

**2023-2024**

**Florence Rideout Elementary School/Lyndeborough Central School  
Parent and Student Handbook**



Florence Rideout Elementary School  
18 Tremont Street  
Wilton NH, 03086  
(603) 732-9229

Lyndeborough Central School  
192 Forest Road  
Lyndeborough NH, 03082  
(603) 732-9228

Bridgette Fuller, Associate Principal  
[www.sau63.org](http://www.sau63.org)

This handbook has been issued to inform you about the policies and procedures at Florence Rideout Elementary School and Lyndeborough Central School. Our desire is to keep you informed and involved so that we may work cooperatively in the education of your children. 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 life-long learners and contributing members of their community. This goal is accomplished, in part, by helping students build self-esteem, and motivating each one to work to his/her potential. It is important that parents, teachers, and administrators collaborate for the unified purpose of providing the best quality education for all children who enter our schools.

We urge you to become involved and to encourage your children to participate in all of the educational activities and programs available at Florence Rideout Elementary and Lyndeborough Central Schools. Regular updates on events and happenings can be readily found on our [website](#). Through our working together, the educational success of your child will become a reality.

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

**Bridgette Fuller, Associate Principal**  
**Florence Rideout Elementary School & Lyndeborough Central School**

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# **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**

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

### **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 <b>email: <a href="mailto:m.nantel@sau63.org">m.nantel@sau63.org</a></b>
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**School Bus Transportation**

Butler’s Bus Service.....	Phone: 603-213-6401
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**Wilton-Lyndeborough School Board Members**

Dennis Golding School Board Chairman Wilton	Jonathan Lavoie Member Lyndeborough	Geoffry Allen Member Lyndeborough
Cynthia Diane Foss Member Wilton	Alex LoVerme Member Wilton	Darlene Anzalone At-Large Lyndeborough Lyndeborough
Matt Mannarino Member Wilton	Brianne LaVallee Vice Chair, At-Large Member Lyndeborough	Tiffany Cloutier-Cabral Member Wilton

## Florence Rideout Elementary School Staff Directory

Associate 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.....	Dan LaSala
First Grade Teacher .....	Jessica Hill
First Grade Teacher .....	Laura Seale
First Grade Teacher .....	Sophia Menke
Second Grade Teacher .....	Heather Desmarais
Second Grade Teacher.....	Julie Lemire
Second Grade Teacher .....	Kristen Lindquist
Third Grade Teacher .....	Kristin Dame
Third Grade Teacher .....	Alison Hobbs-Wozmak
Third Grade Teacher .....	Emeria Longval
Fourth Grade Teacher.....	Suzanne Tetrault
Fourth Grade Teacher.....	Sandy Reid
Fifth Grade Teacher.....	Alison Dee
Fifth Grade Teacher .....	Holly Lafoe
Fifth Grade Teacher .....	Jessica Radloff
Art .....	Greg Lamers
Music .....	Morgan Kudlich
Physical Education .....	Fritz Shenk
Media Generalist.....	Stephanie Loiselle
Reading Specialist.....	Tammy Cargill
RTI/W.I.N Coordinator.....	Valerie Bemis
Special Education Teacher .....	Meghan Levesque
Special Education Teacher .....	Gisele Dailey
Special Education Teacher .....	Heather Roberts
Paraeducator.....	Stephanie Gilbert
Paraeducator.....	Christian Stamoulis
Paraeducator.....	Chrissy Morrissey
Paraeducator.....	
Board Certified Behavior Analyst.....	Lisa Boanen



ABA Therapist.....	Lindsay Britton
ABA Therapist.....	Ariel Desfosses
ABA Therapist.....	Bridgete Jasper
ABA Therapist .....	Lindsey Lowrey
ABA Therapist .....	Liz Meltzer
ABA Therapist .....	Yammillette Pizarro
ABA Therapist .....	Haley Rascoe
ABA Therapist .....	Ashley Todesco
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 Grade 1 through Grade 5, a full-sized Gymnasium, Cafeteria, 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 2:15 PM**

## **FRES DAILY SCHEDULE**

7:40	Entrance to Building
7:50	Late Bell
2:15	Dismissal for Buses
2:20	Dismissal for Parent Pick Up Begins

## **FRES ARRIVAL**

Students **should not arrive before 7:40 AM** note: there is no supervision provided for students and should not be left unattended on the playground. Students arriving late must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office. Parents may drop their child off at school at the supervised parent pick-up/drop off zone. This is located 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 8:00 AM when there is no staff on site to supervise this location. Students arriving **late** must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

The front gated driveway is for buses only. During the school day all vehicular traffic is prohibited from entering the driveway.

