal will notify parents if tardiness becomes excessive. Please make an effort to have your child arrive on time to ensure a smooth start to the day.

## Changes in Dismissal

Please notify the school if your child is to be dismissed early or if there is a change in transportation (e.g., a different bus stop or a parent pick-up). To avoid confusion, we expect all dismissal plans to be in placewell before **2:00 p.m.** that day**.**

**Parent PickUp Patrol**

PickUp Patrol is our online system for parents to communicate dismissal plan changes to the school. Parents receive an email with PickUp Patrol account set-up and login instructions. Changes can be entered from a smartphone, tablet, or computer, days, weeks, or even months in advance and at any time up until **1:00 pm (FRES)** and **1:30 pm (LCS)** on the day of the change.

**Changes will not be accepted after 1:00 p.m. (FRES)** and **1:30 p.m. (LCS),** except in an emergency. Such changes can be made directly by phone to the main office. The end of the school day is a busy time, so please plan accordingly and limit these exceptions to emergencies ONLY to ensure the safety of all students.

Written notes communicating dismissal changes signed and dated by parents/guardians are also accepted. If you have made arrangements for any other person to pick your child up at school, the note must contain the name(s) of the people you have designated to pick up your child. The individual may be asked to provide proper identification. **We do not allow the child to leave with anyone other than the parent or guardian without a written note signed and dated by the parent or guardian.**

Students dismissed before the regular dismissal time must be signed out in the main office.

## Delayed Opening and Cancellations

In the event of inclement weather, parents/guardians will receive notification from the service at PowerSchool. This may occur before school or during the school day if necessary. In addition, announcements may be heard on the following radio and television stations:

WZID ………...………………..95.7 FM

WMUR-TV…..………………. Channel

Schools will open two (2) hours after the regular starting time, and morning bus pick-ups will be two (2) hours later than the regular time.

Should conditions continue to pose a transportation risk, Parent Square will notify you of the changes, and the **No School** announcement will be made by 8:30 AM on the same radio and TV stations.

Our superintendent consults with the road agents and the bus company before deciding whether to operate as usual, delay school opening, or close school for the day.

## Emergency Early Dismissal

PowerSchool will call the first contact on the emergency information form for each student to alert parents to the early dismissal. If you must be away on inclement weather days, please:

* Call the school secretary or have your child bring in a note these days to inform the school where/how to contact you.
* Ensure that your child knows where to go in case of early dismissal.

**General Policies and Procedures**

**Video and Audio Surveillance on School Property**

The Wilton-Lyndeborough Cooperative School Board authorizes the use of video and/or audio devices on Wilton-Lyndeborough Cooperative School District property to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment. The placement of the video cameras will be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

*Reference School Board* [*Policy EEAA*](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/e%20policies/EEAA-Video%20and%20Audio%20Surveillance%20o%20School%20Property.pdf)

## Telephone and Email Messages

Each teacher has a district e-mail address (i.e., j.doe@sau63.org) and a voicemail that may be accessed through the main office. Your phone message will be returned within 24 hours. We encourage using email as an efficient and timely way to connect with staff. You may go to the SAU 63 website, click on FRES under the school’s menu, and go to teacher emails. Teachers are not interrupted from classroom instruction during the school day to take phone calls.

Students will be permitted to use the telephone only with their teacher's permission. The office telephone is for emergency use only, such as illness. Students are not permitted to use it for **social or non-emergency purposes.**

# Visits to School

You are welcome to visit Florence Rideout Elementary School or Lyndeborough Central School. If you wish to visit a classroom, please call ahead to arrange the visit with the teacher. Please sign in at the office when you arrive on the school grounds.

# Legal Guardianship/Child Custody/Restraining Orders

Should typical custodial arrangements for your child/children change, the Principal must be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation must be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should a restraining order be in effect relative to the child. Each time such an order is extended or altered, the legal documentation verifying it must be provided to the Principal for adherence.

## School Property Damage

Harmful or malicious damage to school property must be reimbursed by the persons responsible or, in the case of minors, by their parents or guardians.

## School Lunch

Students **may not bring soda** and **caffeinated beverages to school**. Candy and sugary treats are strongly discouraged.

