

EAST ROCHESTER SCHOOL
Parent and Student Handbook
Cougar Pride
2016-2017



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Be Responsible!

Be Safe!

Be Respectful!



Vision Statement

The mission of the East Rochester School community is to provide a rich academic experience, create a foundation for life-long learning and to instill character in a safe and nurturing environment.

PHILOSOPHY STATEMENT

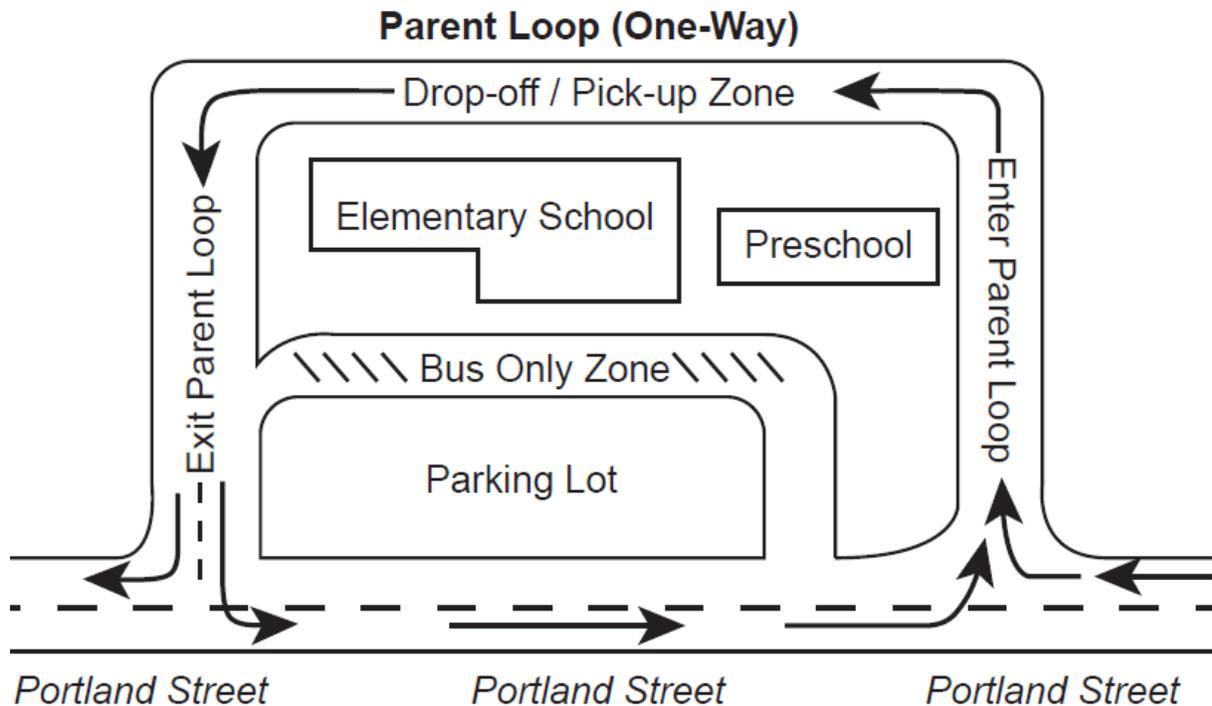
At East Rochester School we strive to provide a safe, respectful, and encouraging environment in which children can grow and learn. Respecting that each child is an individual with particular strengths and weaknesses; it is our goal to assess the needs of each child, to maximize strengths, and to improve weaker areas.

We feel that the process of education is as important as the product. It is essential that students learn how to learn and think critically and creatively in an ever-changing world. It is our goal to enable students to become independent, lifelong learners.

We understand that children are first members of families, then citizens of the school and community. We believe that the home, school, and community need to work together and support each other's efforts to raise responsible citizens.

Student Arrival for Grades K-5

The school doors open at 8:00 am for all students. Students are not permitted on school grounds prior to 8:00 am. A staff member will be on duty from 8:00 am - 8:30 am to ensure that all students enter the building safely. Buses will drop off students in the front of the school and they will enter using the main entrance. Students who are being dropped off by their parent should be dropped off in the back using the parent loop. Upon entry students may have breakfast in the cafeteria.



