

CHAMBERLAIN STREET SCHOOL

FAMILY HANDBOOK

2013-2014

**65 Chamberlain Street
Rochester, New Hampshire**

**Phone: 332-5258
Fax: 335-3098**



CHAMBERLAIN STREET SCHOOL MISSION STATEMENT

THE MISSION OF
CHAMBERLAIN STREET SCHOOL
IS TO CREATE AN EFFECTIVE, COLLABORATIVE LEARNING COMMUNITY; IN A SAFE, RESPECTFUL, AND
NURTURING ENVIRONMENT THAT FOSTERS ENTHUSIASM FOR LEARNING.

ROCHESTER SCHOOL DISTRICT MISSION STATEMENT

“THE MISSION OF THE ROCHESTER SCHOOL DISTRICT IS TO ENSURE QUALITY
EDUCATIONAL EXPERIENCES.”

CHAMBERLAIN STREET SCHOOL DAILY SCHEDULE
2013-2014

Breakfast Starts:

8:00

Kindergarten Session

8:20	Entry Bell
8:30	School Begins
2:15	Dismissal

Daily Schedule for Grade 1-5

8:20	Entry Bell
8:30	School Begins

Recess

11:00 -11:20	Grade K
11:35 -11:55	Grade 1
11:25 -11:45	Grade 2
11:10 -11:30	Grade 3
11:45 -12:05	Grade 4
11:55- 12:15	Grade 5

Lunch

11:25-11:45	Grade K
12:00-12:20	Grade 1
11:50-12:10	Grade 2
11:35-11:55	Grade 3
12:10-12:30	Grade 4
12:20-12:40	Grade 5

Dismissal:

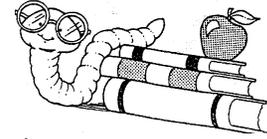
2:57	Parent Pick-up
2:59	Franklin Heights Walkers to the lobby
3:00	Walkers/Chamberlain Learning Center (CLC)
3:00	Bus Students

Please note:

Early Release days are scheduled for September 18, October 23, November 7, January 15, April 9 and May 14. Dismissal for all elementary students will be at 1:15 on those days.

Teacher workshop days are November 8, January 23 and March 14.

Chamberlain Street School Staff 2013-2014



Principal

Kathleen Crosby

Assistant Principal

Jennifer Hersom

Secretary

Maryann Tanguay
Melissa St. Pierre

Guidance

Claudia Ferro

Social Worker

Kelly Simpson

Nurse

Chris Ballentine

Kindergarten

Jennifer Hennessey
Eloisa Darcy
Marie Flesher

Grade 1

Raeann Cossette Clarke
Andrea Lancey
Pat Rogers

Grade 2

Clare Bolster
Vickie Carr
Kimberly Desrochers

Grade 3

Melissa Arsenault
Michele Gaulin
Heidi Mason

Grade 4

Sandra Byrne
Sue Printy
Kristen White

Grade 5

Jen Cabral
Christine Rapoza
Nancy Rhoades
Adrienne Smith

Special Education

Leovi Durand
Sarah Howard
Amanda Spellman
Sally Stailey
Patricia Townsend
Donna Turner
Chris Turgeon

Title I Math Services

Deborah Allard

Reading Specialists

Pam Baxter
Jennifer Cyr

Interventionists

Chris Collins
Michelle Osmer
Sharon Zumpfe

Music

Mike Bergeron

Band

Mike Bergeron

Art

Lori Thompson

Physical Education

Jess Shearn

Technology Specialist

Jenna Buinicky

Speech

Deb Bonsteel
Julie Hart

Occupational Therapy

Christie LeClair

Physical Therapy

Lee Murphy

ELL

Jill Sinclair

Librarian

Hilary Sheppard

Paraeducators

Delight Beranger
Donna Bogan
Diane Charles
Deb Corbett
Diana Craggy
John Davenport
Diane Dorr
Terry Doucette
Susan Hussey
Brenda Fraser
Irene Gerry
Bonnie Harriman
Susan King
Donna McLaren
Joanne Merrihew
Laura Hodgkins
Staci Sanborn-Benjamin
Stephanie Sikoski
Pam Tobin
Tracy Walbridge
Jen Stevens
Sara Eames
Emily Fortesque
Liza Sullivan

Chamberlain Learning Center

Pam Tobin

Foster Grandmothers

Eula Randolph Grogan
Mary Snell
Helen Marquis
Doris McGurren
Sadie McKinnon

Food Services

Michelle Paradiso
Judith Johnson
Darlene Nadeau
Kim Patton

Custodians

Bob Libby
Dan Pike
Ralph Stillings

Attendance

As with most of NH elementary schools, our average daily attendance is strong, but there remains a population of students with unacceptably high rates of chronic absences, tardiness or early dismissals. Research has documented the importance of school attendance. There is a strong correlation between kindergarten absences and reading deficits at the fifth grade. Other data shows a correlation between early grade level absences and a habitual pattern of truancy in high school. Good attendance at the elementary level is vital. Chamberlain's efforts include components of parent education, an assertive and formalized school response, student engagement and reinforcement, and efforts to engage the support of judicial and child health & welfare agencies. We have seen a dramatic improvement in student attendance since initiating this program at the start of the 2009 school year. Thank you for your strong support of this vital program. We appreciate your continued understanding and cooperation in our effort to encourage your child's attendance!

Books

Assignment books will be distributed to fourth and fifth grade students. *If lost, replacements may be purchased through our school store.*

Cell Phones

We understand the need for some children to carry cell phones to school. Phones are to remain in backpacks and turned off. The school is not responsible for damage or theft of cell phones while in route to and from school or during the school hours.

Conduct

The Chamberlain Chargers Program is a school-wide initiative that teaches and encourages our children to exhibit positive social skills. The overall goal is to help improve the school's climate and to make it as positive a learning environment as it can be. The way to achieve this is for everyone to be respectful, kind, responsible, and safe. Once the behaviors and attitudes associated with our core expectations are taught, we recognize students for exhibiting these positive skills in a variety of ways. Along with increased recognition for appropriate, targeted behaviors, you should expect consistent consequences for those which are inappropriate. This is intended to reinforce students to be respectful, safe, caring, responsible and ready for learning. At Chamberlain Street School we protect one another and try to be helpful any way we can. It is important to know that we are all accountable for our behavior.

Defining our expectations is an ongoing process.

Universal Expectations for all school settings

- **Be Kind**
- **Be Respectful**
- **Be Responsible**
- **Be Safe**

Hallway

- Use quiet voices and actions in the hallway, at all times.
 - Walk on the right side.
 - Go directly to where you need to be.
 - If moving to a small group, return to your classroom if adult is not present.
 - Be aware of others and yourself;
 - Be patient with those walking ahead of you...wait for others to move forward before heading to your destination.
 - If your line is stopped, allow others to cross through your line to continue to their destination.
-

- Enjoy wall displays with your eyes... keep hands, feet and body off walls and doors.
- When moving in a group;
 - walk in a straight line.
 - face forward.
 - listen carefully and follow directions.
- Keep hallways clean and clear;
 - Keep all personal items in your locker; if they don't fit, they must be moved into the classroom.
 - Show consideration for other people's belongings.
 - Help keep hallways clean by picking up when needed.
- When waiting in the hallway area in front of the office; it is important to keep especially quiet!
- Breakfast: Line up in the front hall at the double doors. Enter the cafeteria with the duty teacher.

Cafeteria

Entering the cafeteria:

Walk with the teacher to the cafeteria in a quiet, orderly fashion, in ABC order by class.

- First class in goes directly to line to receive lunch. The following classes walk quietly to your lunch table and choose a seat.

While in the cafeteria:

- Use quiet voices in the cafeteria, at all times.
- No changing seats without adult permission.
- Four students per bench.
- Respect personal space and remain seated properly.
- Raise your hand if you need help. Always ask permission before leaving the cafeteria.
- Line up and walk through the kitchen...
 - by class, in ABC order, in a straight line, facing forward.
 - using the proper doorways to enter and exit the kitchen.
 - hands and feet to self.
- Remember good manners, for example...
 - say please and thank-you.
 - use an inside voice.
 - keep table areas clean, pick up after yourself.
- Eat your own lunch, please no sharing food.
- Keeps extra items off the table (examples: outdoor games, toys, coats, hats, mittens).
-

Leaving the cafeteria:

- When you are dismissed by an adult, clean up, and walk to your classroom line's assigned spot. Wait quietly for teacher to join and then walk to recess.