The guidelines for free and reduced-price lunches will be sent home at the beginning of the school year. Those who believe they are eligible should complete an application.

Parents may join their students for lunch. Please call ahead to arrange for the visit.

## Recess

Whenever possible, and in the best judgment of school personnel, recess time will be spent outside the building. Of course, when conditions such as extreme cold (“feels like” temperature 12 degrees or lower ) or soaking rains are evident, recess will be held inside. All children will participate in outdoor recess activities unless excused for medical reasons and/or by a note from a physician. When there is snow, students must dress from head to toe to play in the snow. A winter jacket is required if it feels like the temperature is 32 degrees or below. It is recommended that your child’s clothing be labeled. Parents are responsible for ensuring a child is appropriately dressed for prevailing weather conditions, including boots, mittens, etc. Please refer to page 29 for playground expectations and etiquette.

## Classroom Concerns

Please do not allow your child to bring toys, playing cards, electronic equipment, or expensive jewelry to school. Toys and cards are frequently a distraction and are challenging to monitor. Placing cell phones, audio equipment, and jewelry in a backpack or cubby does not guarantee their safety, and the school cannot be responsible for keeping these items safe. “Show and Tell” items are an exception, but expensive equipment and jewelry are always discouraged.

Please contact your student’s teacher if they are planning to bring party invitations to school unless the whole class is invited. Classroom teachers can arrange for students to distribute invitations in a manner that does not cause distress among class members who have not been invited.

## School Dress

Clothing makes a statement, and we want that statement to be respectful. Footwear is important for comfort and safety while running and playing on rough ground. Violations of the policy may result in a telephone call to parents to bring appropriate clothing to school.

1. Shirt, hat, and jewelry emblems should not be offensive (no reference to alcohol, drugs, off-color language, violence, or sex).
2. Appropriate footwear must be worn to play on playground equipment safely. Sneakers or athletic shoes are required for participation in PE class.

Warmer weather:

1. Modest, sensible apparel is encouraged. Blouses and shirts should cover the mid-section of the body. Spaghetti straps and low-cut blouses are discouraged.
2. Shorts and cutoffs should be mid-thigh or longer.

Colder weather:

1. Parents are requested to ensure their child is dressed warmly in winter weather. Recess is held outdoors unless it is severely cold or wet. See **Reccess** Section above for winter recess dress requirements.
2. Boots should be worn as the playground often has wet and muddy areas. Access to the playground will be limited if the child does not have appropriate footwear. Please provide your child with shoes or sneakers to be worn within the building.

## Books--Lost, Damaged, Forgotten

Parents will be responsible for replacing lost or damaged books and school materials.

Students are required to cover textbooks that are regularly taken home. Brown paper bags or similar material will suffice.

## Lost And Found

**\*\*Please mark your child’s last name on all clothing and footwear.\*\***

We do maintain a Lost and Found, which is located in the main hallway within each building. Items found in shared areas are displayed in this area. Unclaimed clothing is brought to donation centers at least twice a year.

## Field Trips

Field trips are educational and related to classroom learning. Every effort is made to have students back at school in time to take the bus home. Parents are notified if they are expected to pick their child up after hours.

Each student will be provided with a permission slip prior to the field trip, which must be signed by a parent or guardian. No student will be allowed on a field trip without a permission slip on file.

Parents may arrange for bag lunches to be purchased from the school for their student(s).

If you do not wish for your child to participate in any specific trip, please notify the teacher in writing before the trip so that alternative arrangements can be made.

## Volunteers and Field Trip Chaperones

Volunteers help students and teachers directly, gain firsthand knowledge about the school, and show the children that adults consider school an important place. Volunteers help with classroom preparation, student aid, and classroom demonstrations.

Volunteers must fill out a Consent and Release Form. Volunteers and chaperones who work with students are required to submit fingerprints and provide a criminal records check.

Please consider volunteering your help. If you wish to volunteer, you may notify your child’s teacher, school secretary, or principal.

## Florence Rideout Elementary School/Lyndeborough Central School PTO

The FRES and LCS parents and staff have a very active and involved PTO. The PTO supports our students and staff with additional educational programs and events throughout the year.

