

# Rochester Elementary Schools Parent and Student Handbook 2011-2012




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*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 8/2011*

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## Absence Policy

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### ***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 anytime 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 and/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 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 of the event.
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 the school nurse at the High School and Middle School, and the school nurse or building principal at the elementary school dismisses a student for illness, 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 10/14/2010)*

## 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**  
**Sharon Pray**

**Disability-based discrimination**  
**Section 504 Coordinator**  
**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 (EBCC, Threats to Safety and Property). 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:3**

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 in RSA 193-F: 3

Refer to School Board Policy *JICK, Pupil Safety and Violence Prevention – Bullying*  
<http://www.rochesterschools.com/Webmaster/policy/BookJ/JICK.htm>

## 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 William 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 Superintendent, subject to review by the School Board. Routes will be over the most direct roads practical for bus travel to serve those entitled to transportation service. Routes will be designed to employ, as nearly as practical, the full carrying capacity of each school bus. New routes will be established only when full capacity of the bus on the existing routes has been reached or is imminent.
- B. In so far as educational requirements permit, school schedules shall 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.
- C. **Bus stops** shall be established under the direction of the 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 the school bus drivers to load or unload pupils at other than authorized school bus stops.**
- D. **Authorized bus stops** shall be located at convenient intervals in places where pupils may be loaded and 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.

(Excerpts from Policy EEA, Student Transportation Services)

**IMPORTANT:** Any questions or comments regarding bussing, please call Assistant Superintendent, Mrs. Mary Moriarty 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 or 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. (Exception will be made only with a note from a parent or Principal.)

5. **Students may ride only on the bus to which they have been assigned.** (Exception will be made only with a note from a Principal.)
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. **The law allows, and students are expected to sit, three passengers per seat.**
9. Students are **not** permitted to eat food or drink beverages on the bus.
10. Students are **not** permitted to mark up or deface the bus in any way.
11. Students and their parents will be held responsible for any and all damage to the bus.
12. Students may **not** throw things in the bus or out of the bus.
13. Students must always cross the street in **front** of the bus at a distance sufficient to allow the driver to see them.
14. 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.
15. The driver is authorized to assign seats to any student at any time.
16. Anything that would create a safety hazard for the passengers, or the vehicle, will not be permitted.
17. The school bus driver is in complete charge of the school bus and the students must follow the directions given by the driver.
18. Only authorized riders will be permitted on the buses.
19. 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.
20. 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.
21. Students crossing the roadway to board a bus shall walk, not run.
22. Students, after getting off of the bus (if they must cross the roadway), shall go to the front of the bus and wait until the bus driver directs them to cross the roadway.
23. Students shall promptly go to a seat on the bus without crowding or pushing, and remain there while the bus is in motion.
24. Students shall not place lunch boxes or other objects in the aisle of the bus.
25. Students shall not shout or wave to pedestrians or occupants of other vehicles, nor throw objects out or within the bus.
26. **There shall be no liquor or drugs of any kind on the bus.**
27. There shall be no throwing of snowballs or other objects at school buses at any time.
28. **No student shall be put off of 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.**
29. 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.
30. All pupils must be on time. The bus will not wait for you.
31. Video cameras are used on school buses, in accordance with School Board Policy EEACB-A, Use of Surveillance Cameras.

**32. 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 shall conference with the student.
- C. The Assistant Superintendent shall 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.
- F. **For severe rule violations:**  
The Assistant Superintendent may immediately suspend a student from riding on the school bus.
- G. **Referral to the School Board Discipline Committee:**  
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 12/2010)*

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## Bus Routes

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

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## Calendar

The 2011-2012 School Calendar is attached to this handbook and is also available in the school office. Online at <http://www.rochesterschools.com/SAU/calendar/calendar11-12.pdf>

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## Change of Address/Telephone

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

## Chorus, Band

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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

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### *Schools, Elementary:*

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

### *Secondary*

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

### *Others*

- Extended School Programs / Volunteers Coordinator .....335-3678
- Rochester School Department – Superintendent’s Office .....332-3678
- Personnel Office (fingerprinting).....332-3678

### Websites and Emails

Rochester School Department: url: [www.rochesterschools.com](http://www.rochesterschools.com)

## Discipline, Forms of

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- 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*)

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## Doctor/Dentist Appointments

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

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## 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 2011-12 SCHOOL YEAR

<b>Hot Lunch:</b>	<b>\$2.05</b> (reduced \$.40)
<b>Milk:</b>	<b>\$ .50</b>
<b>Breakfast:</b>	<b><u>FREE</u> for ALL Elementary Students</b>
<b>Snacks:</b>	<b>\$ .50</b>
<b>Adult Lunch:</b>	<b>\$3.25</b>

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

At the elementary school level students may chose 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](http://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](http://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  
130 Wakefield Street  
Rochester, NH 03867

Telephone – (603) 332-0757 Ext. 246  
Fax - (603) 335-5345

**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.”

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## 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.

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## 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](http://www.rochesterschools.com).

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## 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.

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## 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**.

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## 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.

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## 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 well being 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)*

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## 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.

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## 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.

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## 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](http://www.rochesterschools.com/parents.html) “School Cancellation” for school closure or delay information.

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## 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.**

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## 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:

<b>First quarter</b>	Progress Reports	Week of September 26, 2011
	Marks close	November 4, 2011
<b>Second quarter</b>	<b>Report cards</b>	<b>November 8, 2011</b>
	Progress Reports	Week of December 12, 2011
	Marks close	January 20, 2012
<b>Third quarter</b>	<b>Report cards sent home</b>	<b>January 27, 2012</b>
	Progress Reports	Week of February 20, 2012
	Marks close	March 30, 2012
<b>Fourth quarter</b>	<b>Report cards sent home</b>	<b>April 6, 2012</b>
	Progress Reports	Week of May 7, 2012
	Marks close	June 13, 2012 (approximately)
	<b>Report cards sent home</b>	<b>Last Day of School</b>

### Grading Guidelines

Criteria for Grading - Grades 1-8

Letter Grades

A - Outstanding  
 B - Above Average  
 C - Average  
 D - Below Average  
 F - Failing  
 U - Unsatisfactory

Effort Grades

1 - Excellent Effort  
 2 - Good Effort  
 3 - Average Effort  
 4 - Poor Effort  
 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 2/2011)*

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## Retentions

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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, Promotion Policy.

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## Safe School Zone

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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*)

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## Search and Seizure

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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.

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## Smoking

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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*)

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## Special Education Services

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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.

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## Standardized Tests

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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.

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## Textbooks

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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.

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## Volunteers

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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.

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## Rochester School Department 2011-2012 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

**Rochester School District Parent & Student Elementary Handbook  
Parent & Student Handbook  
2011-2012**

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.

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