Playground

- At recess time exit the building with adult supervision, unless instructed to do otherwise by an adult.
- Students may re-enter the building only with permission. Return to the playground in a timely fashion.
- Use only soft (nerf-type) balls. Tennis-balls are not permitted. Basketballs are an approved exception.
- No throwing or kicking objects (i.e. stones, sticks, or snowballs).
- **Students are expected to play at least "3 feet" from any wooded area and traffic cones in parking lot. A student should never enter into the woods without the permission and supervision of a staff member.**
- Students should play away from classroom windows and modulars.

- Children should always keep their hands to themselves except in an organized game approved/supervised by a staff member on duty.
 - Snow – Students playing in the snow must wear boots. Snow pants are also needed for deep snow for all students.
 - The sharing of school equipment is expected.
 - Playground Areas/Equipment:
 - Use all playground equipment as it was designed to be used.
 - Swings – 25 count – Stand at a safe distance away from the swings. Swing in a seated position and never jump off swings.
 - Slides – Children must slide in a seated, face forward position and wait for the slide to clear before sliding down. No walking or climbing up slides.
 - Bar House – Children are not allowed to climb on the roof of the house. It is acceptable for children to hang by their hands (not knees) from the inside of the house.
 - Monkey Bars – Children are not allowed on top of the monkey bars. No “chicken” or “monkey” fights.
 - Basketball Hoop – As approved by recess supervisor.
 - Kickball Field – Games as approved and supervised by duty staff, using appropriate game-balls. Whiffle-ball bats only.
 - At the end of each recess, children should stop play and then walk to line.
 - Enter the building following hallway procedures.
- *Recesses may have additional expectations specific to the playground area, time of day or age of students.*

Dismissal

Car Riders:

Walk through the halls to the door facing the parking lot in the intermediate wing.

- Stand quietly in one place with other students from your ride.
- Keep your hands to self.
- Listen for directions from supervising staff.
- Wait for staff to walk you to your ride.

Walkers:

- Walk to the kindergarten exit staying to the right in the halls.
- Walk down the pathway.
- Stay on the sidewalk at all times.
- No one should cut across the grass areas to walk home.
- No one should reenter the building through the kindergarten doors. If you need to return, report to the office and ask permission to go to your class.
- Fifth grade students are expected to walk through the building and out the kindergarten doors. This ensures supervision during dismissal.

Additional School-wide Expectations

The following are not allowed:

- Skateboards, roller-blades and sneaker-roller skates.
- Selling or trading items.
- Toys from home including cards.
- Cell phones need to be turned off and stored in back packs or with the teacher or office.
- Electronic devices such as handheld games, MP3 Players and iPods.

***The school is not responsible for damage, loss or security of any personal items brought into the building.**

Accountability and Consequences

When a student acts unsafe, unkind, irresponsible, or disrespectful at Chamberlain, a supervising adult must make a decision about how to protect the others involved and to prevent the same behavior from happening again. When necessary staff will complete an Incident Report Form and depending on the situation, students should expect any of the following consequences:

- Time out from class or activity
- Loss of recess privileges
- Loss of lunchroom privileges
- Community service (within school)
- Student conference
- Parent conference
- During/After school detention (Students will be given a 24 hour notice to arrange transportation for an after school detention. Transportation is the responsibility of the parent or guardian).
- Suspension. Depending on the seriousness of the offense, a student may be required to serve an in school or out of school suspension.

Dress Guidelines

The dress code at Chamberlain is a flexible one that allows parents and students together to determine the type of clothing and personal grooming appropriate for school. The district's handbook addresses the formal code, but the school emphasizes the following guidelines:

- Appropriate and safe footwear that allows for active outdoor play.
- Clothing that fits comfortably and covers students adequately.
- No clothing with offensive/obscene words or pictures.

Field Trips

- Field trips are considered enrichment to the curriculum and must correlate with the classroom instruction.
- A decision to take a field trip is up to the teacher or team of teachers. Parents may make suggestions; however, the final decision is up to the teacher with final approval from the Superintendent and School Board.
- Permission must be received in writing from the parent or guardian of each child before the scheduled trip or the child will not be allowed to go.
- Field trips are planned as a class activity. It is an opportunity for students to interact with classmates in a different educational setting. With this goal in mind, students are expected to be transported as a group unless a special circumstance, such as a medical reason, exists.
- Parents are encouraged to chaperone. However, please be aware that we are sometimes limited to the number of chaperones due to space on the bus or by the place being visited.
- Siblings or students from other schools are not allowed on field trips.

Emergency Planning

For the safety of students and staff, we are continually refining our emergency management plan and increasing building security. Fortunately major crises, especially catastrophic events, are rare in our nation's schools but being prepared is important. Our plan will continue to be reviewed and revised based on experience, research and changing vulnerabilities. This is done in collaboration with the police and fire departments to ensure the safety of our building in the event of an actual emergency. Call the school office if you have questions or concerns about the safety of your children.

Emergency Drills:

We regularly practice emergency drills. Drills may include evacuation (evacuating the building), reverse evacuation (evacuating the outside areas into the building), shelter-in-place (becoming safe and secure with direction from the office), or lockdown (becoming safe and secure in an immediate response to a dangerous situation). The objective of these drills is to help staff and students feel prepared and remain calm in the event of an actual emergency situation.

Guidance Services

Guidance counseling services are available and are provided at school on an “as needed” basis. We provide individual and group activities. Our goal is to help children feel better about themselves and to contribute to the development of their personal skills to ensure that the school experience is a positive one. Our efforts with children may focus on improving self-confidence, identifying and expressing feelings, improving peer relationships, increasing motivation, or improving organizational and study skills. There may also be counseling groups available for students who are coping with issues such as a death or a divorce.

In addition to individual and group counseling, our guidance counselor periodically conducts activities and presentations within each classroom. These classes may include topics such as personal safety, decision-making, self-esteem, problem solving, stress management, peer pressure, and alcohol and drug abuse prevention. If you have any questions or concerns regarding your child's participation in the guidance program, please contact our school counselor or administration at 332-5258.

Homework

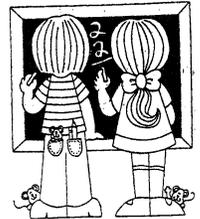
Each classroom will distribute homework policy information to parents and students at the beginning of each school year. For more information refer to the adopted School Board Policy available on the district website.

Kindergarten

Full Day Session: 8:30 – 2:15 pm

Drop Off: Children may ride the bus to school, or parents may drop them off in the parking lot beside the gym. Kindergarteners are welcome to participate in our free breakfast program that begins at 8:00.

Pick Up: Children are to be picked up by car at 2:15 pm at the side entrance to the school. The staff will escort the children to vehicles. Please do not park in front of the school! Students enrolled in the afterschool program through the Rochester Childcare Center will be supervised here until 3:00 and then take the bus to the Nancy Loud School.



Latex

Chamberlain Street School is a latex-free environment. Please do not send balloons to school. If you have questions, please contact the school office or the school nurse.

Library

If a book is lost or damaged, replacement value will be charged. Signed-out books are the responsibility of the student, not the school. Vandalism will result in an automatic fine and parent notification.

Lockers

Most students will be assigned a hallway locker. An important thing to know is that lockers are not secure from theft. Valuable personal items should not be kept in your locker. School lockers are the property of the school district and may be searched for contraband. A clean and orderly locker is the students' responsibility. Placement of stickers on lockers is not allowed.

Lost and Found

There is a “Lost and Found” rack located in the gym. If you have lost something, check this location. To avoid this prospect, we recommend labeling all student gear. If you find something that does not belong to you, please bring it to the office. Unclaimed items are periodically donated to local charities. Students should not bring large sums of money or valuable personal items to school. Under no circumstances is the school responsible for lost or stolen items.

Office Procedures

Absences and Dismissals

To help us protect your child, we ask that you contact us if your son or daughter is going to be absent or late. The school telephone number is **332-5258** and you can leave a message after hours on our answering system. If we do not hear from you, we will try to call your home or place of work to confirm you are aware that your child is not in school.

Dismissal Notes

Dismissals from school for doctor or dental appointments, emergencies or business are handled through the main office. Students should bring their dismissal notes to their classroom teacher. When picking children up for a dismissal, parents meet their children at the office and sign them out. If a person other than a parent or guardian is picking up a student, we need to have the name of that person from you and ask that the person present identification.

Tardiness/8:35 or After

Students reporting late to school should first report directly to the office. It is the responsibility of the student and the parent or guardian that he or she arrives on time. Oversleeping is not a good reason for being tardy. However, extenuating circumstances such as doctor's appointment and family emergencies do occur and are understandable.

Change of Address

If a student's address, phone number, or other important information should change during the school year, the office must be notified and the student emergency sheet revised. In case of an emergency, it is vital that the office have accurate information.