Membership is ongoing. A membership drive is held every fall. New participants are always welcome to provide fresh ideas. You may contact the school at any time to become more actively involved.

The Board of Directors consists of *the president, Vice President, Secretary, and Treasurer*. Meetings are held monthly at the school (specific dates and times to be set yearly). They are open to the public and are held to plan upcoming events, review past events, and discuss other topics. More information about the PTO can be found on the school website.

## Report Cards

Competency-based report cards will be sent home four times each year every quarter. The school uses report cards to communicate with parents regarding their child’s progress and achievement toward competencies, learning habits, and/or behavior in school. Parents are asked to sign and return the report card envelope to school. The parents keep the final report card. Parents are urged to call the child’s teacher for any questions regarding their child’s progress.

| **Quarter** | **Report Cards go home** |
| --- | --- |
| 1 | Distributed at Conferences (Early November) |
| 2 | January 24, 2025 |
| 3 | April 4, 2025 |
| 4 | June 12, 2025, or on the last day of school |

## Parent-Teacher Conferences

Parent conferences are arranged at the end of the first quarter in November. Parents or teachers may request conferences at other times if needed. The Parent-Teacher Conference offers the opportunity to ask questions about your child and to build an avenue of communication between home and school to better assist your child’s progress.

Parents are encouraged to communicate with their child’s teacher throughout the school year whenever necessary. Please call the office and ask the secretary to contact the teacher to schedule an appointment or check the teacher’s availability. If it becomes clear that the issue is more serious, please schedule a meeting when both parties are prepared to give their full attention to the concern. Each teacher has a district e-mail address (i.e., j.doe@sau63.org) and a voicemail that may be accessed through the main office.

**Transitions**

We recognize that transition activities are essential in helping children move from home to the school setting. Various activities are planned to build connections between home and school. In the spring, we offer a “*Kindergarten Parent Orientation”*meeting to give parents an overview of our kindergarten program. Over the summer, students in Grades 1-5 will receive a note or letter from their teacher to strengthen the connection between teacher and child. In the fall, incoming kindergarten students are invited to spend time with their teacher in their new kindergarten classroom during “*Kindergarten Visit Day,”* and students in grades 1-5 are invited to a “*Meet and Greet”* where they can meet their new teacher, view their classroom, and tour the building before school starts. When children have completed kindergarten and 5th grade, they are transitioned to grade one at Florence Rideout Elementary School or sixth grade at WLC Middle School as part of our *“Step-up Day”* event in late May/early June.

**Snacks**

Each student should bring in **one** healthy snack each day. Please contact your student’s teacher if you want to bring in a special snack to celebrate a birthday.

**Kindergarten Screening**

Early screening in the school year provides the Kindergarten teachers and staff with valuable information about your child’s individual development and learning skills. Screening results will help teachers determine the best possible programming options for each child.

**Assessments**

Staff utilize several assessments to provide insight and information regarding your child’s learning progress. Individual student results from these assessments are shared with parents.

* iReady Diagnostic: Reading and Math
* Acadience Math and Reading
* Heggerty or PAST Phonemic Awareness Assessment

## Homework

Homework is designed for students to practice skills already taught at school and enrich the learning activities initiated in class. It allows our students to develop self-discipline, responsibility, and initiative. The work may be to study math facts, do an activity sheet, finish a project that was started in class, prepare for a test, or read. An effective homework program also supports the conviction that learning is not limited to the typical classroom experience but an extension that works to expand the vital home/school connection.

As students mature, they should assume the responsibility of ensuring their assignments are completed on time and making an effort to develop effective study habits. This is not an easy task. Students who do not have the necessary study skills or completed homework assignments may fall behind in their work.

The following is the suggested average for homework per grade level:

**Grade** **Time Guideline** **Frequency**

First 20 minutes four times a week

Second 20 minutes four times a week

Third 30 minutes four times a week

Fourth 30 minutes four times a week

Fifth 45/60 minutes four times a week

* In grades 2 through 5, there are ongoing projects, such as monthly book reports or science and social studies units, which may require work on weekends or holidays.
* Parents are asked to read to their child for 30 minutes (minimum) every day.
* If you feel your child consistently spends more time than these recommended guidelines, please contact your child’s teacher.

