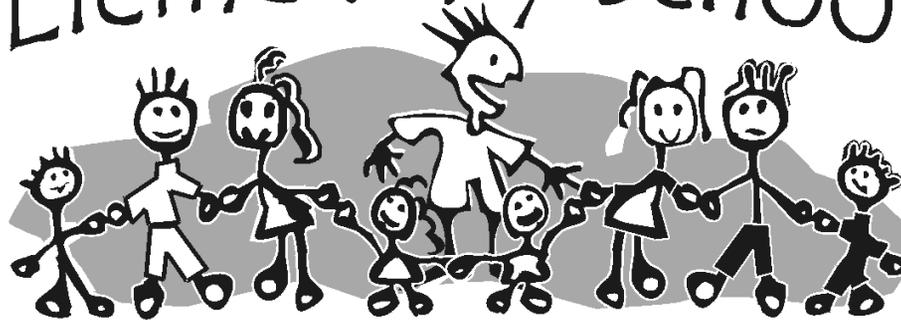


# RUSSELL Elementary School



195 SCHOOL STREET  
RUMNEY, NH 03266  
<http://www.sau48.org/domain/12>

(603) 786-9591  
FAX: (603) 786-9626

PARENT-STUDENT HANDBOOK  
**2017-2018**

*DRAFT*

August 23-25.....	Teacher Work Days
Aug. 24 .....	SAU Common Day
August 29.....	First Day of School
September 2-5.....	Labor Day Weekend
October 7.....	Teacher In-Service
October 10.....	Columbus Day
November 10.....	Noon Dismissal – Parent/Teacher Conferences
November 11.....	Veteran’s Day
November 23-25 .....	Thanksgiving Recess
December 23.....	Early Release
Dec. 26–January 2.....	Holiday Season Break
January 16 .....	Martin Luther King Jr. Day
February 28-March 3.....	Winter Recess
April 24-April 28.....	Spring Recess
May 29.....	Memorial Day
*June 21 .....	Last Student Day—1/2 Day
*June 22 .....	Last Teacher Day

**MARKING PERIODS**

<b>Progress Reports</b>	<b>Marks Close</b>	<b>Report Cards Go Home</b>
October 6, 2016	November 22, 2016	December 2, 2016
January 13, 2017	February 24, 2017	March 13, 2017
April 14, 2017	*June 9, 2017	*June 16, 2017

**SCHEDULE OF SCHOOL BOARD MEETINGS**

*To be announced	November 15, 2016	March 22, 2017
August 19, 2016	December 21, 2016	April 19, 2017
September 21, 2016	January 18, 2017	May 17, 2017
October 20, 2016	February 15, 2017	June 14, 2017

**\*Subject to change  
Please Note:**

There are 4 “snow days” built into this schedule as written;  
any of these days not used will be deducted from the last day of school

This calendar may be changed by School Board action or by inclement weather conditions. Such changes will be announced as far in advance as possible to avoid personal and family inconvenience. School cancellations, e.g., snow days, will extend the school year.

**RUSSELL ELEMENTARY SCHOOL  
Faculty and Staff  
RUSSELL ELEMENTARY SCHOOL  
Faculty and Staff  
2017-2018**

Principal	Mrs. Jonann Torsey
Kindergarten	Mrs. Cynthia Campbell
Classroom Teacher	Mrs. Susan Kling
Classroom Teacher	Ms. Vicki Kelly
Classroom Teacher	Mrs. Rachel Weeks
Classroom Teacher	Mrs. Heidi Adams
Classroom Teacher	Ms. Mary Jo Gessner
Science Teacher	Mr. Doug Earick
Math Teacher	Mrs. Kim Whitehouse
Social Studies Teacher	Mr. Allyn Dokus
Language Arts Teacher/READ 180	Mr. David Hibler
Title I: Reading Recovery	Ms. Robin Peck
Music Teacher	Ms. Courtney Abbott
Art Teacher	Ms. Carmelina Fauteux
Physical Education Teacher	Mr. Brian Jones
Health Teacher	Mrs. Susan Dwyer
Special Education Teacher	Ms. Christine Matzke
Special Education Aide/support staff	Ms. Druckenmiller
Special Education Tutor	Ms. Jill Hancock
Speech & Language Therapist	Ms. Kim Santucci
Speech & Language Therapist	Ms. Roxanne Galicia
Guidance Counselor	Mrs. Amy Morrison
Physical Therapy	Ms. Beth Mattson
Occupational Therapy	Dunstan Pediatric Services
School Psychologist	Mr. Rex Burnette
School Nurse	Ms. Brooke Wisner
Media Specialist	Mr. Zachary Denocour
Administrative Assistant	Mrs. Cheryl Gaiero
Paraprofessional	Mrs. Laurie Keyes
Paraprofessional	Miss Stephanie Gaiero
Paraprofessional	Mr. Stephen Uhlman
Paraprofessional	Mrs. Lauren Sherburne
Behavioral Specialist	Ms. Jaime Parent
Facilities Manager	Mr. Joe Dodge
Assistant Custodian	Mr. Norman Rockwell

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# THE RUSSELL ELEMENTARY SCHOOL

*"Building Successes One Child at a Time."*

DEAR STUDENTS, PARENTS/GUARDIANS:

We are pleased to welcome you to a new school year at the Russell Elementary School. We look forward to working with you and encourage you to express your ideas and concerns with us.

Communication among students, parents/guardians, the community and the school is key to our mutual success. We believe that learning is a lifelong process, and that it takes the cooperation of everyone concerned working together to promote a safe, positive and effective school experience for our children.

The Rumney School Board, Russell Elementary School Administration and Staff are committed to providing a safe and comfortable atmosphere in which children can learn. This includes showing respect for one another and the school facility, encouraging a sense of self-responsibility and taking pride in working to the best of one's ability. Within this environment, we also are committed to:

- Developing each student's full academic potential;
- Cultivating good character, citizenship and self-reliance;
- Helping students to build positive self-esteem and desire to become lifelong learners;
- Encouraging collaboration among staff to provide learning experiences relevant to all students' needs;
- Implementing curriculum in ways which will motivate and challenge students to learn;
- Involving students in programs that promote healthful living;
- Establishing a school and community partnership.