School Records

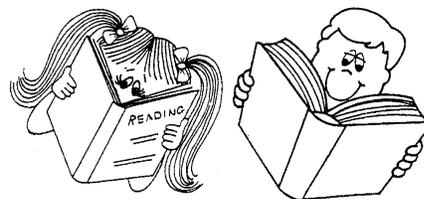
Parents have the right to examine their children's records. This may be done by contacting the school office to set up an appointment to do so.

Telephone Messages to the School

When you find it necessary to telephone your child at school, the message will be relayed to him or her as efficiently as possible. Since it is very busy near dismissal time, we ask that you call before 2:00 p.m. This will ensure that your child receives the message. Teachers, students, and classrooms will not be interrupted during class time unless there is an emergency.

Make-up Work

When students have been absent from school, they should talk with their teachers concerning make-up work. Individual classroom policies will be included in classroom information distributed to parents and students at the beginning of each school year.



PTA

The Chamberlain Street School PTA extends a warm welcome to all new and returning parents to our school! We invite you to join other parents and us in working with the staff to make a difference in the education of all our children. In addition to our regularly scheduled monthly meetings, the PTA sponsors many special activities for families and community members throughout the school year. Events include the Welcome Back Night, Open House, Holiday Breakfast, Bingo Night and a Valentine's Family Social. Our meetings are held monthly on the second Tuesday of each month at 6:00. Childcare is provided. Check our school calendar for updates.

Recess

All children are expected to participate in outdoor recess. It may seem like a tough stance in inclement weather, but if students are well enough to attend school, then they are well enough to go out for recess. It is the family's

responsibility to see that a child is properly dressed for the day's weather conditions. This may include raincoat, parka, hat, mittens, snowpants or boots, depending on the weather. Consider labeling student clothing. During cold weather we will have students go outside if the "feel-like" temperature is at least 20 Fahrenheit.

Substitute Teachers

There is a possibility that sometime during the school year substitute teachers will be needed in the classrooms. Care is taken to provide substitute teachers who are qualified to carry out the work of the class. There should be no disruption of the regular class routine when a substitute teacher comes in the classroom. Students must remember that a substitute teacher is a guest in the school as well as a representative of the regular classroom teacher. Courteous, respectful behavior and cooperation are expected of all students.

Textbooks and Other School Property

Students are responsible for books and supplies furnished to them, and for their use of the school building and other property. Parents shall be required to make restitution for lost books or damages to school property. No student should take a book that does not belong to him or her or that has not been issued to him or her without the permission of the teacher or owner.

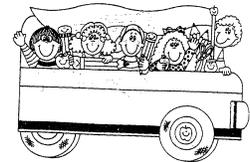
Transportation

Walkers and Students Transported by Private Vehicles

All walkers should enter through the front entrance of the school and proceed to either breakfast or recess. If a parent chooses to walk in with them, they need to sign in at the school office. Car riders need to enter the school through the side door leading into the gym and proceed to either breakfast or recess. In case of inclement weather students should report to the gym.

Walkers are expected to obey the crossing guard. Please note that a crossing guard is not always on duty. The police department provides a guard if one is not available.

Parents are not to walk their child(ren) to the playground. All students need to enter the school upon arrival.



The driveway located in front of the school is closed to non-bus traffic from 7:55 to 8:25 a.m. and again between 2:45 and 3:25 p.m. Students arriving to school by car are dropped off at the side door by the gym.

If you are picking up your child after school, please use the same loop through the parking lot. Students will be supervised by staff and dismissed to drivers from the side door **exiting to the intermediate playground**. To ensure that a child does not step into traffic, please do not call or signal your child over to your vehicle. Waiting students should report to the supervisor as their pick-up vehicle approaches. Your child will then be dismissed or escorted to the appropriate vehicle. For your child's safety, drivers may be required to provide identification until supervising staff becomes acquainted with the individual assuming responsibility for your child at dismissal. For the safety of students and efficiency of dismissal, please stay in your vehicle. An adult will walk your child to you.

Under no circumstances should children be directed to meet parents for pick up on either side of Chamberlain Street. Children may not be picked up at the front of the building during the times when buses are present.

Parents may not park their car and walk up to the dismissal area. This distracts the supervising adults' attention away from the students and creates a safety concern. If you arrive in a car to pick up your child at dismissal time you need to pull into the designated car pick-up lanes.

Bus Students

Bus students will be dismissed from their classrooms when their bus is called. Students may ride on the bus assigned to them. **Any variation of buses, for any purpose, requires the permission of the assistant superintendent who may be contacted at 332-3678.**

Bicycle Riders

Students must provide the school office a note giving parental permission when coming to school by bicycle. Students riding bicycles are expected to obey all traffic laws including wearing helmets, and the instructions of the crossing guard. Bicycles are not to be ridden on sidewalks, between the cars in the parking lot, on the grass surrounding the school, or in front of the school in the designated bus area. For your benefit, it would be wise to provide a lock for your bicycle. The school is not responsible for stolen property. Students violating rules for bicycle riders could lose the privilege to ride their bicycle to school.

Please Note:

When changes are made to routine dismissal procedures, students are not allowed to leave the school with anyone or by any means **unless specified, in advance, by a parent or guardian**. This is to ensure your child's safety. If you wish any alteration in your child's normal departure, please send in a note. Phone arrangements are discouraged, but if necessary they need to be made prior to 2:00. Last minute changes often lead to confusion and in the past have led to safety issues.

Videos and Educational Television

The Chamberlain Street School Staff recognizes our responsibility to select videos and programs that relate to the curriculum and reinforce content material. We ask parents and students not to send in or bring videos to school expecting them to be shown.



Visitors

We welcome parents in the building at any time. However, to ensure the safety of our children, each visitor is required to enter the building using the main entrance. They should then proceed directly to the office to sign-in and pick up a visitor's badge. This identification badge must be clearly displayed while in the building or on school grounds during school hours. Unfortunately, we are forced to limit visitor access to instructional areas, as well as other areas of the building and grounds. After checking-in at the office, visitors should wait in the lobby area until accompanied by a staff member to your destination in the building. Before leaving the building, please return to the office and sign-out. There are no exceptions.

We also request that parents wishing to talk with a teacher or with a principal please call first to make an appointment. This is a simple courtesy and ensures that you will be able to see that person without having to wait because of their prior commitments.

Universal Screenings

To ensure the physical and emotional health of our children, Chamberlain participates in a variety of school-wide screenings. These may include, but are not limited to, height, weight and vision screenings; head checks, and academic, behavioral and/or social/emotional screenings.

Rochester Elementary Schools Parent and Student Handbook 2010-2011



The following policies and procedures are consistent throughout all Rochester Elementary Schools. An additional set of policies and procedures specific to each elementary school will also be distributed at each school. If you have questions please contact your school's principal or the superintendent's office (332-3678). Revised 8/2010

Absence Policy

Protection of Our Children:

Rochester has implemented an absentee call back system to record the safe arrival of students at school each day. The success of this program relies heavily on parent cooperation. To help protect your children we would appreciate you contacting us at school if your child is sick, or has an appointment and will be late. If we do not hear from you and time allows, we will call your home as a means of double-checking. Please feel free to call any time after 8:00 AM. See list of school numbers under "Contacts."

Emergency Slips

Your child's school will send home an emergency slip for you to complete very early in the school year. It is extremely important that this slip be returned to school with complete information.

Please notify the school if any of your information changes.

IN CASE OF EMERGENCY we need to be able to locate you as soon as possible.

Student Absences and Excuses

Regular and punctual patterns of attendance will be required of each student enrolled in the district. It is recognized that absences from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum.

Student attendance at school is basically the responsibility of the parents and student. In order for the parents to fulfill their responsibility the school must keep them informed of student absences. If a student misses more than four school days per quarter, a plan to improve the student's attendance will be developed in consultation with the parent.

An adequate and comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in his/her classroom. The building principal is responsible for submitting attendance information to the Superintendent's office.

The Board recognizes two kinds of absence: excused absence, and truancy.

Excused absence is absence because of illness, death in the student's immediate family, participation in school activities, or other approved reason that has been verified with a written note from a physician or other qualified health professional who is treating the student, from a school official or a parent. Students are not excused from any academic requirements for grading, regardless of the reason for the absence, except for reasonable modifications as required in an Individualized Education Plan (IEP) pursuant to the Individuals With Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

Any absence other than an excused absence is considered truancy.

A student who skips or leaves a class without permission after reporting to school is truant. Any student who is absent from school without the knowledge and permission of his/her parents or school authorities is truant. Absences, even with the approval of the parents, which are excessive and/or which interfere with the student's educational program will be interpreted as truancy and follow-up legal procedures will be instituted. See RSA193:1,2,7, and 16.