Student Dismissal for Kindergarten

Kindergarten dismissal is at 2:15pm. Each Kindergarten Teacher will accompany their class to the main entrance doors in the front of the building and dismiss students individually to adults who are permitted to pick up the student. Students attending the Rochester Child Care After-School Program will be brought to RCC staff. Please understand that all staff members are trained to ask for identification if they are unsure if an adult is on the official pick up list. This is done to ensure student safety at all times.

Student Dismissal for Grades 1-5

There are separate dismissal procedures for car riders, walkers, and bus riders.

2:55 pm: Students will be walked as a group with an adult to the crosswalk. Students are encouraged to cross the street with extreme caution and are not permitted to ride their bike until they are off school grounds.

3:00 pm: Car riders are dismissed through the back door using the same door as where they are dropped off. Students are expected to follow all directions of staff for safe delivery to waiting vehicles. Vehicles are required to wait in the car lineup in the parent loop until

they reach the dismal zone. This procedure is to decrease the chances of an accident, prevent potential traffic jams and to protect all students.

3:00 – 3:15 pm: Bus students are dismissed over the intercom as the buses arrive. The front main entrance will be supervised with staff to ensure a safe transition onto the buses.

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 the responsibility of the parents and student. In order for the parents to fulfill their responsibility the school must be kept 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. Any absence other than an excused absence is considered truancy. *Truancy means an unexcused absence from school or class and "unexcused absence" is an absence which has not been excused.*

Excused absence is an absence because of illness and/or a death in the student's immediate family. 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*.

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, 7 and 16.*

When a student has been absent for eight half days a school team will determine if an intervention plan needs to be developed. If a plan is put in place, the parents will be notified of the plan.

If attendance concerns continue after the plan is implemented, the student (if appropriate) and parent will need to meet with the principal.

If a student has two half-days of unexcused absence after the meeting with the principal, then the Assistant Superintendent will schedule a meeting with the student (if

appropriate), parents and school representation at a date determined by the Assistant Superintendent. At the meeting the Assistant Superintendent shall verify the accuracy of the School District's records regarding the number of unexcused absences, and also determine whether good cause exists to not refer the parents to the Rochester Police Department for prosecution under N.H. RSA 193:1-7. At the conclusion of or after said meeting the Assistant Superintendent will inform the parents in writing whether the School District is referring the parents to the Rochester Police Department for prosecution under N.H. RSA 193:1-7. If the parent(s) fail to meet with the Assistant Superintendent within seven school days of the postmark on the Assistant Superintendent's request for a meeting sent by U.S. Mail, then the Assistant Superintendent will refer the matter to the Rochester Police Department for prosecution under N.H. RSA 193:1-7.

Appeal Process

The parents shall have two days from the date of service in hand of said decision, or four days (not including Saturdays and Sundays) from the postmark of any mailed decision, in which to appeal the Assistant Superintendent's decision to the School Board. The request for an appeal must be in writing and submitted to the Assistant Superintendent's office.

Any appeal by the parents of the Assistant Superintendent's determination, shall in the first instance go to the Discipline Committee of the School Board. The Discipline Committee will determine whether good cause exists to vacate the Assistant Superintendent's decision to refer the matter to the Rochester Police Department. The Assistant Superintendent's findings as to the number of unexcused absences shall not be appealable. The Discipline Committee shall make its determination and inform the parents of that determination at the conclusion of the hearing with the parents. If the Discipline Committee does not find good cause to vacate the decision to refer to the Rochester Police Department, then the parents may appeal such decision to the Rochester School Board at its next regularly scheduled meeting. The parents shall have two days from the date of service in hand of the Discipline Committee's decision, or four days (not including Saturdays and Sundays) from the postmark of any mailed decision, in which to appeal the Discipline Committee's decision to the School Board. If no appeal is timely taken, then the Assistant Superintendent shall refer the matter to the Rochester Police Department.

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, High School and Middle School must be submitted to the Principal one month in advance of the trip and students must be in

good academic standing. The Principal may recommend that the student not miss school. A student may not have more than five days excused for a family vacation.

5. 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.

Adopted: April 8, 1993
Amended: August 12, 1999
Amended: August 14, 2008
Amended: October 14, 2010
Amended: February 14, 2013

Communication between Home and School

This year, we the staff, have placed an emphasis on communicating with both paper and electronic communication.

Paper copies of the school's newsletter and calendar will be emailed and/or sent home with all students. In addition, paper copies will be sent home to inform parents of upcoming school events and other school news that may require immediate attention.