## **FRES DISMISSAL**

All students are dismissed at **2:15 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 child.

## Lyndeborough Central School Staff Directory

Associate Principal.....	Bridgette Fuller
Student Services Coordinator .....	Kathleen Chenette
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 Boanen
ABA Therapist.....	Tracy Aucoin
ABA Therapist .....	Lindsey Lowrey
Instructional Aide.....	Kayla Hodgen
Instructional Aide.....	Jamin LaPonsie
Instructional Aide.....	Amanda Guay
Custodian .....	Jackie Bird

Lyndeborough Central School consists of 3 classrooms for students in Kindergarten, a multi-purpose room which is used for many purposes including, a Gymnasium, Cafeteria, etc. There are additional rooms for support programs such as: Speech, Special Education, and Title I Tutoring.

### LCS SCHOOL HOURS

Kindergarten: **8:05 AM to 1:50 PM**

### LCS DAILY SCHEDULE

8:05	Entrance to Building
8:20	Late Bell
1:50	Dismissal for Buses and Parent Pick Up Begins

### LCS ARRIVAL

Students **should not arrive before 8:05 AM** note: there is no supervision provided for students and should not be left unattended on the playground. Students arriving late must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

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

to their classroom. Please do not drop off after 8:20 AM when there is no staff on site to supervise this location. Students arriving **late** must be signed in by an adult in the front office. Please park in the visitor parking spaces and walk with your child to the main office.

## LCS DISMISSAL

All students are dismissed at **1:50 PM**. Students riding the bus will be dismissed first. Students being picked up will be dismissed from the front of the building with their teachers. Parents are asked to stay in their cars in the pick-up/drop-off zone to wait for their child.

## Who to Call

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

<b>If you have questions about ...</b>	<b>Contact:</b>
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
Building usage School Events Student enrollment/withdrawal Class scheduling	Administrative Assistant <ul style="list-style-type: none"> <li>• (603) 732-9229 (FRES)</li> <li>• (603) 732-9228 (LCS)</li> </ul>
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 <ul style="list-style-type: none"> <li>• (603) 732-9229 (FRES)</li> <li>• (603) 732-9228 (LCS)</li> </ul>
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 his/her bicycle in the bike rack as soon as he/she arrives 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 result in immediate suspension of bicycle riding privileges at school.
5. Students must walk their bicycle across crosswalks and continue to walk their bike when they reach school property.
6. Students are required by state law to wear a safety 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 to the left, outside of the white edge line.
3. Students are asked not to arrive on school grounds until after 7:40 a.m.
4. Kindergarten students are not allowed to walk home unless they are accompanied by an adult.



## **School Special Classes**

### **Art (Gr K-5)**

Art is a regular part of the instructional program at both schools. Through painting, drawing, printmaking, weaving, sculpting and constructing your child's imagination and creativity will be challenged. Art history is taught through a study of a variety of 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 Activities 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) in order to participate. Your child may be excused from physical education classes if he/she provides 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 are able to check out materials from either library.

Library materials are loaned out to students one week at a time. Renewal of materials is allowed for up to 2 more weeks if needed. Lost or damaged materials are the responsibility of the student at full replacement cost. No further materials may be borrowed until payment is received. At the end of the year, those students with outstanding library books or fines will have their report cards withheld until books are either returned or paid for.

### **Technology Education (Gr. 1-5)**

Students become familiar with Google Suite products, digital media software, basic keyboarding skills, conducting research on the internet, and cyber safety. Using technology to enhance instruction that is taking place in the regular classroom is common practice at both schools.