In addition, excessive excused absences from class will be dealt with by individual teachers and may result in lowering of the student's grade or failure in the class if course requirements have not been met. Assignment of lower grades because of excessive absences and/or truancy shall occur on the basis of grading terms as outlined below:

Rochester Elementary Schools

When a student has been absent from a class more than four days per quarter, that student will receive an incomplete in all subject areas, or the actual grade earned, if lower, for the quarter. The student will need to attend afterschool tutoring or additional activities to have the incomplete changed on their report card. A team will develop an intervention plan to improve the student attendance for any student with excessive absences. If the required work is not completed in 10 school days, the grade becomes an administrative failure.

When an elementary student has been absent from school for more than four days during a term, a team, including educators and parents, will be formed to develop a plan to ensure improved attendance and to design required academic support strategies. These strategies may include completion of missed assignments and/or participation in compensatory instruction, possibly during non-school hours. Failure to satisfy the conditions of the support plan may result in an incomplete grade or in either academic or administrative failure for the term.

Habitually Truant

NHRSA 193:16 empowers the Rochester School Department to define habitually truant as: a child that misses 10 half days of school.

Excused Absences:

1. Illness or injury requiring a doctor's visit or consultation. (Official documentation from a doctor is needed upon return to school.)
2. Legal matters, death of relative or friend, religious holidays, and college visitations must be verified by official documentation.
3. School sponsored field trips/athletic events must be verified by the staff member in charge.
4. Family vacations at the Elementary School and Middle School must be submitted two weeks in advance of the trip and students must be in good academic standing. Students at the Rochester Middle School must pick up and complete a request for excused absence for from the main office and submit it prior to the trip. A student not in good academic standing will have it noted on the request and the parent must decide on the advisability of the trip. A student may not have more than five days excused for a family vacation.

5. High School student absences can only be excused at the discretion of a High School administrator and are not recommended because of Block Scheduling concerns.
6. All suspension days will be considered as excused absences at Spaulding High School, Rochester Middle School and Rochester Elementary Schools

Dismissals:

1. The only grounds for dismissal are medical, funeral, approved work coop or senior privilege at Spaulding High School, legal, and/or extenuating family circumstances.
2. Parents/guardians are strongly urged to schedule medical/therapeutic appointments outside of the school day.
3. If a student is dismissed for more than one hour of class time at the Middle School and Elementary School level he/she is considered absent for one half of a day.
4. If a student is dismissed for illness by the school nurse at the High School and Middle School, and the school nurse or building principal at the elementary school, it is considered an excused absence. If, in the opinion of the school nurse or building principal, the cause of the student's dismissal and subsequent absence justifies multiple days of absence, no additional note from a physician, parent or other professional will be required. (*excerpts from Policy JED 8/2010*)

Alcohol Use

Alcoholic beverages will not be permitted on school property at any time during school hours or at school-sponsored activities. Any student in possession or under the influence will be immediately suspended from school for a period of time not to exceed twenty school days. The Administration will refer all such cases to the School Board discipline Committee for possible further action to include additional suspension or expulsion. The New Hampshire State Statute states: *"No person shall drink or have in his/her possession, any intoxicating beverage while in attendance as a spectator or otherwise, at any place where a school interscholastic contest is being conducted. Whoever violates the provisions of this section shall be guilty of a misdemeanor."* (Policy JFCH 5/94)

Anti-Discrimination Policy

The Rochester School District does not discriminate on the basis of sex or race in the program it operates, and follows this practice to work for the elimination of barriers that prevent full access to equal education.

Racial and Other Harassment Policy

The policy of the Rochester School District is to maintain a learning environment for all of its students free from any form of discrimination or harassment. The district shall promote educational programs and disciplinary procedures for the purpose of identifying and eliminating discrimination and harassment in all district activities.

The Rochester School District will act to investigate all complaints formal or informal, verbal, or written, of racial harassment or violence and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found have violated this policy.

The Rochester School District will take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged racial harassment or violence to any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

The Rochester School District recognizes that some forms of harassment are violations of civil and/or criminal law. Whenever violations of these laws are suspected, the appropriate public authorities will be contacted and a formal complaint filed.

Definitions

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile or offensive environment, or adversely interferes with an individual's academic performance.

Physical violence includes fighting, destruction of property, hitting, biting, throwing objects. (In the judgment of the staff the behavior must be intended to harm another person or a deliberate attempt to deface property.)

Emotional or Verbal violence includes swearing, name calling, or any other intended affront to either an individual or the school. (In the judgment of the staff person the behavior must be intentionally aimed at tearing down another human being or the school)

Policy Dissemination

The School District shall conspicuously post this policy against harassment and violence in each school, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and the phone number of the person responsible for investigating allegations of harassment within the school.

A copy of the policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

The Administration will develop a method of discussing the policy with students and employees. Training on the requirements for non-discrimination and the appropriate responses to issues of racial harassment will be provided to all school personnel on an annual basis.

Investigation

Upon receipt of the report or complaint alleging harassment based on race, national origin or disability, the building administrator or designee, shall immediately undertake or authorize an investigation. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged circumstances about the incident. In determining whether the alleged conduct constitutes a violation of this policy, the following shall be considered: the nature of the behavior, how often the conduct occurred, if the behavior is a continuing pattern, the relationship of the parties involved, race, national origin, sex and age of the victim. Whether an action constitutes violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed no later than ten days from the receipt of the report. A written incident report shall be submitted to the Superintendent upon completion of the investigation. The report shall be submitted on the District Harassment Incident Report Form.

Response Plan

The Building Principal or designee shall develop a response plan and communicate the plan to the victim, the complainant, parents of students involved and the individual about whom the complaint is filed. The response plan shall be included as part of the incident report. The incident shall be reported to the police if there is a violation of the Safe School Act and the school resource officer may be part of the response plan.

The first time the harassment or violent behavior occurs the policy will be reviewed and one of the following parent notification methods will be used. The method will be chosen by the teacher and principal together

1. Conflict resolution strategies will be used and taught whenever possible.
2. A written note from the teacher to the parent.
3. A phone call made by the teacher.
4. A phone call made by the principal.
5. A form letter from the principal's office, with a return the next day.
6. A phone call made by the student with the principal or designee in attendance.

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

1. In school suspension.
2. An out of school suspension.
3. A conference with the parents.
4. The response plan completed and submitted to the Superintendent's Office.
5. Any combination of the above.
6. Referral to the Discipline Committee of the School Board

(Policy ACB 5/2008)

Asbestos in School Buildings

A thorough investigation of Rochester school facilities in 1988 determined that asbestos-containing building materials were used in the construction and/or renovation of all buildings. In order to protect the health of our students, staff and visitors, a management plan has been developed for each school building to assure that asbestos is either removed from the building or maintained in a safe condition. The records of the original inspection and the management plan for each building are maintained in the Principal's Office and Superintendent's Office and are available for public inspection. All other documents related to asbestos are maintained by the Superintendent's Office and are also available for public inspection. For an appointment, please telephone 332-3678.

Assurances

In accordance with applicable federal and state laws and Rochester School Department Policies, the Rochester School District does not discriminate on the basis of race, gender, or disability and does not permit its staff or students to do so. If you believe that your child has been subjected to discrimination and you have not been able to resolve this through the building principal, or prefer not to do so, you may contact the following:

Gender-based discrimination
Title IX Coordinator Section 504
Coordinator
Sharon Pray

Disability-based discrimination
Sharon Pray
Rochester School Department 150
Wakefield Street, Suite #8 Rochester,
NH 03867 Tel. 332-3678

Bomb Scares

Bomb scare emergencies will be handled in accordance with the School Board policies. Current policy permits only those students who have written permission for dismissal signed by their parents or guardians and placed on file with the school administration to leave school for the remainder of the day.

WARNING: Students are reminded that false alarms for fire or bombs are a criminal offense and such crimes will be severely dealt with by the police and courts.

Bullying

POLICY UNDER RSA 193-F

It is the policy of the Rochester School Department that its students have an educational setting that is safe, secure, peaceful and free from bullying. The Rochester School Department will not tolerate bullying as defined herein:

Bullying Defined

Bullying, for purposes of this policy, is defined as insults, taunts, or challenges, whether verbal or physical in nature that is likely to intimidate or provoke a violent or disorderly response. Bullying in violation of this policy may or may not rise to the level of unlawful harassment or discrimination under Title IX of the *Education Amendments of 1972* [34 CFR §§ 106.1 *et seq.*], the *Americans with Disabilities Act* [28 CFR §§ 35.101 *et seq.*], Title VI of the *Civil Rights Act of 1964* [34 CFR §§ 100.1 *et seq.*], Section 504 of the *Rehabilitation Act of 1973* [34 CFR §§ 104.1 *et seq.*], or the district's sexual harassment policy. Further, reporting may be required under New Hampshire's *Child Abuse Protection Act* [RSA 169-C: 29 *et seq.*].