We hope that you will find this handbook helpful in answering questions regarding policies, procedures and practices at our school. Included is a copy of the school calendar to assist you with scheduling. Throughout the year, we will provide you with notices of other upcoming school affairs. You should expect periodic communication from your child's teacher to keep you informed about classroom matters. Therefore, be certain to ask your child(ren) for weekly notices that are sent home.

Please feel free to contact the school if you have any questions concerning school policies not covered by this handbook.

Sincerely,

---

Jonann Torsey  
Principal

---

Roger Scroggins, Chair  
Rumney School Board

---

Jerry Thibodeau, Vice Chair  
Rumney School Board

---

Brian Smoker  
Rumney School Board

---

Nicholas Burt  
Rumney School Board

---

Dr. Kenneth Weinig  
Rumney School Board

\*\*\*\*\*

## **PHILOSOPHY OF EDUCATION SAU 48**

SAU 48 is committed to education that fosters complete, productive individuals who are challenged by their school environment. The SAU also is committed to education that recognizes student differences. Embodied in these commitments is the responsibility to provide an educational environment that nurtures students' particular strengths, stimulates their personal growth, and encourages their contributions to the community.

Any programming designed to meet individual needs recognizes differences in learning style, rate, and level of interest. Programming should include flexible but comprehensive curricula of within-discipline and cross-discipline studies. These studies should allow for both vertical acceleration and horizontal in-depth study and research. Programming may require innovative scheduling: grouping that reflects varied ages, sizes, skills, and interests; and, multiple teaching strategies implemented by regular staff, mentors, and resource people.

### **We believe:**

- All students should be nurtured.
- Nurtured students exhibit strengths in many areas, including visual arts, music, dance, drama, math, social studies, science, language, athletics, social interaction, leadership, creativity, interpersonal skills, communication, and technology education.
- Identification and assessment of student strengths should direct instruction.
- Strengths are dynamic, not static.
- Nurturing strengths is more important than labeling.
- A variety of learning options is required to meet programming needs.
- All students need to be able to analyze, research, and solve problems.

### **The program should include the following:**

- Foster problem-solving and creative-thinking skills;
- Develop self-directed learning (student-based research);
- Encourage development of self-awareness, personal strengths, and social responsibility;
- Promote students' self-esteem and realistic assessments of individual strengths and weaknesses;
- Prescribe particular curriculum for individual needs;
- Allow for peer-grouping interaction both in homogeneous and heterogeneous settings;
- Help develop future career expectations and skills;
- Provide opportunities for students to discover their interests and strengths; and,
- Broker learning opportunities from a variety of sources and areas.

\*\*\*\*\*

## **RUSSELL SCHOOL Parent Teacher Organization (PTO)**

### **Rumney School District**

#### **PTO Policy at Russell Elementary School**

The Rumney School Board supports an active PTO that is initiated, developed and independently run organization from the Rumney School Board. The organization should hold public meetings and operate as an open organization for all who wish to join in support of activities and ideas that promote the well-being of our students.

The P.T.O. mission statement should be provided to the school administration as a means to support their organization. Updated versions of the mission statement should be provided to the administration.

The PTO may access the building and request the use of the building as outlined in the **The Rumney School District Policy; *Community Use of School Facilities and Grounds [ F-1]***

As a show of support, the Rumney School district may provide a space at the school for meetings after student hours. Furthermore, reasonable access to the copier and other supplies may be available at the discretion of the school principal.

The PTO correspondence may be distributed with student handouts/ announcements with prior approval of the contents by the principal or designee. Under no circumstance will the school distribute confidential student information and share mailing lists of students without prior parental/guardian consent.

*Revised June 19, 2013*

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# SCHOOL DAY

## SCHOOL HOURS

Students should arrive at school between 7:45 and 8:00 a.m. Supervision begins at 7:45. Students who wish to eat breakfast may arrive at 7:45 and should report directly to the cafeteria. ***Students arriving after 8:00 a.m. will be marked tardy.***

Drop-off and pick up of students should occur in the front of the school at the designated area.

## DAILY SCHEDULE

7:45 a.m.	Teachers' day begins Breakfast Program begins
8:00 a.m.	Instruction begins <b><i>Students are marked tardy after 8:00 a.m.</i></b>
10:00-12:55 p.m.	A recess, snack, and lunch time as scheduled on a daily basis for all grades. Times are subject to change to meet curriculum needs, delayed school opening, early dismissal, winter program, and assemblies.
2:35 p.m.	Grades 4-8 students dismissed
2:40 p.m.	Grades K-3 students dismissed Buses leave. Dismissal of walkers and students leaving with parent(s)/guardian(s).



No students other than students arriving by bus are to arrive on the school grounds before 7:45 a.m. unless by prior approval of the school principal.

## STUDENT RESPONSIBILITY FOR CLASS

Since all classes begin on time, students need to be in place with the necessary texts, papers, pencils/pens, homework and notebooks. In addition, all students in grades 3-8 must have their school-issued assignment notebooks for all classes.

## DRESS CODE

The dress code supports the Russell Elementary School commitment to provide a positive, non-disruptive atmosphere that enhances learning.

While the decision regarding dress and grooming is one that should be made at home, parents are expected to see that their child(ren) are clean, neat and appropriately dressed for school. Clothing should be suitable, safe and non-revealing.