## **Guidance**

The role of the school counselor is to provide professional support to children, parents, and teachers in assessing learning and behavior problems as well as developing strategies to promote the social and emotional well-being of our students. The guidance counselor works with students individually, in small groups and in 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 serves as the 504 Coordinator.

## **Reading Specialist**

The reading specialist works with classroom teachers and students in developing developmental reading programs for individual students and classroom reading groups. The reading specialist regularly evaluates students' reading skills, for the purpose of assisting in the diagnosis of learning disorders, developing remediation plans, and/or monitoring 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 students who struggle with learning. An integral part of the SST/MTSS model is progress monitoring and data collection which are the foundation of making informed instructional decisions for students. This process improves the early identification and support of students with learning and behavior needs and provides our teachers with vital information so that they can deliver instruction and interventions which are matched to individual student's needs.

If your child requires intervention through the SST/MTSS model, you will be contacted by our SST/MTSS coordinator 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 upon the level of enrollment 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 who are having difficulty in Language Arts and/or Math. Difficulties may include: reading comprehension, written mechanics, grammar, vocabulary, spelling, phonics, math problem solving, and math computation.

WIN/Title I is a supplementary program. Students receive regular classroom instruction with their classroom teacher(s); they receive support and reinforcement in specific skills from the Title I tutor. Students participate in Title I approximately 20-45 minutes per day, two to five times per week. 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 coupled with 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 him/her 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 any questions regarding the WIN/Title I Program, or wish to make a referral, please do not hesitate to contact the WIN/Title I Coordinator, Valerie Bemis, [v.bemis@sau63.org](mailto:v.bemis@sau63.org).

### **Special Education**

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

Students work with a special education teacher in small groups or on an individual basis. They may receive direct instruction from the special education teacher or paraprofessional may support the student in the regular classroom, following the inclusionary model. Special education teachers supervise the work of the special education paraprofessionals.

### **Rights of All Handicapped Persons**

"No qualified handicapped person shall, on the basis of 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 a wide variety of activities not only in nursing, but also in professional relationships with teachers and administrators in the educational field. The nurse contributes directly to the public understanding of educational as well as health needs. The nurse works closely with medical professionals, and has a duty to cooperate with the programs of local, state, and federal agencies in the fields of health, education, and welfare.

The school nurse shall act as a specialist in all matters pertaining to the physical health of the students and school staff of the buildings to which she/he has 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 with the individual staff member requiring attention.



## **Nurse/Health Office Policies**

### **Immunizations for School Entrance**

All students must be immunized prior to school entrance according to the New Hampshire State Public Health Agency. Evidence from a health care provider or completion of these requirements must be submitted to the school nurse prior to the student entering school. No child may be enrolled in school without first presenting an immunization record, or a medical or religious exemption.

Any student may be exempt from the above regulation if a health care provider presents evidence stating that the immunization is detrimental to 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, which can be found 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 completion of a medical examination by a health care provider within one year preceding first entry to the school. Kindergarten and First grade students must show proof of completion of a medical examination by a health care provider which took place within a one year period 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 prior to school entry.

### **Medication Policy**

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

1. All medication must be brought into school by parents in the original pharmacy or manufacturer labeled container, clearly marked with the child's name and instructions on how to be administered along with written permission from the parent and a written order by the provider. No more than a 30 school 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 it is impossible to achieve medical regimen at home. 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 use by students. Non-prescribed medication will not be made available to students, unless written permission is given by the parent or guardian. Over the counter medication checklist is available on the annual Student Health Assessment record completed by the parent guardian.
4. The school nurse or designee, assigned by the nurse, shall assist all students in the School District who are required to 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 the taking of medication.
6. All medication shall be stored in a locked cabinet in the nurse's office. Unused medications shall be picked up by a parent/guardian or disposed of by the school nurse at the end of the school year.
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 case of emergency. All school personnel have been instructed in its use. Students known to have severe allergies will be allowed to carry an Epi-Pen or inhaler to recess and on field trips, as prescribed by the provider.
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](#)). 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**

In case your child becomes ill at school, we will make every effort to contact you. You will be receiving an "Emergency Information/Health" [form JLCE-R](#) 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 in order to provide us with 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 his/her temperature is normal, vomiting or diarrhea has stopped without the use of fever reducing medications.**

### **Food Allergies**

Florence Rideout Elementary School is a food allergy aware school. 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 any student who needs to sit away from allergens (see School Board Policy [JAA](#)).