1. Any student who believes (s)he has been the victim of bullying shall report the alleged acts immediately to the building Principal. If a student is more comfortable reporting the alleged acts to a person other than the building Principal, the student should contact any school district employee or other person whom (s)he trusts.
2. Any parent or other individual who has witnessed or has reliable information that a student has been the victim of bullying should report the incident to the student's Principal or the Principal's designee.
3. Any school employee, or employee of a company under contract with the school or school district, who has witnessed or has reliable information that a student has been the victim of bullying shall report the incident to the student's Principal or the Principal's designee.
4. The principal or designee shall forward an incident report to the Superintendent.

Investigation and Discipline

1. The Principal or designee shall act on all alleged acts of bullying.
2. The Principal shall take such action deemed necessary and appropriate.
3. The Principal or designee shall follow the district's discipline policies and procedures when administering a response to alleged bullying.

Immunity

A school employee, or employee of a company under contract with a school or school district, who has reported violations of bullying to the Principal or designee shall be immune from any cause of action which may arise from the failure of the school district to remedy the reported incident.

ROCHESTER SCHOOL DEPARTMENT TRANSPORTATION SERVICES

Elementary students are assigned to schools based on an East/West dividing line. This line follows Route 108 through Main Street to Route 11 North. The four schools on the West Side of town include, Gonic, McClelland, Maple and Allen Schools. The East Side schools are East Rochester, The Nancy Loud, School Street and Chamberlain Street Schools. Students will be assigned based on home residence, classroom sizes, and bus routes.

1. Students in grades 1, 2, and 3 may be required to walk one mile to school, or to a school bus stop.
2. Students in grades 4 and 5 may be required to walk one and a half miles to school, or to a school bus stop.
3. Only students covered under the above regulations are eligible to ride a school bus.
4. Special permits may be issued on a temporary basis.
5. The privilege for a child to ride a school bus may be revoked for unsatisfactory conduct on a bus.

If you need to request a school bus change, please contact the Superintendent's office, 332-3678. Please allow more than one day notice, and understand that most requests cannot be honored because of School Board policy and bus capacities. Sending a note into the school will not replace the need contact the Superintendent's office.

OPERATION OF THE SCHOOL BUS SYSTEM

A. Bus routes shall be established by the Assistant Superintendent, subject to review by the Rochester School Board Special Services Committee. Routes will be over the most direct roads possible for bus travel to serve those entitled to transportation service. Routes will be designed to employ as nearly as possible the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

B. School schedules may be adjusted to allow maximum utilization of each bus in the system by alternating elementary and high school trips with the same fleet of buses. Private school trips will be integrated with public school trips where possible.

C. Bus stops shall be established under the direction of the Assistant Superintendent in cooperation with the operator of the bus system. A bus stop so established will be designated as authorized when the School Board has approved its designation as such. The operator may not permit his drivers to load or unload pupils at other than authorized bus stops.

D. Authorized bus stops shall be located at convenient intervals in places where pupils may be loaded/unloaded, cross highways and await arrivals of buses with the utmost safety permitted by highway conditions. The number of bus stops on each trip shall be limited, consistent with the policy stated as to service, so as to enable buses to maintain a reasonable average speed.

IMPORTANT: Any questions or comments regarding bussing, please call Assistant Superintendent, Mr. Kent Hemingway at 332-3678 or Student Transportation of America at 509-2904.

School Bus Rules/Regulations

1. Students are NOT permitted to smoke on any school bus at any time. This includes all charter trips.
2. Students are NOT permitted to use any profane language. Obscene gestures, excessive noise, fighting, wrestling, or acts of physical aggression will not be tolerated.
3. Students MUST keep head, hands, feet, etc. inside the school bus at all times.
4. Once a student has boarded the bus, he/she may not get off except at his/her destination.
5. Students may ride only on the bus to which they have been assigned.
6. Students must be seated and are not permitted to change seats when the bus is in motion, or to annoy other riders on the bus.
7. Students MUST stay in their seat until the student has reached their designated stop, AND the bus has come to a complete stop. Emergency doors are for emergencies only.
8. Students need to take a seat promptly when getting on the bus.
9. The law allows and students are expected to sit 3 passengers per seat.
10. Students are NOT permitted to eat food or drink beverages on the bus.
11. Students are NOT permitted to mark up or deface the bus in any way.
12. Students and their parents will be held responsible for any and all damage to the bus.
13. Students may NOT throw things in the bus, at the bus, or out of the bus.
14. Students must always cross the street in front of the bus.
15. Students must be at their bus stop before the bus arrives. The driver will not wait at the bus stop for students who are not at the bus stop.
16. The driver is authorized to assign seats to any student at any time.
17. Anything that would create a safety hazard for the passengers, or the vehicle, will not be permitted.
18. The school bus driver is in complete charge of the school bus and the students must follow the directions given by the driver.
19. Only authorized riders will be permitted on the buses.
20. Students walking on the roadway to a bus stop should always walk on the left of the roadway on the shoulder of the road facing traffic and shall not run alongside the bus when it is moving.
21. Where a bus travels both ways on any given road, pick-ups will be made on both sides of the road. If the bus travels only one way on a road, pupils will wait on their own side of the road until the bus comes to a complete stop. At that time, the pupils will cross in front of the bus while the red flashing lights are blinking.

22. Students crossing the roadway to board a bus shall walk, not run.
23. Students shall not place lunch boxes or other objects in the aisle of the bus.
24. There will be no liquor or drugs of any kind on the bus.
25. There shall be no throwing of snowballs or other objects at school buses at any time.
26. No student shall be put off the school bus while traveling to and from school. Parents shall be notified and the daily trip completed before the student can be removed from the transportation service.
27. The school bus is an extension of the school, and all school rules and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus.
28. Failure to abide by these rules will mean:

A. A written warning notice will be issued by the school bus driver to the student and the student's parents with a copy for:

- a. The School Bus company;
- b. The School Principal;
- c. The Assistant Superintendent of Schools.

B. The School Principal will have a conference with the student.

C. The Assistant Superintendent will verify that the parents received the written warning notice and will seek parent support for student behavior improvements.

Further rule violations may mean:

D. A personal conference with the student, parent, School Principal, and Assistant Superintendent.

E. Suspension from riding the school bus: The Assistant Superintendent will make the decision to suspend a student from riding on the school bus (N. H. - R.S.A. 189:9-a) based upon the recommendations received from the School Bus Driver, School Bus Company, School Principal, and/or others close to the situation. The suspension will be for a period of time appropriate for the rule violation with consideration being given to the circumstances of each individual student. Suspensions may be for one day, two days, or up to twenty days. Suspensions beyond twenty days must be by School Board action. a. For severe rule violations:

F. The Assistant Superintendent may immediately suspend a student from riding on the school bus.

G. Referral to the School Board Discipline Committee: a. May be made for recommendations to the full School Board for extended suspension, or expulsion from riding on the school bus.

H. Referral to the School Board: Referrals to the full School Board shall come through the School Board Discipline Committee and may be made for action on recommendations of extended suspension, or expulsion from riding on the school bus.

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the Assistant Superintendent.

See RSA 189:9-A. Parent of children whose pattern of behavior and misconduct on school buses endanger the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

Students are not allowed to ride on any bus but their own without prior permission of the Assistant Superintendent.

Excerpts from Policy JFCC-R 12/2008)

Bus Routes

Routes are published in *Foster's Daily Democrat* and *The Times* each August. Online at <http://rochesterschools.com/SAU/district/elementarybus.html>

Calendar

The 2009-2010 School Calendar is attached to this handbook and is also available in the school office. Online at http://www.rochesterschools.com/SAU/calendar/calendar08_09.html

Change of Address/Telephone

Please notify the school **immediately** if your address or telephone number changes so that we may update our records.

Chorus, Band

Elementary students in grades 4 and 5 are able to join the school chorus, which practices once a week during the school day. Fourth and fifth graders may also take instrumental lessons during the day. Each school with grades 4 and 5 will have an instrument demonstration in September, followed by an Open House. At the Open House, students will be able to pick up instruments to rent for the school year. Information will be distributed to students at the instrumental demonstration about the date, location and time of the Open House.