Clothing that is inappropriate or distracting is not allowed. Examples of inappropriate dress may include, but are not limited to the following:

- Clothing, jewelry, accessories, or tattoos that make reference to alcohol or drug use, gangs or secret societies, violence, vulgarity, or intolerance of others
- Tears, shreds, or holes in clothing
- Large chains or spikes
- Sleepwear of any type
- Non-prescription sunglasses
- Shorts or skirts that are more than 4 inches above the knee
- Leggings, lycra spandex, yoga pants. If worn, these must be covered by another garment that meets the prior requirement laid out above
- Garments that allow bare midriffs or undergarments to show
- Halter tops, sleeveless shirts, garments with spaghetti straps, and tank tops

- Garments that are sheer enough to see through
- Clothing with writing in inappropriate places
- Any headgear (including hats, hoods, bandanas, etc.) **will not** be worn in the building
- Flip flops or any type of outdoor footwear consisting of a flat sole held loosely on the foot by a Y-shaped strap (Acceptable shoes need to have a strap across the heel of the foot or across the top of the foot)

The same guidelines apply to any school-sponsored activities, such as dances and field trips.

***The decision regarding appropriateness will be decided by the School Principal.***

Students who fail to comply with these guidelines will be required to take corrective action. When necessary, parents will be responsible for providing a change of clothes. Parents are encouraged to contact the school principal if there is a question regarding the dress code. Repeat offenses may result in parent/guardian/principal conferences and/or referral to the Superintendent and/or School Board as determined by the principal.

**RECESS DRESS**

Students should dress appropriately for the weather. In the winter, students are required to have warm clothing for recess (snow-pants, jackets, hats, gloves and boots). During “boot season”, students need to bring in a change of footwear for indoor use.

**SCHOOL SUPPLIES**

The homeroom teacher will supply students with the required materials for their classes. If the students were to misplace or destroy these items they will be expected to replace them at their own cost.

Since textbooks are furnished free of charge, they must be kept in good condition at all times. Therefore, all school text books taken from the building must be covered. Students or their parents/guardians will be held financially responsible for books lost, destroyed or damaged.

**CLASSROOM PASSES**

All students must have a pass when leaving a classroom.

**CLOSED CAMPUS**

Students are required to remain on school property during the entire school day. Permission to leave during school hours will be granted upon written request of a parent/guardian, the school principal or designee. A note signed by a parent/guardian must be presented to the office before school in order to be excused during school hours. Students who leave school property without permission will be considered truant, and disciplinary action will be taken.

Students must sign in with the office if they return to school on the day they are excused. Students must be signed out in the office by their parent/guardian when leaving before the end of the school day.

**MORNING SNACK**

Snacks consisting of fresh fruit are offered daily. Milk and juice are offered at an additional charge. These snacks are served daily during mid-morning snack time. Snacks may be brought from home.

## COMMUNICATION

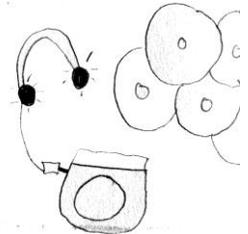
Keeping informed about weekly/monthly events and programs at Russell Elementary School is an important part of being involved in your child's education.

- **The Russell School Newsletter**, features items of interest, including a calendar of events, the school menu, as well as information about school programs. This information is available on the school website. Check your child's backpack for a copy that is sent home on Fridays.
- **Classroom notices**, such as progress reports, permission slips, or notes in assignment books from your child's teacher are sent periodically.

School Board and committee meeting dates will be posted on our website and may be included in the school newsletter. Parents/guardians are encouraged to attend and participate in these meetings through voicing their concerns, and by suggesting ways to help make Russell Elementary School a better place for learning. Unless otherwise posted, the regular Business Meetings of the Rumney School Board are held at least once a month at the Russell Elementary School. Meetings with agendas are posted at the school and Rumney Post Office at least 24 hours before the meeting takes place. Any change in the date, time, meeting place or agenda requires 24-hour advance notice. Dates and times of the committee meetings also will be posted in the same locations. Parents may call **Russell Elementary School** at **786-9591**, or the **S.A.U. office** at **536-1254** if more information is needed.

## TOYS/ELECTRONIC EQUIPMENT

The teacher will determine what toys will be allowed in the classroom. Anything that shoots, fires or flings may not be brought on school property. No bats or hard balls are allowed because of potential harm or injury. **No personal electronic devices are allowed to be used during school classroom time. Students may use them with earbuds on the school bus, but they need to be in their backpacks and turned off during school hours.** If parents/guardians/students have any doubts concerning toys or electronic devices please call the principal or the teacher for advice. Any such items brought to school are the responsibility of the owner. The school does not accept responsibility for lost or stolen items.



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## RECESS/PLAYGROUND

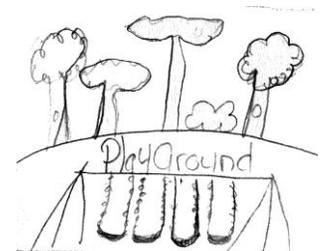
Recess/playground activities provide students with a healthful and socially beneficial break from their academic studies. They offer students an opportunity to run and play, as well as develop social skills with their peers in a supervised setting.

Students should arrive at school every day with clothing appropriate for existing weather conditions. It is the responsibility of parents/guardians and students to make appropriate clothing choices.

Weather permitting, recess is held outside and all students participate, unless excused for one of the following reasons:

- A student is invited to stay in by a teacher for an appropriate academic or social reason.
- A student is serving a consequence for repeated infractions of school rules.
- A student has brought a note from a doctor requesting that the student be excused from recess. The note will be sent to the school nurse, who will determine whether or not the request will be honored.

**On extremely cold or windy days**, the principal or designee will make the decision as to whether students will go out for recess/playground activities, and all are to comply with that decision.



## **RECESS DRESS**

Students should dress appropriately for the weather. In the winter, students are required to have warm clothing for recess (snow-pants, jackets, hats, gloves and boots). During "boot season", students need to bring in a change of footwear for indoor use.

**Acceptable recess/playground activities** include organized games, appropriate fun with playground equipment, and free play opportunities under adult supervision in specified areas.

**Unacceptable recess/playground activities** include all physical contact with another person; throwing rocks, hard baseballs, snowballs, hardballs or other inappropriate objects; tackle football; any kind of bat; abusive language, swearing or spitting; and leaving school grounds.