### **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 and/or written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with NH

Department of Health and Human Services recommendations. The affected student will be sent home at the conclusion of the school day. Based upon the school nurse's recommendation, other children who were 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 to school after proper treatment as recommended by the school nurse. 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 based on grounds that 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 front office. FRES and LCS continue to have asbestos management plans that are available for review in both buildings.

### **Accident Insurance for Students**

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

## **School Registration**

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 to enter first grade. All registration forms can be accessed through our website [here](#).

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 vaccine are up to date.
3. A copy of a physical examination done within one year prior to 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 prior to 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 Student Moving Out of District form found on our district website [here](#). When you register your child at the new school, you will sign a request for a release of records. Our secretary will send all records to the receiving school.

## **Daily Attendance**

**Students absent from school must have their absence verified by a written excuse from a parent or guardian.** Students may not participate in afterschool activities on the day they are absent. 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 is available to answer your call, you may leave a message. If we have not heard from you, we will call your home, and then we will 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 certificate stating that such absences are necessary. Exceptions may be granted in consultation with the school nurse and school principal.

Parents should make every effort 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. Vacation and extended trips should be arranged during school vacation periods. If a student is required to leave school to accompany his/her parents on an extended trip, a request must be submitted in writing at least one week 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 at a later date. The interaction and instruction that takes place in the classroom are equally as valuable as written assignments.

### **Changes in Dismissal**

Please notify the school if your child is to be dismissed early, or if there is a change in transportation (i.e. a different bus stop or a parent pick-up). We expect all dismissal plans to be in place well before **2:00 pm** that day to avoid confusion.

### **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** on the day of the change.

After **1:00 pm** changes will not be accepted except in the case of an emergency. Such changes can be made via phone directly 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 assure the safety of all students.

Written notes communicating dismissal changes that are signed and dated by parents/guardians are accepted as well. 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 that is signed and dated by the parent or guardian.**

Students who are 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, PowerSchool 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 in making a decision to operate as usual, to delay school opening, or to 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 it is necessary for you to be away on inclement weather days, please:

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

**Tardiness**

Students arriving after **8:00 AM** are 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 8:00 am that day to alert us FRES: (603) 732-9299 LCS:(603) 732-9228. If no one is available to answer your call, you may leave a message. For the safety of your child we will call your home, and then we will try reaching you via the phone numbers on the child’s emergency form, until each student is safely accounted for.

Parents will be notified by the principal if tardiness becomes excessive. Please make an effort to have your child arrive on time in order to ensure a smooth start to the day.

**Absences Due To Parental Vacations**

Parents are strongly urged not to schedule family vacations during school days and not to extend the scheduled vacation periods. Should you wish your child to accompany you on a vacation during the time school is in session, you should inform the building Principal at least one week in advance explaining the length of time for the vacation and the reason. Arrangements can be made at the discretion of the classroom teacher for assignments that will be missed and/or study projects.

## **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. 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](#)*

### **Telephone and Email Messages**

Each teacher has a district e-mail address (ie. 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 the use of 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 the permission of their teacher. The office telephone is for emergency use only, such as illness, etc. **No social or non-emergency use is permitted by students.**

### **Visits to School**

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

### **Legal Guardianship/Child Custody/Restraining Orders**

Should there be a change in normal custodial arrangements for your child/children, it is imperative the Principal be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation are required to 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 there be a restraining order in effect relative to the child. Each time there is an extension or alteration to such order, the legal documentation verifying such must be provided to the Principal for adherence to it.