Contacts

Schools, Elementary:

- Chamberlain Street School332-5258
- East Rochester School332-2146
- Nancy Loud School332-6486
- Gonic School.....332-6487
- McClelland School.....332-2180
- Maple Street School.....332-6481
- School Street School.....332-6483
- William Allen Elementary School332-2280

Secondary

- Bud Carlson Academy 332-3678
- Richard Creteau Regional Technology Center332-0757
- Rochester Middle School.....332-4090
- Spaulding High School332-0757

Others

- Extended School Programs / Volunteers Coordinator335-3678
- Rochester School Department – Superintendent’s Office332-3678
- Personnel Office (fingerprinting).....332-3678

Websites and Emails

Rochester School Department: url: www.rochesterschools.com

Discipline, Forms of

A. **Teacher/student:** Teachers may and are encouraged to handle their own detention or other disciplinary measures for misconduct in their classes.

B. **Social probation:** The denial of a student to attend and/or participate in extra-curricular activities, school dances or any other form of after-school activity.

C. **Detention:** A student is assigned to a specific supervised room during and/or after school hours. Any certified school personnel may detain a student for disciplinary reasons during school hours.

Further, a school administrator or teacher may detain a student for disciplinary reason after school hours, provided the parent has been notified of the detention. In cases where transportation is required, 24-hour notice will be given so the parents may arrange transportation.

D. Suspension: A student is denied attendance at school or school functions for a designated number of days in accordance with the provisions of Policy JGD. Any student who is suspended from school has a right to appeal the decision to the Superintendent. The Superintendent will explain the appeal process at that time. A student is not permitted on school property at any time during the duration of an out-of-school suspension.

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Any student attending school who neglects or refuses to conform to standards of orderly conduct shall be subject to suspension. Prior to suspension of a student the principal or acting principal shall:

- Notify the student of the alleged violation and the grounds for suspension.
- Give the student the opportunity to respond to the alleged violation.
- Provide evidence of the violation to the student.

Please contact the Building Principal, if you have questions or concerns related to suspension or detention policies.

E. Expulsion: Expulsion will be made only by School Board (*see policy JDG*).

(School Board Policy JG-E, 4/8/93)

Doctor/Dentist Appointments

Parents should make every effort to make students' appointments after school time.

Dress Code

The responsibility for the appearance of the students rests with the parents and the students themselves.

They have the right to determine such student's dress, providing that such attire is not destructive to school property, complies with the health code of the State of New Hampshire, is appropriate, and does not interfere with the educational process.

Students should not wear clothing or hair styles that can be hazardous to them in their school activities such as shop, lab work, physical education, and art. Articles of clothing that cause excessive maintenance problems; for example, cleats or boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture, are unacceptable. The Building Principal will communicate the school's dress code to parents on a yearly basis. Any changes to the dress code will be communicated to parents.

The following apparel is not to be worn during the school day (this list is not all inclusive): caps, hats, and other head gear; tank tops; clothing with offensive, vulgar, or racist language or pictures; tops that do not completely cover the mid-section; clothing that glorifies, encourages or promotes the use of alcohol, drugs, or gangs.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

School attire must adhere to the generally accepted standards of the community. Obscene and inappropriate dress will not be acceptable. When a question as to the appropriateness of the attire exists, the principal will make the decision. (*School Board Policy JFCA 10/2009*)

Food Services Meal Program

MEAL PRICES for 2010-11 SCHOOL YEAR

Hot Lunch:	\$2.00 (reduced \$.40)
Milk:	\$.50 Kindergarten (Half Day) & Preschool: \$.10
Breakfast:	FREE for ALL Elementary Students
Snacks:	\$.50
Adult Lunch:	\$3.25

Current meal prices are listed above. Menus are sent home monthly.

At the elementary school level students may choose from five different lunch choices each day. These choices are hot meal, salad, deli sandwich, fun lunch, or peanut butter & jelly. Breakfast choices range from hot breakfast sandwiches, cereals, breakfast pastries, pancakes, and more. Snacks are also available for purchase during breakfast or lunch for .50 cents.

All meals are offered with a variety of fruits and vegetables as well as several choices of milk. Meals are put together and offered to meet federal nutrition guidelines.

Student Accounts

Every student in the Rochester school system has been set up with a food service account. Accounts are pulled up from our computerized system using student names or student identification numbers. Each account contains current account balance, purchase and payment histories, individual pricing structure, and can notify cashiers of any dietary and/or allergy concerns. All account information is private and every effort is made to secure account and student privacy.

Payment Options

Both cash and checks are accepted for payment of school meals. Checks must include student name, school name, and student identification number. Checks are to be made payable to **Rochester Schools Meal Program**. Please be aware that checks returned from the bank will be charged a return fee and cause students' accounts to be placed on "cash only" status until all shortages and fees are paid. Elementary school parents are encouraged to use pre-printed payment envelopes. These are provided by the school meal program and are sent home with students each week. Please consider making advanced payments on account for multiple weeks or months. By paying in advance you can save time and money, not to mention the benefit of knowing your child's meals are planned ahead of time.

Parents may also place money on students' accounts by sending checks only to:

Rochester Meal Program
130 Wakefield Street
Rochester, NH 03867

Menus

Elementary and middle school menus are written and distributed on a monthly basis. There are separate menus for both breakfast and lunch.

All menus are made available using the following resources:

- Sent home with students.
- Included in school newsletters.
- Posted on the web at www.rochesterschools.com
- Printed in local newspapers.
- Available at cashier stands.

It is a great idea to review the menus with your children so you can help them plan their meals and learn about the variety of nutritious and fun meals offered by your schools food service.

General Information

- Withdrawal of cash funds from account is not allowed.
- Any funds left on account at the end of a school year will be transferred with the student to the next grade and/or school.
- Funds placed on account are for food purchases only.
- Elementary school menus contain special messages from Pyramid Pete and his friends each month.
- During the school year we run free raffles and have special give-away days.
- We will be starting our own web page at www.rochesterschools.com. Look for special flyers and pictures from our various events and activities during the year.
- For food service employment opportunities or to become a food service substitute please call 332-0757 Ext. 246.
- Teachers and faculty may also set up food service accounts.
- Free / Reduced Meal Program applications are available at all school offices.
- A teacher's lunch menu is offered at all elementary schools.
- We offer in-house catering services.

For additional information or questions please contact:

Director of Food Service	Telephone – (603) 332-0757 Ext. 246
130 Wakefield Street	Fax - (603) 335-5345
Rochester, NH 03867	

Head Lice

Having head lice is a medical condition that requires attention. Head lice are easily treated and are generally not associated with any serious condition. Uncleanliness is *not* a factor in transmitting lice. The school nurses check students on a regular basis and more frequently in those classes where there has been a suspected problem. If you suspect your child may have head lice, consult your physician or pharmacist for treatment. The school nurse also has information available upon request on how to examine for lice, and treatment.

A Message from the Rochester School Nurses: “In order to keep head lice under control, parents must be checking their children’s hair weekly, year round. We will check the children’s hair during the first month of school and thereafter in those classes where there has been a suspected problem. Head lice can only be controlled with the help of all the parents. If you find head lice, please notify your child’s school nurse and those people who have had close contact with them (i.e., relatives, friends, childcare workers, neighbors, etc.).

Children playing in close contact or a simple exchange of hats, clothing, brushes, combs, pillows and other personal articles can transmit head lice from one child to another. If you child has come home with head lice, don’t panic. You will need to treat this condition but head lice will not create a medical emergency.

Lice can be effectively treated. Medication to treat head lice can be obtained without a prescription. Treatments can be found at most any store. If the over the counter treatment you have used seems ineffective, you should call your doctor for further advice.

With continual attention year round from you at home and us at school, the problem should be kept under control. If you have any questions or would like more information about this communicable condition, please call your child's school nurse.

Health Services

The major focus of the School Health Services, in conjunction with the home, school, and community is to help students achieve and maintain the highest possible standard of health, which will enable them to function in school, to practice sound health habits and to live healthier lives. The Health Services will seek to improve and protect the health of the child by identification and assistance in removal or modification of health related barriers to the learning process. The aim is to prevent illness and the early detection and correction of health problems. Periodically children will be screened for visual and hearing problems, growth status, scoliosis, and high blood pressure. Health Records, (including immunizations as required by state law) are maintained on each child. We encourage parents to contact their child's school nurse through their school if they have questions or concerns.

Honeywell Instant Alert System

Honeywell Instant Alert for Schools is a reliable, fast, accurate, efficient and flexible Web application for alerting parents in an emergency situation or for daily communication needs. It is a highly effective automated notification system and helps to provide vital information, using the following media: e-mail, phones, text messaging devices. All students enrolled in Rochester schools are automatically signed up. For changes to the way you receive notice or if you have questions about the program, please contact your school's office personnel. The link to sign up and directions are on www.rochesterschools.com.