**Unacceptable behavior** will be handled by the teacher/adult supervising the recess/playground activities. Appropriate action will be taken in accordance with the discipline policy.

**Injuries** that occur during recess/playground activities will be **handled as follows:**

- For minor injuries, another student may accompany the injured student to the nurse's office.
- For serious injuries, the adult in charge will contact another adult to assist the injured student to the nurse's office.
- For injuries where the child cannot be moved, the nurse will be called to the site of the injury, and the parent(s)/guardian(s) will be notified.

Supervision begins at 7:45 a.m., continues through recess periods and ends at 2:45 p.m.

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## **DELAYED OPENINGS/CANCELLATIONS/EARLY DISMISSALS**

Whenever it is necessary to call a delayed opening, cancellation or early dismissal, an announcement will be made by Blackboard Services, a school-automated calling system. Other sources of information are with the local radio stations WPNH 100.1 FM; WLNH 98.3; Channel 9; and Channel 6 TV. School will close only under extraordinary circumstances such as extreme weather, equipment failure, impassable roads, or in times of public crisis.

In the case of a delayed opening, school will usually begin 2 hours after the scheduled time, and for early dismissal the decision will be made by 11:00 a.m. Your child needs to know what to do and/or where to go at any time during the year when an early dismissal or cancellation of an after school activity should occur. **Remember: Please be certain to keep the school informed of any changes with home, work, or emergency contact phone numbers.**

Days lost by school closings will be made up during one of the vacation periods, at the end of the school year, or on a Saturday.



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## **TRANSPORTATION**

### **BUSING**

Our buses are contracted with Robertson Transit Company (603-726-7366). They are responsible for bus routes and pick-up and drop-off times for our students. A schedule of the times for the morning route will be posted in the local newspaper prior to the first day of school.

Since bus drivers are responsible for many children, school personnel and parents need to work together to insure the safety of all students. Therefore, proper behavior is essential for all students.

The Rumney School District provides transportation that meets or exceeds state regulations. The law that requires the school district to furnish transportation does not relieve parents from the responsibility of supervising their child(ren) before they board the bus each morning and after they leave the bus at the end of the school day. Only after boarding a school bus does a student become the direct responsibility of the school district. This responsibility ends once the student is delivered to his or her regular bus stop at the end of the day.

If your child does not arrive when or where as expected, please phone the school at 786-9591.

Parent(s)/guardian(s) are encouraged to notify the bus driver(s) when a child has any condition that may require immediate or emergency medical treatment.

### **STUDENT CONDUCT**

The rules that apply to classroom conduct apply to bus conduct as well, since the bus is considered to be an extension of the classroom. Inappropriate behavior may result in students' being denied bus transportation by the principal as per New Hampshire RSA 189:9-A.

### **DO'S AND DON'TS OF BUS BEHAVIOR**

Students will be expected to:

- a. Board and depart their assigned bus as designated stops only, unless prior written arrangements have been made by parents with the principal
- b. Remain seated while on the bus
- c. Not eat or drink on the bus

- d. Keep arms and legs out of the aisle and inside the bus
- e. Get permission before opening the windows
- f. Use appropriate language
- g. Obey their bus driver by following directions at all times
- h. Sit in an assigned seat, if the bus driver deems it necessary
- i. Remain on the bus until they reach their designated bus stop

**CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

**First offense:** The bus driver will give a documented verbal warning to a student regarding the type of inappropriate behavior he or she has displayed.

**Second Offense:** The bus driver will issue a written warning to a student regarding the type of inappropriate behavior he or she has displayed and give a copy to the principal. The parents will then be notified by the principal, who will take action in line with the school discipline policy.

**Third Offense:** When the bus driver issues a second written warning, the student’s bus privileges may be suspended for a minimum of one and a maximum of three days. The amount of time the suspension lasts will be determined by the principal after evaluating all circumstances. Since bus suspension is not considered a dismissal from school, parents are responsible for arranging their child(ren)’s transportation to and from school.

**Continued Offenses:** Further offenses may result in the suspension of bus-riding privileges. The length of the suspension will be determined by the principal.

**In Extreme Cases:** The bus driver has the authority to remove any student immediately when the safety of other students is at risk. The bus driver will follow emergency procedures as set forth by the Principal.

**BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS**

In alignment with the U.S. government’s “Let’s Move” movement to encourage daily exercise, students are encouraged to ride bicycles, roller blades, skateboards and scooters to school during the good weather. The use of protective equipment is recommended. **Bicycle helmets are required for bicycle riders less than 16 years of age and recommended for all. (See RSA 265:144X)** Bicycles must be walked, roller blades removed and skateboards and scooters carried both upon arriving and leaving school property. Bicycles are to be appropriately placed in bicycle racks until school is dismissed. **Bicycles, skateboards, scooters and roller blades are not to be ridden or used on school property when school is in session.** In all instances, they are the responsibility of the owner, not the school. Riding a bicycle, skateboard, roller blades and scooter are a privilege, and as such the privilege is subject to Administrative discretion if improperly used.

**STUDENT DROP-OFF/ PICK-UP/WALKERS**

To ensure the safety of the students, the front circle has been designated as the drop-off and pick-up areas for those transported by car. Parents who wish to accompany their children into the school should use the parking lot area designated for visitors. **Students are not to be dropped off any earlier than 7:45 a.m. Supervision by staff members does not begin until that time. Student pick-up, or those walking home, will begin after the buses have left the school grounds.**

## **SCHOOL ATTENDANCE**

RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil, the state law concerning attendance, states, "A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned...or an approved New Hampshire private school.....full time when such school is in session unless...the child is receiving home education pursuant to RSA 193-A.

For the full policy, please see Rumney School Board Policy J-22, Attendance, Absenteeism, and Truancy Policy.