### **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. 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 or soaking rains are evident, recess will be held inside. Children will not go outside when it is excessively wet or cold (typically 12° -15° F or below) or windy. All children will participate in outdoor recess activities unless excused for medical reasons and/or by a note from a physician. Parents are responsible to ensure that a child is properly dressed for prevailing weather conditions, including boots, mittens, etc. It is recommended that your child's clothing be labeled. Please refer to page 36 for playground rules.

## **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 difficult to monitor. Placing cell phones, audio equipment, and jewelry in a backpack or locker 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 is always discouraged.

Please do not have your child bring party invitations to school unless the whole class is invited. This causes distress among those class members who have not been invited.

## **School Dress**

Clothing makes a statement, and we want that statement to be a respectful one. Footwear is important in terms of comfort and safety while running and playing on rough ground. Violations to 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). Students are asked to remove their hats while in the building.
2. Appropriate footwear must be worn in order to safely play on playground equipment. Sneakers or athletic shoes are required for participation in PE class.

### Warmer weather:

3. Modest, sensible apparel is encouraged. Blouses and shirts should cover the mid-section of the body. Spaghetti straps and low-cut blouses are discouraged.
4. Shorts and cutoffs should be mid-thigh or longer.
5. Bicyclists must wear helmets.
6. Flip-flops are not allowed

### Colder weather:

7. Parents are requested to be sure their child is dressed warmly in winter weather as recess is held outdoors unless it is severely cold or wet.
8. Boots should also 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 the cost of replacing lost or damaged books and school materials.

Students are required to cover textbooks which go home on a regular basis. Brown paper bags or similar material will suffice.

### **Lost And Found**

**\*\*Please clearly 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 twice a year.

### **Field Trips**

Field trips are of an educational nature and are related to classroom learning. Every effort is made to have students back at school in time to take the bus home. Parents are notified in advance 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 that will need to 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**

Not only do volunteers help students and teachers directly, they also 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.

People who volunteer must fill out a Consent and Release Form. A finger-print and criminal records check is now required from volunteers and chaperones who work with students.

Please consider providing your assistance in some way. You may notify your child's teacher, school secretary or principal if you wish to volunteer.

### **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: *President, Vice President, Secretary, and Treasurer*. Meetings are held on a monthly basis at the school (specific dates and times to be set yearly). These meetings are open to the public and are held to plan upcoming events, review past events, etc. 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, on a quarterly basis. Report cards are used by the school to communicate with parents regarding their child's progress and achievement towards competencies, learning habits, and/or behavior in school. Parents are asked to sign the report card envelope and return it to school. The final report card is kept by the parents. Parents are urged to call the child's teacher if there are any questions regarding their child's progress.

Quarter	Report Cards go home
1	November 13, 2023
2	January 26, 2024
3	April 5, 2024
4	June 17, 2024

## 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 both the opportunity to ask questions relative to your child, and to build an avenue of communication between home and school to better assist your child's progress.

Throughout the school year, parents are encouraged to communicate with their child's teacher whenever necessary. Please call the office and ask the secretary to contact the teacher to set up an appointment or to check on the teacher's availability. If it becomes clear that the issue is of a more serious nature, please schedule a meeting for a time when both parties are prepared to give their full attention to the concern. Each teacher has a district e-mail address (ie. 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 giving an overview of our kindergarten program for parents. Later in the spring, incoming kindergarten students are invited to spend some time in the morning with their teacher in their new kindergarten classroom during "**Kindergarten Welcome Day**". Over the summer, students receive a note or letter from their teacher to strengthen the connection between teacher and child.

As the beginning of the school year approaches an hour long "**Meet and Greet**" is scheduled prior to the first day of school. When children have completed their kindergarten and 5<sup>th</sup> grade year, 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. We ask all families to refrain from bringing in snacks for sharing in classrooms.



## 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.

- Dial 4: Kindergarten Screening
- iReady Diagnostic: Reading and Math
- Acadience Math and Reading
- Heggerty or PAST Phonemic Awareness Assessment

## 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 be used to help teachers determine the best possible programming options for each child.