Honor Roll

Third, fourth and fifth grade students are eligible for a place on the honor roll based on their grades, effort and conduct each quarter. The Rochester School Department's criteria are:

HIGH HONORS: All A's and no U's or N's in effort and conduct.

HONORS: All A's and B's and no U's or N's in effort and conduct.

Hours

Elementary schools start at **8:30 AM** and end at **3:00 PM**. Bus students are dropped off from 8:00 - 8:30 AM. Walkers and students being dropped off should not be on school grounds before **8:10 AM**.

Illness or Injury

If a student is ill or there has been an injury, the school will make every attempt to reach a parent/guardian, or a contact person listed on the student's emergency medical slip (again, please notify the school immediately if information changes). If necessary, the school will call 911 for assistance.

Internet Use: Computer & Communications Policy Statement

Introduction

The Rochester School Board recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Board encourages the responsible use of computers, computer networks, including the Internet, and other electronic resources, in support of the mission and goals of the Rochester School Department and its schools

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control fully. Therefore, the Board adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on School Department-owned equipment or through School Department-affiliated organizations.

School Department Rights and Responsibilities

It is the policy of the Rochester School Board to maintain an environment that promotes ethical and responsible conduct in all computer and communications equipment activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of computer/communications equipment use. Within this general policy, the School Department recognizes its legal and moral obligation to protect the wellbeing of students in its charge. To this end, the School Department retains the following rights and recognizes the following obligations:

1. To monitor the use of computer network and the communications network activities. This may include real-time monitoring of Internet access and/or maintaining a log of Internet activity, or attempted activity, for later review.
2. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to School Department owned equipment and, specifically, to exclude those who do not abide by the School Department's acceptable use policy, or other policies governing the use of school facilities, equipment, and materials.
3. To restrict on-line destinations, including in-coming signals, through software or other means.
4. To remove a user's access, a device, or connection to the network that is not approved and secure.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing on-line, wide-area, and local use of computers and communication equipment.
6. Prior to allowing user access, a signed statement of compliance will be executed, certifying that the user understands and agrees to comply with Rochester School District policy.
7. School district reserves the right to "block" at any time any sites or services that could cause bandwidth issues that affect the overall stability of the network.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Rochester School District.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

Use of the computer and communication equipment provided by the School Department is a privilege that offers a wealth of information to improve research and productivity. Where it is available, these resources are provided to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

1. The School Department reserves the right to monitor, review, and copy any communications at any time.
2. Failure to report breaches of this policy is itself a violation.
3. Users will be individually responsible for their own behavior and violation of this policy may result in discipline actions in the form of written reprimand, suspension, expulsion, termination of employment, or others forms decided by the school board and superintendent.
4. Staff will be responsible for maintaining their own systems for reliability, integrity, availability, and for physical protection.
5. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate local, state, and federal laws. Violation of local, state, and federal laws will be reported to the proper enforcement authorities.

Acceptable Use

1. All use of the computer and communications equipment must be in support of educational and research objectives consistent with the mission and objectives of the School Department.
2. Proper codes of conduct in electronic communication must be used. All users are representing the Rochester School District and must use polite and respectful language in any dealings through this equipment.
3. Use network etiquette which includes being polite and using it in a safe and legal manner.
4. Use of the network is a privilege, not a right.
5. Confidential information will be sent under a secure medium.
6. Protecting your own data.
7. Users will use extreme caution to verify messages go to the correct address/user.
8. Any software/hardware must be pre-approved by the CIC Staff.
9. Immediate notification of a system compromise to CIC Staff (Virus, Trojan, hackers, unauthorized access, etc).

Unacceptable Use

Prohibited activities include, but are not limited to, the following:

1. Users will not obtain, or provide to others, illicit copies of copyrighted software or documents. Only software provided by or approved by the Rochester School District may be installed on a School District computer. Users will not download or install software, or upgrades to approved software already installed, unless directed to do so by the Superintendent or his designee(s). Users will not download or install any unauthorized software, including freeware and shareware, on School District computers.
2. Users will not use the computer network to attempt to gain unauthorized access to any computer or communications system.
3. Users will not use the computer or communications equipment to give out any personal information about another person.
4. Any use of the computer or communications system for commercial, advertising, profit, or political purposes is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious or mischievous use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, profanity, obscenity, racist and other antisocial behaviors are prohibited on the network.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or a file dangerous to the integrity of the network is prohibited.
10. Use of the network for any unlawful purpose is prohibited.
11. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
12. Establishing network or Internet connections to live communications, including voice and/or video (relay chat) is prohibited unless specifically authorized by a teacher and a system administrator.
13. Sending offensive email (racist, pornographic, or otherwise inappropriate).
14. Harass, intimidate, threaten, or engage in any illegal activity.
15. Sending proprietary or confidential information to any unauthorized person.
16. Allowing other users access to your password or account.
17. Make changes to the operating system or networking settings.
18. Open up devices for repairs, etc.
19. Use of gambling, pornographic, or on-line actions sites/programs.
20. Use of Home/Personal equipment or software for use on the school network.
21. Use of dial-up networking or other technologies to bypass the firewall.
22. Tampering with any communications devices, i.e.; computers, phones, etc.
23. Changing of wiring, connections, or placement of computers resources is prohibited.
24. Use of school resources for any cheating or academic dishonesty.
25. Use of any hacking, cracking, password cracking, scanners, or any other hacking or network discovery tools.
26. Attempting to circumvent any security.
27. Starting any denial of services attacks.
28. Any unauthorized access to include wireless devices or any other communication devices.
29. Use of email systems or accounts other than one's approved by the CIC staff and Superintendent.

Disclaimer

1. The School Department cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The School Department will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The School Department makes no warranties (expressed or implied) with respect to:

- The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
- Any cost, liability or damages caused by the way the user chooses to use his or her access to the network.

The School Department reserves the right to change its policies and rules at any time.

Please sign the computer use agreement attached to the end of this handbook and return it to school as soon as possible. Thank you.

(School Board Policy EHA 2/2009)

Kindergarten

Rochester School District now provides whole day (8:30 AM – 2:15 PM) in each of its eight elementary schools. Students who are age 5 by September 30 may be enrolled. To register, call 332-3678. If you require day care services from 2:15 – 3:00 PM, please contact Rochester Child Care at 332-9333.

Medication

When other arrangements can be made, **medication should not be taken during school hours**. Most prescription medications can be regulated around school hours. When medication has to be taken during school hours, it must be prescribed medication. Aspirin, over the counter cough syrups, cough drops, etc., can be taken before and after school. If a prescribed medication must be taken during school hours, the school nurse must have the following three items:

1. **A prescription written by the doctor** stating what the medication is, the dosage, and that it is necessary the child take it in school. The prescription should also state the length of time the child needs to take the medication.
2. **A properly labeled bottle (from drug store)** containing no more than one weeks dosage (5 days).
3. **A note from the parent** or guardian giving permission for the school nurse, or her designated choice, to observe the child taking his or her medication.

Questions regarding school health policies should be directed to the school nurse through the individual school office.

No School Days

The announcement of no school or delayed opening for all schools will be sent to all registered students through our *Honeywell Alert System*, and given over local radio stations such as WTSN (AM) 1270, WOKQ (FM) 97.5, and Channel 9 (WMUR- TV).

Please check on the School Department Website: www.rochesterschools.com/parents.html “School Cancellation” for school closure or delay information.

Publicity

Schools enjoy showing off our students and their work and are given opportunities during the school year to publicize their successes by having photographs published in the local newspaper(s). **If you do not wish to have your child's picture or name in the newspaper, you must notify us in writing. This information will be kept confidential in the office and will be released only to your child's teacher.**

Release of Directory Information

WHAT IS FERPA?

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). FERPA allows the district to provide directory information without specific parental permission.

Directory Information is: *name, address, phone, dates of attendance, degrees received, major program, height and weight of athletes.*

If you wish to have directory information remain confidential, please submit a letter to the Building Principal on an annual basis. Please describe any directory information that you would like to remain confidential.

The district's policies on access to student information are in compliance with the federal regulations entitled "*Family Educational Rights and Privacy Act*" (FERPA).

What is general directory information?