### **Absences**

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Medical and dental appointments
4. Death in the immediate family
5. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. For all absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

### **Family Vacations/Educational Opportunities**

While absences other than for illness during the school year are discouraged, the principal or his/her designee may grant special approval of absence for family vacations, provided written notice is given at least two weeks in advance. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

### **Truancy**

Truancy is defined as any unexcused absence from class or school. Ten half-days of unexcused absence during a school year constitute habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three-and-one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

### **Tardiness**

The responsibility for arrival at school on time rests with the student and parent/guardian. Any student who arrives at school later than 8:00 a.m. must report to the principal's office for a late slip. A note with an explanation should accompany any student arriving tardy to school.

### **Make-Up Work**

Students who have an excused or unexcused absence will be given an opportunity to make up the work they missed. The responsibility for gathering make-up work rests jointly with the student and the teacher. The time allowed to make up work will be equal to the time the student was absent (i.e. a student who is absent for two days has two days to make up any missed work).

A student leaving on an approved absence may pick-up work to be completed during that absence on the last day of their attendance. Teachers should be given at least two days' notice to prepare this work, and the make-up work is to be turned in on the students first day back at school. For short absences of 1 or 2 days, students will be responsible for collecting and completing their make-up work upon their return to school. **Students truant from school are not entitled to credit for any missed assignments.**

### **Parent / Guardian Notification**

Parents/Guardians shall be notified of student absences by means of the report cards and warning reports throughout the year. Additionally, parents/guardians shall be contacted whenever any student absences are impacting a student's grades or whenever a student has exceeded three days of absence in any class. The responsibility for monitoring student attendance is shared jointly by the student, the parent/guardian and the school.

### **Participation in School Activities**

All students must attend school for a full day before and on a school event. Any student dismissed from school due to illness may not return to any events for that day. Students on suspension may not attend or participate in any school-sponsored activity.

According to the **No Child Left Behind Act of 2001** (NCLB), less than a 90% attendance rate qualifies a school as one "in need of improvement." School Administrative Unit #48 is committed to the standards and expectations of state and federal statutes and the **NCLB** standards as they relate to daily attendance.

### **SUMMER SCHOOL REQUIREMENT**

Students in grades 1-8 who miss more than 18 days of school may be required to attend summer school, at the discretion of the principal, to fulfill the educational objectives of the 180-day school year in order to be promoted to the next grade.

### **DESTINATION OTHER THAN HOME**

Parents/Guardians need to inform the principal via a **signed note presented at the beginning of the school day, when a student is not going home.** In addition, a student must have a note initialed by the principal to present to the bus driver in order to get off the school bus at a different location.

Students may not ride home from school with anyone except their parent(s)/guardian(s) unless the child has a signed note from the parent/guardian stating the name of the person and the relationship. This note must be sent to the office in the morning.

### **AFTER THE CLOSE OF SCHOOL**

After the regular school day ends, children who have not been enrolled by their parents(s)/guardian(s) in a sport or approved after-school activity

should go directly home or to their designated drop-off. The school does not provide supervision for children who are watching a sport event.

Parent(s)/guardian(s) of children in grades 6-8 may submit a letter to the principal, in advance, which requests that their child be allowed to watch a sport event after school without supervision. Upon approval by the principal, that child in grades 6-8 may remain on school grounds. This privilege is for students in grades 6-8 only who display good behavior without supervision.

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## **ACADEMIC PROGRAMS AND INFORMATION**

Russell Elementary School's educational program is intended to be a fluent process of learning that contributes to the physical, social, emotional and intellectual development of its students. The school staff is dedicated to providing a climate in which children feel comfortable progressing at their own paces and in line with their abilities.

It is the responsibility of the school staff to help stimulate and enhance intellectual curiosity, develop self-confidence and provide opportunities for all students to develop skills that will prepare them for high school while exhibiting the qualities of good citizenship.

### **CURRICULUM OVERVIEW**

At the annual Open House scheduled at the beginning of the school year, curriculum overviews will be reviewed and distributed by each classroom teacher to parents/guardians.

### **ACADEMIC STANDARDS**

#### **MATH**

The fifth- through eighth-grade math curriculum is based on the assumption that students have mastered their multiplication tables. Working together, teachers, parents, and students, will meet this goal. The teachers will send home a letter each September explaining the math facts expectations for that grade level. The expectation is that all students will master their multiplication facts through 10 by the completion of third grade and through 12 by the completion of fourth grade. Your child's progress on accomplishing their math facts expectations will be reported on their progress report and report card.

Students will be retested for mastery of math facts monthly to determine whether or not mastery has been achieved. Individualized plans will be developed between the student, teacher and parent, for students who struggle to attain mastery.

#### **LITERACY**

Russell Elementary School is a Lesley Literacy Collaborative School. The Literacy Collaborative encompasses a commitment by the faculty and staff to provide quality instruction in literacy while providing safety nets for the student who is struggling to read. It is through this approach that teachers are able to monitor the progress of every student through systematized assessment, data collection and analysis.

Reading Intervention services are provided for those students who struggle with such concepts as phonemic (sound) awareness, phonics, fluency, vocabulary and comprehension. Leveled Literacy Intervention is teaching provided through a supplementary small group strategy for challenged readers and writers in grades K-2.

Students in grades K-3 receive rich literacy instruction with students regularly taking home books to read with their parents.

RES recognizes the importance of modeling. RES staff encourages and supports parents to be active role models for their children by setting aside time each evening to read with or model reading with their child(ren). In addition, RES staff prides itself in building home school connection through activities such as informational literacy events.

It may be recommended that students who continue to struggle with the acquisition of literacy skills attend after-school program and summer school.

### **INDEPENDENT READING PRACTICE**

RES encourages reading by providing all students in grades 1 through 8 with independent reading practice. The intent is to provide an opportunity for daily reading, as an independent application of reading skills and encouragement of reading for pleasure in a structured environment. Students are expected to have an appropriate book for reading each day. Books are available in the classrooms or in the library for students to check out. To build success, students are required to continue their independent reading practice at home daily.

Students take computerized quizzes on the books they read with the Accelerated Reader (AR) Program. They also keep a reading log that is a record of their progress.