An e-mail containing the link to the East Rochester School website will be sent to all families with email addresses on the Honeywell system twice this year. If you haven't already, please be sure that you update and/or include your e-mail address in our Honeywell system. This will allow easy access to the school and classroom websites. Classroom websites have been created by all classroom teachers. Please contact your child's classroom teacher with any questions.

Dress Code

Students are expected to be dressed in a manner that is appropriate for the school environment as well as for the weather. We want students to be able to enjoy recess even during the cold winter months. Students need a coat, hat, boots, and mittens or gloves. If a student does not come dressed appropriately for the weather, they will not

be permitted to go outside for recess. Our playground has a wood chip covered safety surface. Sneakers and boots are the preferred choice of shoe for this surface.

Students will be expected to remove their hats while in the classroom and/or during all instructional times. Clothing with inappropriate or offensive wording that causes a distraction to the learning environment will not be allowed. If a child arrives at school with such clothing, a parent will be contacted to bring a change of clothes.

Drinks

Students are encouraged to bring a reusable water bottle to school. The school is equipped with water bottle refilling stations at the water fountain. Students should carry and store all liquid containers in a bag or designated area of their classroom when they are not getting a drink. Students are encouraged to use clear containers for liquids. Energy drinks and coffee are not permitted for students anywhere in the building.

Electronic Devices

Students are not encouraged to bring electronic devices such as iPads, iPods, MP3 players, hand held video games and SMART phones, to school. ERS has a 1:1 device system; all students in grades K-2 have access to iPads and grades 3-5 have Chromebooks. Students do not need to bring in a personal device since they have their own in the classroom. If electronic devices are brought to school they are expected to be turned off and stored in backpacks unless they are being used for an approved educational purpose. The school is not responsible for lost or stolen items that are brought into school for approved or non-approved usage at or near the school.

Honeywell

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 and text messaging devices. The link to sign up and directions can be found at www.rochesterschools.com

Infinite Campus

Infinite Campus allows online access to parents and students. On the parent portal, you can find attendance information, report cards, newsletters, transportation information, and other items. To receive an access code for Infinite Campus, please contact the ERS Office.

Library

Our students receive library instruction weekly. Students are able to checkout one book a week and the book must be returned the following week. The student is responsible for any book borrowed. If a book is lost, the parent is responsible for the payment of the replacement cost of the book. Please help your child maintain good book borrowing skills, taking care of the books, and returning them on time.

Lost and Found

The lost and found is located in the main hallway outside of the gym. Please have your child check this location for lost articles. It is helpful to affix your child's name to everything

that s/he brings to school for easy identification. At the end of every month, unclaimed articles are donated to local charities.

Parent Volunteers

We are always looking for parent volunteers! East Rochester School is a giant family and would not be as successful without our parents. Please take advantage of every opportunity to volunteer by contacting your child's teacher here at the school. All volunteers must stop in the office for a visitor pass and are asked to sign our volunteer log.

Positive Behavior Interventions and Supports (PBIS)

PBIS does the following for our school community:

- Teaches positive behavioral expectations to all students
- Recognizes and reinforces those expectations when they occur
- Consistently enforces meaningful (natural) consequences when problem behavior is enacted

The PBIS Universal Team, comprised of a representative group of staff, meets on a monthly basis to plan school wide roll outs and incentives for students who demonstrate that they meet the expectations on the behavioral matrix which is as follows:

	RESPECTFUL	RESPONSIBLE	SAFE
HALLWAY	<ul style="list-style-type: none"> *Quiet in line *"Paws" for passers *Keep your place in line *Stay to the right *Use quiet greetings 	<ul style="list-style-type: none"> *Keep hands and body off walls, doors, and others *Keep hallways clean *Head directly to your destination 	<ul style="list-style-type: none"> *Keep hands and feet to self *Stay to the right *Always walk facing forward *Hold door for those behind you
BATHROOM	<ul style="list-style-type: none"> *Give others privacy (Stay in your own space) *Use quiet voices 	<ul style="list-style-type: none"> *Keep bathroom clean *Use time wisely *Flush and wash *Use appropriate amounts of soap, paper, and water *Report problems 	<ul style="list-style-type: none"> *Use bathroom materials properly *Sign in and out
CAFETERIA	<ul style="list-style-type: none"> *Raise hand for help *Use quiet voices *Use table manners *Use kind words and tone to others 	<ul style="list-style-type: none"> *Come prepared for lunch and recess *Clean up after yourself *Listen to adult directions 	<ul style="list-style-type: none"> *Always walk *Ask permission to leave *Keep hands and feet to self