**Discipline**

Florence Rideout and Lyndeborough Central School use a positive approach to discipline that draws upon children’s ability to demonstrate behavior in constructive, friendly ways and the teacher’s ability to empower them to do so. Children behave and learn best when they know that their parent(s)/guardian(s) communicate regularly with school staff and support the teachers and school administration. If you have any concerns or questions about a school or classroom practice, please share these concerns with the appropriate school personnel.

Classroom rules are created with the children during the first few weeks of school in an effort to foster a sense of ownership and responsibility. Teachers continually discuss and model appropriate behaviors and expectations with students in a calm, respectful manner. Teachers use a variety of techniques and strategies when responding to student misbehavior. Teachers use positive language to remind, redirect, and reinforce expectations. Logical consequences are often utilized. Logical consequences are directly related to children’s behavior and help them fix their mistakes.

## PROGRESSIVE DISCIPLINE PLAN

We have established school rules that reflect a caring environment and protect the learning environment. Students who choose not to follow these rules while on school grounds, in the building, on field trips, or at school-sponsored events will be disciplined fairly, consistently, and progressively. Throughout the year, time is spent practicing, modeling, and revisiting the art of conflict resolution. Younger children (Kindergarten and Grade 1) are encouraged to “use their words” and to solve problems that arise rather than resorting to aggressive behaviors. We use these teachable moments to process and model self-control strategies with younger students. As older students develop greater self-control and understanding of what is expected, they are held to higher expectations and may receive more significant consequences.

**LOGICAL CONSEQUENCES**

* **Take a Break**—This logical consequence occurs when a student is dysregulated and needs an opportunity to regain self-control and calm down. The student moves to a predetermined location within the classroom (Rest Stop, Buddy Classroom), takes time to regroup, and then rejoins the class once he or she has regained control. “Take a Break” locations are also in the cafeteria and playground.
* **Take Responsibility** – This logical consequence is used when something has been broken or a mess has been made- whether accidentally or intentionally. Teachers use this when they see an opportunity for a child to solve a problem he or she has caused.
* **Loss of Privilege** – This logical consequence is used when a student defies, tests, or forgets the rule. The result is that the child loses the privilege. What is taken away is directly related to the misbehavior.

**SCHOOLWIDE BEHAVIOR INFRACTIONS**

**Minor Infraction:** Minor infractions include, but are not limited to, actions such as name-calling; being unkind to classmates; non-serious but inappropriate physical contact; being disrespectful to an adult; failure to complete assignments; continually disruptive in class or talking out of turn, not following established rules; non-compliance (depending on the situation) with expectations in the cafeteria, or on the playground. Repeated rule violations will be addressed with families and should be referred to the administration. Such infractions may result in any of the following: **Take a Break,** **Take Responsibility,** **Loss of Privilege, Teacher Detention.**

**Major Infraction:** Major infractions will be dealt with immediately. These can include ongoing and repeated patterns of minor infractions that create a disruptive and/or unsafe environment; hitting/physical aggression towards another student; deliberate inappropriate language (profanity) orally or in writing; non-compliance (depending on the situation); threats of any nature; possession of inappropriate material; theft; violation of acceptable use policy. The principal or designee notifies parents by phone. Such infractions may result in **Loss of privilege, principal after-school detention, and in-school suspension.**

**Gross Misconduct:** The student is immediately sent to the principal’s office. These can include but are not limited to physical aggressive behavior that harms others, fighting, destruction of school property, leaving school grounds, bullying/harassment, and drug/alcohol/weapons possession. The principal notifies parents by phone. Parents may be required to bring students home. A copy of the discipline report is placed in the student’s cumulative records folder and will be transferred with the student when he or she transfers to another school. Such infractions may result in the following consequences: **In-School Suspension, Out of School Suspension.**

**SCHOOLWIDE CONSEQUENCES**

**Principal’s office**

This is the teacher's removal of the student from the environment where the inappropriate behavior occurred. Students will process with either the principal, head teacher, or designee. The length of the break may vary and will be at the principal’s discretion. Typically, it will not exceed 30 minutes.