## Homework

Homework is designed for students to practice skills already taught at school and to enrich the learning activities that are initiated in class. It provides the opportunity for 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 normal classroom experience, but an extension that works to expand the vital home/school connection.

As students mature, they should assume the responsibility to make sure their assignments are completed on time and make 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:

<b><u>Grade</u></b>	<b><u>Time Guideline</u></b>	<b><u>Frequency</u></b>
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

- There are ongoing projects in grades 2 through 5, 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 that your child is consistently spending 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 as well as the teacher's ability to empower children to do so. Children behave and learn best when they are aware that their parent(s)/guardian(s) communicate regularly with school staff and are supportive of 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.

In an effort to foster a sense of ownership and responsibility, classroom rules are created with the children during the first few weeks of school. 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 regulations which we feel reflect a caring environment and protect the learning environment. Students who choose not to obey these rules, while on school grounds, in the building, on field trips or at school sponsored events will be disciplined in a fair, consistent, and progressive manner. 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 type of logical consequence is when a student is dysregulated and needs an opportunity to regain self-control and calm down. The student will move 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 have been established in the cafeteria and on the playground.
- **Take Responsibility** – This logical consequence is used in situations 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 in situations when a student defies, tests or even forgets the rule. The consequence is that the child loses the privilege. What is taken away is directly related to the misbehavior.

## **SCHOOLWIDE BEHAVIOR INFRACTIONS & CONSEQUENCES**

**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) and expectations in the cafeteria, or on the playground. Repeated classroom rule violations will be addressed with families and should be referred to administration. Such infractions may result in any of the following: **Rest Stop, Buddy Classroom, Loss of Cafeteria/Recess 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. Parents are notified by the principal or designee by phone. Such infractions may result in any of the following consequences: **Loss of Privilege, Principal After School Detention, 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, drug/alcohol/weapons possession. Parents are notified by the principal 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 transfer with the student when he or she transfers to another school. Such infractions may result in any of the following consequences: **In-School Suspension, Out of School Suspension**

## **SCHOOLWIDE CONSEQUENCES**

### **Principal's office**

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

### **Loss of Cafeteria/Recess Privilege**

Students will eat lunch in the office separate from the lunch room and/or will 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. These privileges can be lost for one, two, or three consecutive days at the discretion of the principal.

### **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 as well as completion of the original teacher detention. Detention will be held from 2:15 - 2:45. Parent(s)/guardian(s) must make arrangements to pick up the child at the completion of 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 2:15 - 2:45 in the principal's office or other designated area. Principal will contact parents the day of the infraction. Parent(s)/guardian(s) must make arrangements to pick up the child at the completion of detention. A conference/phone conference with parents should be held at this time with the principal

### **In-School Suspension**

During in-school suspension a student is not allowed to participate in any part of his/her normal educational setting for the entire day(s). Students will be required to do any classwork or tasks assigned by the teacher. 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

A student will be suspended from school by the principal for up to 10 days for each incident of gross misconduct, or for 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, in order to go over behavioral expectations, and/or develop a Behavior Plan for the student to follow.

Students who threaten serious harm (to property, or 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](#).