### **TITLE I**

RES is a school-wide Title I school. RES receives Federal funds that are utilized to provide one-on-one and/or small-group instruction in areas of language arts and math.

### **PHYSICAL EDUCATION**

Good sportsmanship is the primary focus of all activities involving group participation in physical education. In general, grades K, 1 and 2 are exposed to loco-motor skills and movement education with the overall goal being body awareness and control. Grades 3 and 4 work on beginning sports skills and team activities. The focus in grades 5 and 6 is on the development of sports skills. In grades 7 and 8 the emphasis begins to lean towards lifetime sports. All students use the President's Challenge Program (curl-ups, shuttle run, one mile run/walk, pull-ups, and v-sit reach) to establish their own personal fitness level in the fall and again in the spring. Students also have the opportunity to participate in the Elks National Free Throw Contest and the Physical Education Assistants program.

Appropriate gym dress is required and includes sneakers, socks, shorts/sweats and shirt (tee or sweat). It is the students' responsibility to bring clean, dry sneakers to class on gym days. Students who fail to do so may not, at the discretion of the gym teacher, be allowed to participate. This regulation is in the interest and safety of the students.

### **MUSIC**

All children are enrolled in weekly music classes. The general music program at Russell School was developed to provide each student with basic knowledge of music fundamentals. The program incorporates the beginning elements of music: rhythm, meter, tempo, beat, pitch, melody, harmony, and tone color. These are taught through singing, general academic learning, movement, performing and hands on interaction with Orff instruments and band instruments. Fifth-graders are required to participate in beginning band for the first semester. In advanced band, the sixth-, seventh- and eighth-graders are given an opportunity to study and perform on their chosen instruments. The choral program for grades 6-8 provides students with an opportunity to sing one- and two-part harmony.

Required Concert Attire for grades 5-8: Band and Chorus members should wear black pants or skirt. A plain white shirt without writing or a logo is also necessary.

Participation in all concert performances is required of all students. If a family situation arises that makes it impossible for a student to perform, a letter of request asking for their child to be excused should be presented to the principal at least 24 hours before the concert, as a courtesy.

## **ART**

The art curriculum at the Russell Elementary School is based on a development approach. Basic subject content and techniques offered at the lower grades become more complex and challenging as the students mature. Color, shape, texture, line, and form are the elements of art, taught through a variety of art materials and art techniques, such as cut paper, paint, pencils, crayons, markers, printing, clay, paper mache, found objects, collage, yarn and chalk. The students will develop their art techniques while using critical-thinking skills for decision-making, problem-solving and creative self-expression.

## **HOMEWORK POLICY**

### **Time Guidelines**

It is important to note that the following guidelines for the amount of homework are based on expected duration of assignments for a typical student. If the amount of uninterrupted time that a child engages in homework is significantly more than what is listed below, parents and students are asked to contact their teacher(s) to discuss and address the disparity. The guidelines are for regular, routinely assigned homework to serve as a common denominator within the SAU.

District Guidelines for total homework for a typical student in the following grades:

Grades 1-2	10-20 minutes	intermittently
Grades 3-5	30-50 Minutes	3-4 times/week
Grade 6	60 minutes	4-5 times/week
Grade 7	70 minutes	4-5 times/week
Grade 8	80 minutes	4-5 times/week

\*Students enrolled in electives and upper-level courses in the middle years, such as band or advanced math courses, can expect practice times and/or homework amounts higher than the guidelines provided above.

\*\*The district recommends that all students at all grade levels engage in daily leisure reading above and beyond homework expectations above.

The expectation is that all students will complete their assigned homework nightly. In the event that a student chooses not to take responsibility for his/her homework assignment(s) consequences may be imposed, which could include staying after school that day to complete late assignment(s) and/or arriving to school early the following day to receive support in completing his/her assignment(s). Receiving partial credit for late assignments does not excuse the student from the responsibility to complete the assignment(s) on time. The student may be required to stay after school to complete chronically late or missed homework assignments. In this event, a parent/guardian will be given 24 hours' notice.

Students will have up to *three days* to complete missing assignments for credit. For each day an assignment is late, up to 20% of the homework value may be deducted from points possible. After three days, no credit will be given unless extenuating circumstances are discussed with the teacher who assigned the work. For long-term projects or assessments, consequences for late or missing work will be at the discretion of the individual teacher.

All students in grades 3 through 8 will be provided with daily planners in which students are to record nightly and long-term assignments.

## **MISSING OR LATE ASSIGNMENTS**

To foster the value and importance of homework, both as a means for personal achievement and as an integral component to academic progress and grading structures, the Russell Elementary School has set the following graduated guidelines for *grades 1 through 8* relative to missing or late assignments to encourage positive transitions from middle school to the regional high school.

For assignments missing due to absence from school, students will have one day for each consecutive day absent to complete homework assigned during the absence.

In Grades 1 through 8, the value of homework will not exceed 20% in the calculation of grades for the end of a marking period.

After three missed homework assignments in a class during a marking period, teachers will call parents to provide a mutual opportunity to discuss any problems or issues with homework completion. In the case of students in shared-custody living arrangements, both households will be contacted.

It is important to note that the above guidelines have been developed to cultivate a norm of regular and timely homework completion to support the personal development and academic achievements of every student. The guidelines do not apply in certain circumstances that include but are not limited to special education modifications and extenuating circumstances beyond the student's control.

*Parents and students are expected to communicate any and all questions or concerns they may have to the staff at their school to ensure student success and preparation for educational progress and achievement.*

## **OPEN HOUSE**

The Russell Elementary School will host an open house in the beginning of the school year. The intent of an open house is to afford parent(s)/guardian(s) the opportunity to visit and become acquainted with the school, its programs, and the staff. The school staff welcomes and encourages parent(s)/guardian(s) and community members to attend. This is a wonderful way to support your child(ren) and your school.

Personal conferences should be scheduled to discuss your child(ren)'s progress at a separate time.