**Loss of Cafeteria/Recess Privilege**

Students will eat lunch in the office or a location separate from the lunch room and/or miss recess. Students will process with either the principal, head teacher, or designee. Typically, this consequence is delivered if the infraction occurred on the playground or cafeteria. At the discretion of the principal, these privileges can be lost for one, two, or three consecutive days.

**Teacher After-School Detention**

The classroom teacher may assign detention for repeated minor misconduct within the classroom. This detention occurs the following school day. For after-school detention, the teacher will contact the parents by phone and assign the detention for the next day. Students failing to report to a teacher’s detention will result in principal detention and completion of the original teacher detention. Detention will be held from 2:35 - 3:05. Parent(s)/guardian(s) must arrange to pick up the child after detention. A brief conference/phone conference with parents should be held at this time with the teacher.

**Principal After School Detention**

This detention will be held from 2:35 to 3:05 in the principal’s office or other designated area. The principal will contact the parents on the day of the infraction. The parent(s)/guardian(s) must make arrangements to pick up the child upon completion of detention. The principal should hold a conference or phone conference with the parents at this time.

## In-School Suspension

During in-school suspension, a student cannot participate in any part of his/her typical educational setting for the entire day(s). Students will be required to do any classwork or tasks the teacher assigns. Students will be served an in-school suspension in an area supervised by the principal, head teacher, or designee. A conference/phone conference with parents will be held with the principal.

## Out of School Suspension

The principal will suspend a student for up to 10 days for each incident of gross misconduct or repeated major infractions. The student will be sent to the Principal’s Office, and the principal will call the parents to come immediately to pick up their student. The principal will require a meeting with the Parent(s) before the student resumes school attendance to go over behavioral expectations and/or develop a Behavior Plan for the student to follow.

Students who threaten serious harm (to property, oneself, or others) **must** receive a safety assessment by a counseling professional before returning to school. Please refer to Suspension and Expulsion policies in School Board policy [JICD](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JICD%20Revised%20Final%201.18.22.pdf).

| **MINOR BEHAVIOR INFRACTION** | **MAJOR BEHAVIOR INFRACTION** | **GROSS MISCONDUCT** |
| --- | --- | --- |
| Minor infractions are typically dealt with at the classroom level. Minor behaviors include but are not limited to:   * Name-calling * Unkind to classmates * Non-serious but inappropriate physical contact * Disrespectful to an adult * Failure to complete assignments * Continually disruptive in class or talking out of turn * Not following established rules and expectations in the cafeteria or on the playground | Major infractions will be dealt with immediately. Major behaviors include but are not limited to:   * Ongoing and repeated patterns of minor infractions that create a disruptive and/or unsafe environment * Hitting/physical aggression toward another student * Deliberate inappropriate language (profanity) orally or in writing * Non-compliance (depending on the situation) * Threats of any nature * Possession of inappropriate material * Theft * Violation of acceptable use policy | Gross Misconduct will be addressed immediately. These behaviors can include but are not limited to:   * Physical, aggressive behavior that harms others; fighting, destruction of school property * Leaving school grounds * Bullying/harassment, drug/alcohol/weapons possession. |
| Infractions may result in any of the following:  **Rest Stop**  **Buddy Classroom**  **Loss of Privilege**  **Teacher Detention**  Repeated classroom rule violations will be addressed with families and should be referred to the administration. | Infractions may result in any of the following:  **Loss of Privilege**  **After School Detention**  **In-School Suspension**  The principal or designee will notify parents by phone. | Infractions may result in any of the following:  **In-School Suspension**  **Out of School Suspension**  The principal notifies parents by phone. |

**Playground Rules and Student Engagement**:

Students are free to play in a safe and socially acceptable way during recess and breaks. If necessary, the teacher or principal may provide informal instruction/redirection to encourage a safe environment free from exclusion, bullying, or harassment.

1. Students will play with each piece of equipment as intended by the manufacturer. They may not jump off benches, swings, climbing equipment, or hang from the soccer goals.
2. Slide down slides.
3. Sit on the swings.
4. Permit only one person to use each section of the climbing equipment.
5. Return balls/equipment to the bin or rooms where they belong.