MINOR BEHAVIOR INFRACTION	MAJOR BEHAVIOR INFRACTION	GROSS MISCONDUCT
<p>Minor infractions are typically dealt with at the classroom level. Minor behaviors include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Name calling</li> <li>• Unkind to classmates</li> <li>• Non-serious, but inappropriate physical contact</li> <li>• Disrespectful to an adult</li> <li>• Failure to complete assignments</li> <li>• Continually disruptive in class or talking out of turn</li> <li>• Not following established rules and expectations in the cafeteria, or on the playground</li> </ul>	<p>Major infractions will be dealt with immediately. Major behaviors include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Ongoing and repeated patterns of minor infractions that create a disruptive and/or unsafe environment</li> <li>• Hitting/physical aggression towards another student</li> <li>• Deliberate inappropriate language (profanity) orally or in writing</li> <li>• Non-Compliance (depending on the situation)</li> <li>• Threats of any nature</li> <li>• Possession of inappropriate material</li> <li>• Theft</li> <li>• Violation of acceptable use policy</li> </ul>	<p>Gross Misconduct will be addressed immediately. These behaviors can include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Physical aggressive behavior that harms others; fighting, destruction of school property</li> <li>• Leaving school grounds</li> <li>• Bullying/harassment, drug/alcohol/weapons possession.</li> </ul>
<p>Infractions may result in any of the following:</p> <p><b>Rest Stop</b>  <b>Buddy Classroom</b>  <b>Teacher Detention</b></p> <p>Repeated classroom rule violations will be addressed with families and should be referred to administration.</p>	<p>Infractions may result in any of the following</p> <p><b>Loss of Privilege</b>  <b>After School Detention</b>  <b>In-School Suspension</b></p> <p>Parents will be notified by the principal or designee by phone.</p>	<p>Infractions may result in any of the following</p> <p><b>In-School Suspension</b>  <b>Out of School Suspension</b></p> <p>Parents are notified by the principal by phone.</p>

## Playground Rules and Student Engagement:

Students are free to play in a safe and socially acceptable way during recess and breaks. Informal instruction/redirection may take place at the discretion of teacher or principal if deemed necessary 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. Do not jump off of benches, swings, or climbing equipment, or hang from the soccer goals.

2. Slide down-do not walk up or down-the slide.
3. Sit-do not stand-on the swings.
4. Permit only one person on 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 in an appropriate and safe manner 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. Wear hats, gloves or mittens and coats in cold weather. Wear boots 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.
4. Weapons, matches, drugs, and alcohol are not allowed.

## **Bus Transportation Regulations**

The right of students to ride on the school bus is conditional on their behavior and observance of rules pertaining to proper conduct (School Board [Policy JICC](#) and [Policy JICC-R](#)). Drivers are authorized to enforce these rules, which are listed below. We recommend that parents of bus students review these regulations with their children.

**School Bus Regulations**

1. The students' right to ride the school bus is conditional on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce these rules and to make suggestions in line with good citizenship.
2. The driver may assign seats to students. The bus will not be in motion until all students are seated.
3. While on the bus, students shall not shout, whistle, throw anything, or otherwise distract the bus driver in any way. Eating and drinking are not permitted, nor are students allowed to have electronic equipment (games, CD players, radios) on the bus.
4. There shall be no fooling, fighting or other improper behavior on the bus.

5. Students shall not open windows unless authorized by the driver. Students shall not put their head, arms, hands, feet or objects out the window.
6. Aisles are to be kept free from books, lunch boxes, and other objects. Students must keep their feet out of the aisle when others are loading and unloading from the bus.
7. Students who must cross the road after leaving the bus shall adopt the following procedures:
  - a. Exit the bus and walk about 10 feet up the road from the bus.
  - b. Look BOTH ways to be sure cars have stopped.
  - c. Check with the driver, wait for his/her signal.
  - d. Cross the street in front of the bus.
8. Students must line up in a single file about 6 feet behind the bus stop before boarding the bus. When leaving the bus, all students must remain in their seats until it is their turn to leave. Each student will leave the bus at their specified stop, unless they present a signed bus pass from the office (see #12).
9. Students must be ready to take the bus when it arrives. **Drivers will not wait if you are late.**
10. Student violations will be written up and handed to the Principal by the bus driver. The Principal will then give the slip to the student, requiring the student to bring the write-up back with their parents' signature before boarding the bus the next day.
11. The Principal may suspend a student from riding the bus for ongoing serious misconduct. The Principal will inform the parents that a second offense may result in further suspension from riding the bus.
12. Bus students will be picked up and discharged only at their regular bus stops, unless the driver is given a bus pass from the office. A written note or phone call from a parent is required to obtain a bus pass. Parents can call the bus company directly in the morning if it is an emergency. Schools must also be notified.
13. Walkers are not allowed to ride a regularly scheduled school bus without written permission from parents or a pass from the school.

# 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 9-15-2023**

☐

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: \_\_\_\_\_