Certain information is made available to most other individuals only with parental written permission. Activities such as awards, scholarships, college/technical school information and various school publications such as yearbooks and athletic programs, however, require the use of some general information about students. Such information is called general directory information. Examples of general directory information are:

- Name
- Address
- Date and place of birth
- Major field of study
- Participation in activities and sports sponsored by the school
- Dates of attendance at a school within the school district
- Degrees and awards received
- Previous school most recently attended by the pupil

Parents who do not wish such information disclosed by the school or district should submit their request in writing to the school principal by October 1st of each school year.

What information can parents see regarding their children?

Parents have the right to see any documents or materials directly related to their children that are kept within the school or in the School District offices.

Who may obtain such information?

- All parents and legal guardians. In the case of divorce, custodial and non-custodial parents have access to the child's record, unless a legally binding document declares differently.
- Children over the age of 18, emancipated minors, or those attending post-secondary institutions.
- School officials with a legitimate educational interest.
- School officials in a district to which the child intends to transfer.
- Individuals within the juvenile justice system or having court orders that allow them to see such records

Can the school legally refuse to show parents any records?

Personal notes kept by a teacher, principal, psychologist, or other school employee for the sole use of that person are not considered part of the child's record. Such personal notes are not retained in the cumulative record.

How do parents look at such information?

Ask! Schools will make an appointment for parents to review their child's educational records. Parents have a right to an explanation of any forms, test scores or educational language that they don't understand. If the principal or the appropriate school staff member is not available to answer questions, the parents should schedule a meeting in advance at a more appropriate time

Report Cards/Interim Reports/Grading Guidelines

Report Cards are sent home at the end of each quarter in an effort to inform parents of their child's progress. Mandatory parent/teacher conferences are held at the end of the first quarter, in November. Teachers usually provide several times for conferences for your convenience; you will be notified by your child's teacher about a week before the conference so that you may sign up for a time. Teachers will contact parents earlier if there is a concern, and parents are encouraged to speak with their child's teacher if they have any questions. Establishing an open line of communication with the focus on the student's welfare is an important component in the educational process.

About halfway through each quarter, teachers will send home an Interim Report to parents. This simple form, designed by each teacher, gives parents the latest information about how their child is doing, and will indicate what may be done to improve grades before the next report card is issued. If you do not receive an Interim Report on the date indicated, please call the office.

The district schedule (subject to change) for Report Cards and Interim Reports (may be revised at individual elementary schools) is as follows:

First quarter	Progress Reports	Week of September 27, 2010
	Marks close	October 29, 2010
	Report cards sent home	November 2, 2010
Second quarter	Progress Reports	Week of December 6, 2010
	Marks close	January 21, 2011
	Report cards sent home	January 28, 2011
Third quarter	Progress Reports	Week of February 28, 2011
	Marks close	April 1, 2011
	Report cards sent home	April 8, 2011
Fourth quarter	Progress Reports	Week of May 9, 2011
	Marks close June 10, 2011	(approximately)
	Report cards sent home	Last Day of School

Grading Guidelines

Criteria for Grading - Grades 1-8

Letter Grades	Effort Grades
A - Outstanding	1 - Excellent Effort
B - Above Average	2 - Good Effort
C - Average	3 - Average Effort
D - Below Average	4 - Poor Effort
U - Unsatisfactory	5 - Extremely Poor Effort

Numerical Equivalents in Grades 1 through 8

A+ = 98-100	B+ = 91-92	C+ = 83-84	D+ = 75-76	F = <70
A = 95-97	B = 88-90	C = 80-82	D = 72-74	P = 70-100
A- = 93-94	B- = 85-87	C- = 77-79	D- = 70-71	

Absence from school for more than 20 (twenty) days during the school year can result in non-promotion to the succeeding grade. Extenuating circumstances will be considered.

(Excerpts from Policy IKA-R 7/2010)

Retentions

Discussion regarding possible retention of a student will begin by mid-year (no later than the third quarter for first grade students) and may be initiated by the teacher, the parent or the principal. The recommendation for retention will come from school personnel, and parents, but *the final decision to retain will be made by the principal*, based upon the belief that this action will benefit the student. For more information, please see Rochester School Policy IKE.

Safe School Zone

Each citizen of the district, students, and members of the Police Department are urged by the Board to cooperate in reporting any act of theft, destruction or violence as defined in RSA 193-D:1, Paragraph I, that is committed on school premises or on a school bus, hereinafter referred to as a "safe school zone," and the name(s) of the person or persons believed to be responsible.

Each employee of the district shall report, in writing, to the principal of the school or his/her other immediate supervisor, every act of theft, destruction or violence know to him or her, and if know, the names of those responsible. The principal receiving such a report shall immediately file it with the Rochester Police Department. The report shall include (1) the name and home address of any person suspected of committing an act of theft, destruction or violence in a safe school zone, and (2) identification of the act that was allegedly committed.

The written report may be waived if there is a law enforcement response at the time of the incident, which results in a written police report.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property or other acts of theft, destruction or violence, when s/he has legal standing to do so, and is further authorized to delegate, as s/he sees fit, authority to sign such complaints and press charges. (*School Board Policy ECAC, 12/2008*)

Search and Seizure

According to School Board Policy; Interrogations and Searches (JFG); students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that the student may be possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

Smoking

The use of tobacco products is prohibited on all properties of the Rochester School Department, in accordance with New Hampshire State law. (*School Board Policy GBK, 5/2009*)

Students are not to use, store or have in their possession any tobacco products in school buildings, on school property or at any school function. Violation will result in a three-day in-school suspension. (*School Board Policy JG-E*)

Special Education Services

Special education services are provided as required by Public Law 101-476 called the Individual with Disabilities Education Act or IDEA. The intent of this law is to assure that all children with disabilities receive a free and appropriate public education. Each school conducts evaluations for students suspected of having an educational disability and, if found eligible, an Individual Education Plan (IEP) is developed for the child. Services and placement are determined through the Special Education/Placement Team meeting. The services consist of an academic component and possibly related services such as speech therapy, consultation to staff, occupational therapy, and interpretative services or others as determined by the certified staff or qualified examiners. Parents who have questions about the child's educational progress should first discuss the issue with the classroom teacher. Whenever a known disability is present and there are serious questions about its effect on educational performance a referral may be considered.

Standardized Tests

Standardized tests are administered to students annually. These are part of our total assessment package, which includes: teacher observation, student evaluation and teacher made tests.

- Students in grade 3-5 will participate in the NH State Assessment program (NECAP) in the fall.
- NWEA testing (including reading, math, language arts and science) is administered to students in grades 2 - 5 in the fall and spring, with optional testing in the winter. Kindergarten and Grade 1 students may take NWEA assessments during the year.
- The DIBELS assessment is administered to all kindergarten and first grade students three times a year (September, January and May). Additional grade levels are tested in several elementary schools.
- All standardized test scores become a part of the child's permanent record.

Textbooks

Students are given textbooks at the beginning of the year. They are expected to return these books in good condition at the end of the year. Each textbook cost between \$20.00 and \$50.00. If a student loses a book, s/he will be expected to reimburse the school for the cost of replacing the book. Reports cards will not be issued in June until reimbursement or replacement occurs.

Volunteers

The New Hampshire State Legislature enacted a law that took effect on August 2, 1997. It states that all employees who come in contact with students must be fingerprinted and have a complete criminal records check. The law also encourages, but does not mandate, that volunteers who work with students should also be fingerprinted. We support the philosophy of the law, knowing that in this day and age, we must take all precautions necessary to protect our children. All volunteers who work with children on a regular basis regular (more than 3 times a year), must be fingerprinted at the superintendent's office. If you have any questions or concerns, please do not hesitate to contact the office.

Guidelines for Parent Volunteers:

- Volunteers will complete volunteer registration form.
- Interviews may be required, and references may be requested.
- Unsupervised tasks require volunteers to have a full background check completed before the first day of assignment.
- Volunteers will make an appointment with the personnel department at the Superintendent's Office to be fingerprinted.
- The school department will pay for the expense of the background check.

**Rochester School Department
2010-2011
Computer Use Agreement**

Parent Agreement (To be signed by parents of all student users under the age of eighteen)

As parent or guardian of this student, I have read the **Computer & Communications Policy Statement** (listed under Internet Use) contained in this Handbook. I understand that this access is designed for educational purposes. Rochester School Department has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the Rochester School Department responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for my child to use network resources, including the Internet, which are available through the Rochester School Department.

Parent Name (please print)

Student Name

Parent Signature

Grade/Class

Date

**Chamberlain Family Handbook
and
Rochester's Elementary School
Parent & Student Handbook**

2010-2011

I have read the handbooks and reviewed the information with my child.

Parent Name (please print)

Student Name

Parent Signature

Grade/Class

Student Signature

Date

If you have any comments or suggestions for improvement to these handbooks, we would appreciate your input.