## **PARENT-TEACHER CONFERENCES**

There will be scheduled required Parent-Teacher Conference in November and March. Parent(s)/guardian(s) are asked to make an appointment with their child(ren)'s teachers. These conference times can be extremely valuable to the student's overall educational program.

## **STUDENT-TEACHER CONFERENCES**

Students with specific questions or problems are encouraged to meet with their teachers individually between 2:40 and 3:00, as long as arrangements have been made in advance with their parent(s)/guardian(s) and the teacher is available.

## **PROMOTION AND RETENTION POLICY**

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The Child Study Team, which includes parent(s), reviews all important factors prior to making a decision to retain a child within grade.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision. Usually, but not always, parents should be notified of a student's educational problems by January 31st.

Since early intervention and remediation are primary goals, it is crucial that retention be an option during the early years (K-4). The principal will review any child being considered for retention.

Recommendations will be communicated in writing by the principal to the parent(s)/guardian(s).

### **STANDARDIZED TESTING**

The following standardized tests are administered at RES; NWEA (Gr. 3-8); Smarter Balance (Gr. 3-8). Students with IEP's will participate in this process with accommodations or as otherwise directed.

### **SUBSTITUTE TEACHERS**

The Russell Elementary School utilizes the services of substitute teachers. When the regular teachers are ill, on leave for personal business, professional training or family emergency, substitutes may be used. Attendance at an SAU #48 orientation is encouraged for all substitutes. Students are expected to follow classroom rules and exhibit appropriate behaviors that are conducive to the learning environment.

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## **SPECIALIZED SCHOOL SERVICES**

### **EDUCATION FOR ALL HANDICAPPED CHILDREN ACT: CHILD FIND**

The **Federal Individual with Disabilities Education Act**, mandates that public schools must provide special education to all children found to have an educational disability. This Act also requires a school district to identify these children from birth through two years of age. The Act applies to all children, including those in non-public schools, preschools and hospital settings.

If at any time you suspect your child might have an educational disability, you are encouraged to contact the school to discuss your concerns. The Coordinator of Special Education will provide you with information on the procedures you need to follow in order to determine whether or not your child is eligible for special education services.

For more detailed information about the policies, procedures and services established in your district for special education, the SAU #48 Special Education Plan is available for you to review at the Superintendent's Office (536-1254).

### **SPECIAL EDUCATION SERVICES**

The Russell Elementary School offers individualized programs and services to students with special education needs. Services usually include some regular classroom modifications, and, if needed, may also include individual or small-group instruction in the Alternative Learning Center and/or regular classroom. Other related services that may be provided include one-on-one aide support in the regular classroom, speech and language therapy, occupational therapy and counseling. If the school is unable to provide an appropriate educational program at the Russell Elementary School, an out-of-district placement will be considered.

**The Learning Center** is staffed by Special Education Teachers who provide primary academic instruction to students identified with an educational disability. The methods used coincide with the students' individual learning style(s) and are meant to develop skills needed by the students to be able to compensate for their areas of weakness. This type of academic support is offered through one-on-one or small group instruction and may be available to any student in need of assistance.

**Individual Educational Program (IEPs)** are prepared with the involvement of parents(s)/guardian(s), who are regarded as full partners in the educational process. Emphasis is placed on maximizing progress in basic academic areas, in developing skills that help to compensate for areas of weakness and in building a positive self-image. The Special Education Teachers collaborate with classroom teachers to coordinate, implement, and evaluate a students' on-going progress.

### **REFERRAL PROCESS**

If at any time you suspect your child might have an educational disability, you are encouraged to make a referral to the **Special Education Evaluation Placement Team (SEEPT)**. Parent(s)/guardian(s), teachers, or any person who bears responsibility for the student may make such a referral by completing a form called "Referral for Evaluation/Placement Team Review". Please contact the school principal for a referral form.

The purpose of the SEEPT is to determine the nature of any problem that interferes with the academic growth of any student referred and to make recommendations for an appropriate **Individual Education Program (IEP)** for identified special education students. The SEEPT is composed of the student (if deemed appropriate), parent(s)/guardian(s), teachers involved with the student, special education teacher(s), principal, and specialists. Other consultants that are deemed appropriate by the SEEPT, such as psychologists, speech and language therapists, occupational therapists, etc., are also included.

### **FOR PARENT(S)/GUARDIAN(S):**

#### **NOTICE OF RIGHTS PURSUANT TO RSA 186-C-B, THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES**

The State and Federal Special Education Laws require that the school district offer a "free, appropriate public education" to all educationally handicapped children. A "free, appropriate public education" consists of specially designed instruction and educationally related services. These must be in accordance with the student's **Individual Educational Program (IEP)** developed by the SEEPT.

Parent(s)/Guardian(s) of students with, or suspected of having, an educational disability have certain rights that are protected by State and Federal Laws and regulations. **Individuals who would like a full copy of these rights may request one from the school office.**

### **SPEECH AND LANGUAGE THERAPY**

As a related service, speech and language therapy is offered to students with special education needs, and to students found to have speech impairments, language and/or auditory problems. Students identified are seen individually or in small groups by the speech therapist. Reinforcement and coordination of services are enhanced through parent(s)/guardian(s) conferences, consultation with classroom teacher(s) and student assignments.

### **OCCUPATIONAL THERAPY**

As a related service, occupational therapy is offered to students with special education needs. Students identified are seen individually or in small groups by the occupational therapist. Reinforcement and coordination of services are enhanced through parent(s)/guardian(s) conferences, consultation with classroom teacher(s) and student assignments.

### **GUIDANCE PROGRAM**

The Rumney School District currently supports a full-time guidance counselor. The guidance program is available to all students in the school and extra services are offered to those students in need of additional support. These guidance services support the development of a positive self-image which creates a climate that fosters each student's academic, social and emotional growth. When students feel good about themselves, academic learning becomes easier, interactions with peers and adults more positive and greater emotional stability is developed. Therefore, the guidance program is meant to be preventive and developmental, as well as, remedial.