PLAYGROUND	<ul style="list-style-type: none"> *Share equipment and play materials *Include everyone *Use kind words and tone to others 	<ul style="list-style-type: none"> *Follow rules of the game *Return play materials *Listen to adult directions *When whistle blows, stop-look-listen 	<ul style="list-style-type: none"> *Keep hands and feet to self *Use equipment and play materials properly *Ask permission before leaving playground *Be aware of your surroundings *Run on the grass only *Walking on the hot top and wood chips *Let nature be!
ASSEMBLY	<ul style="list-style-type: none"> *Enter and sit quietly *Look and listen to speaker *Use appropriate applause 	<ul style="list-style-type: none"> *Listen to adult directions *When it is your turn, exit quietly 	<ul style="list-style-type: none"> *Stay in assigned areas *Keep hands and feet to self
CLASSROOMS	<ul style="list-style-type: none"> *Listen to the speaker *Raise hand to speak *Take turns *Use quiet voices *Use kind words and tone to others 	<ul style="list-style-type: none"> *Be prepared and ready to learn *Do your best * Keep classroom clean and organized *Stay in your own workspace 	<ul style="list-style-type: none"> *Walk *Sit appropriately in chairs *Use equipment and materials appropriately *Keep belongings, hands, and feet to self
ARRIVAL/ DISMISSAL	<ul style="list-style-type: none"> *Use quiet voices *Respond to greetings politely *Remove hats 	<ul style="list-style-type: none"> *Listen to adult directions *Place belongings in appropriate areas 	<ul style="list-style-type: none"> *Form an orderly line *Walk to destination *Use crosswalk/stay on sidewalk *Hold door for others *When waiting, stay to the side of walkways
FIRE DRILL	<ul style="list-style-type: none"> *Quiet in line *Keep your place in line 	<ul style="list-style-type: none"> *Head directly to your destination *Listen to adult directions 	<ul style="list-style-type: none"> *Keep hands and feet to self *Listen for all-clear bell and follow procedures

PTA

Our General PTA Membership meeting schedule this year will be on Tuesdays (dates will be forthcoming). The times are from 6-7pm.

The PTA provides parents with another opportunity to get involved with the school and your child's education. Please support your child, our school, and the PTA by joining today. The webpage will post all important information and upcoming events so you can stay connected and involved!

Reporting Behaviors and Bullying

Our goal is to foster a safe learning environment for all students. Any behavior that has the potential to interrupt or interfere with the educational environment needs to be reported immediately to the school administration. All staff at East Rochester is trained to systemically report concerning behaviors to the school administration in a timely manner. When the administrator receives a claim that could be bullying, they refer to the district guidelines below:

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/SAU/people/bullying.html>

School Colors and Mascot

East Rochester is the home of the Cougars! There may be school events where children and staff are invited to proudly wear our school colors of blue and white.

Telephone Use

Students are permitted to use the school phone on a limited basis in situations that require immediate attention.

Temperature for Outdoor Recess

The temperature for outdoor recess is 20 degrees or above. We will get our temperature from www.weather.com and will refer to the temperature including wind chill.

Toys

Students are encouraged NOT to bring their personal toys such as Bey Blades, Pokémon Cards, Legos, etc. to school. They cause a distraction to the learning environment and many times lead to disagreements. Instead, we encourage students to engage in discussion, play cooperative games and be creative. The school is not responsible for any toys that are lost or stolen.

Visitors

The staff at East Rochester focuses on creating a welcoming, yet safe environment for all students. We welcome visitors to the school and appreciate your understanding of our efforts to maintain the safest environment possible, by adhering to the procedures and policy below.

All visitors must enter the building through the front door. Upon entry to the school visitors must stop in the office to sign in the visitor's logbook.

Visitors who are dismissing students are required to be on the official pick up list that is submitted by parents and caregivers on a goldenrod form at the start of the school year. Visitors will not be permitted access to visit classrooms or individual teachers during the hours of 8:00am-3:30pm without having scheduled a mutually agreed upon meeting time with the classroom teacher or school administrator. A list of all meetings and approved visitors will be available to the school secretaries on a daily basis. This precaution is taken to ensure that we provide the safest and least disruptive learning environment for all students.