## Playground Etiquette:

1. Students will treat one another with respect. They will not engage in unwelcome physical contact or verbal harassment.
2. Students will play appropriately and safely and will not engage in activities that are hurtful to themselves or others.
3. Do not throw balls or other objects against the building.
4. In cold weather, wear hats, gloves, mittens, and coats. Dress “head to toe” to play in the snow.
5. Respect and obey school staff members.
6. Line up quietly.

## School Grounds:

1. Follow the rules stated above.
2. Treat others with respect.
3. Do not throw rocks or any other item that is not intended to be thrown.
4. Weapons, matches, drugs, and alcohol are not allowed.

## Student Conduct on School Buses

Students' right to ride on the school bus is conditional on their behavior and observance of rules pertaining to proper conduct (School Board [Policy JICC](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/j%20policies/JICC%20final%20adopted%20%206.25.24.pdf) and [Policy EEAE-R](https://www.sau63.org/cms/lib/NH01912507/Centricity/domain/80/e%20policies/EEAE-R%20%20final%20adopted%206.25.24.pdf)). Drivers are authorized to enforce these rules, which are listed below. We recommend that parents of bus students review these regulations with their student(s).

## Behavioral Expectations & Rules for School Buses and Other District-Provided Transportation

1. Students should arrive at the bus stop at least five (5) minutes before the bus arrives. The bus cannot wait for those who are not on time. If a student misses the bus, the parent/guardian must transport the student to school.

2. Students shall wait in a safe place, clear of traffic, until the bus stops, the door is open, red flashing lights are on, and the driver has directed students to get on the bus.

3. Students shall wait in an orderly line and avoid horseplay.

4. Students may cross the road or street in front of the bus only after the bus has come to a complete stop and upon the driver's direction (10-foot minimum crossing distance).

5. Students shall go directly to an available or assigned seat when entering the bus and move toward the window.

6. Students shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must always be kept clear, and emergency doors will be used only for emergencies.

7. Students shall observe normal classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus, and his/her decisions and requests must be followed.

8. Students shall not engage in verbal abuse and/or use abusive language to others.

9. Students may carry only objects that can be held safely on their laps. Musical instruments, athletic equipment bags, and the like must be placed in the area designated by the driver.

10. Students shall refrain from throwing or passing objects on, from, or into buses.

11. Students shall refrain from eating and drinking on the bus unless permitted by school staff.

12. Students shall respect the rights and safety of others.

13. Students may ride only the bus they have been assigned and may only board or exit at their assigned stops. (Exceptions will only be made with a note from a Principal or the Principal’s designee.)

14. Students are prohibited from extending their heads, arms, or objects out of the bus windows and are not allowed to open windows without the driver's permission.

15. Only authorized riders are permitted on the bus.

16. Students will be expected to sit with three passengers when necessary.

17. Students shall not use profane language or obscene gestures and shall not make any excessive noises while on the bus.

18. Students are strictly prohibited from possessing or using tobacco, alcohol, drugs, or any controlled substance. In addition to any interventions or consequences pursuant to these rules, the police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.

19. Fighting, wrestling, or acts of physical aggression are strictly prohibited.

20. Students shall not deface or otherwise damage the bus, the driver’s, or any other student's belongings while on the bus. Students/Parents will be held responsible for any and all damages to the bus caused by the student through vandalism or other intentional or reckless conduct.

21. Students shall not carry hazardous materials, nuisance items, or animals onto the bus.

22. Students are prohibited from hitching rides via bumper or other parts of the bus.

**STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

The FRES/LCS Student Handbook is accessible on the school website, [www.sau63.org](http://www.sau63.org/)

Print Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_

MARK BOXES WITH “X” (unmarked boxes will designate opt-out) SIGN, AND **RETURN** THIS FORM TO YOUR CLASSROOM TEACHER BY **9-13-2024**

I RECOGNIZE AS A MEMBER OF THE SCHOOL COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THE STUDENT HANDBOOK.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I RECOGNIZE AS A MEMBER OF THE SCHOOL COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THE STUDENT HANDBOOK.

Print Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

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