The specific services provided include the following: when appropriate, developing an individualized 504 plan; working with students individually and/or in small groups; classroom activities; and consultation with teachers, administrators, and parent(s)/guardian(s).

Parent(s)/guardian(s) are encouraged to contact the guidance counselor any time a question/concern arises about their child(ren)'s behavior and/or development.

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## **PROGRESS REPORTS and REPORT CARDS**

### **PROGRESS REPORTS**

Progress reports are used to maintain ongoing communication between home and school. Although they are not as formal as a report card, they serve as an interim indicator of a student's performance. Progress reports are helpful because they indicate what a student's performance is in areas such as assignments, projects, tests, effort and conduct.

### **REPORT CARDS**

The school year is divided into three marking periods, and a report card is issued at the end of each one. Please review your child's report card carefully and discuss your child(ren)'s progress with them. In grades K-8, report card envelopes should be signed and returned by the students to school. Once you have reviewed your child's progress and you would like to meet with a teacher, please call the school to arrange an appointment.

Parent(s)/guardian(s)-teacher conferences are held in November and March. Parents are encouraged to call at any other time during the school year to set up an appointment for a conference. A team approach is essential to the success of each individual child.

### **ACADEMIC GRADE EQUIVALENTS**

Students in grades 5-8 will receive numerical grades on their report cards. Letter and numerical grade equivalents are as follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

### **HIGH HONOR ROLL**

Students who receive all A's on their trimester report cards. (Grades 5-8)

### **HONOR ROLL**

Students who receive grades of B or higher in all subject areas on their trimester report cards. (Grades 5-8)

### **EFFORT HONOR ROLL**

Students in grades 5-8 who have shown consistency and effort during the marking period and who may not have made the academic honor roll. Individual grade teachers make the decisions.

### **HONORABLE MENTION**

Recognizes students who have all A's, B's or one C, or has made significant improvement. (Grades 5-8). Decision made by individual grade teachers.

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## STANDARDS FOR BEHAVIOR

### BEHAVIORAL CODES AND DISCIPLINE

Students at the Russell Elementary School are expected to act in a respectful and responsible manner. Each student is to exhibit responsibility for oneself, which incorporates respect for one another, as well as for school and personal property.

Expectations for acceptable student behavior are based upon the following two premises:

- Every student has the right to be educated without disruption of the educational process by others.
- Every student has the right to be safe and secure.

Classroom management is the responsibility of the classroom teacher who is expected to handle most situations within the classroom. A student who is continuously disruptive or who is preventing other students from learning will be sent to the office.

Each classroom has the following set of rules prominently posted:

1. Be respectful, polite and courteous
2. Be a responsible learner
3. No harmful or physical contact
4. Listen and follow directions

**\*See the complete School Board Policy, Standards for Behavior/Conduct, R/J-9 in the appendix of this handbook.**

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## FOOD SERVICE

If your child has special health and nutritional needs, please contact the Food Service Manager at 786-9591, ext. 33.

**Breakfast Program** is offered each morning from 7:45 to 8:00 a.m. in the cafeteria. Students who receive free lunch are also eligible for free breakfast, and those approved for a reduced lunch may purchase breakfast at a reduced rate. Payments must be made on a daily/weekly basis.

- Fruit will be offered daily during mid-morning snack time. Additional snacks may be brought from home.
- **Lunch** may be purchased on a daily or weekly basis. Milk is included in the cost of a school lunch or may be purchased by students bringing lunch from home. Students should not bring drinks or food in glass containers.

Students who arrive for breakfast/lunch without breakfast or lunch money will be allowed to receive breakfast and/or lunch that day, and a bill will be sent to the parent/guardian.

Although applications for free and reduced hot lunches are sent home at the beginning of each school year, they also are available throughout the year. You may contact the principal or food service director to receive a form, if you wish to apply later in the school year. If your family qualifies, please complete the application and return it to the office or directly to the Food Service Director.

Lunch menus are posted weekly in the newsletter. During lunch, students are expected to conduct themselves in a respectful manner.

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## HEALTH SERVICES

### **SCHOOL NURSE – (603-786-9591, ext. 125)**

The school provides the services of a full time registered nurse on a daily basis from 7:30-3:00. The responsibilities of the school nurse include maintaining health records; performing routine health checks; screening for hearing and vision problems; contacting parents about health problems; caring for minor injuries and dispensing medications. Therefore, if your child has any special health problem, you need to contact the nurse.

### **SICKNESS**

Students should not be sent to school if they are ill, temperature above 100.0, and not return to school until fever has been gone for 24 hours; nor should they attend school if their illness is contagious. **Please report whenever a child is taking a prescription medication or has been treated for any communicable disease such as strep throat, impetigo, chicken pox, hepatitis, mumps, scarlet fever, measles, German measles, lice, scabies, ringworm, herpes or conjunctivitis (pink eye), so that precautions may be taken to protect other students.**

If students are well enough to attend school, they will be expected to participate in all regular school activities, including recess and physical education. A written notice from a physician will be required to excuse a student from either of these activities.

### **INJURY/ILLNESS AT SCHOOL**

Emergency care of sickness or accidents will be given either by the school nurse or staff member appointed by the Principal. If medical attention is required, parent(s)/guardian(s) or their emergency contact of the injured student will be notified and asked to furnish transportation to take the student home, to the family physician, or to the hospital, if deemed necessary. When the school is unable to reach the parent/guardian or their emergency contact, the injured student will be sent by ambulance to Spere Memorial Hospital. Although the school will make a reasonable effort to contact the parent(s)/guardian(s) and their emergency backup person, the severity of the situation will dictate the action taken by staff.

Emergency information on every child is kept on file in the nurse's and the principal's offices. **For the safety and protection of the child, parents are asked to keep their emergency cards updated, and to notify the school immediately when any of the information changes.**

### **MEDICATION**

All medications, both prescribed and over-the-counter, must be brought to the school nurse or designee who will keep them in a locked place. Only the school nurse or a staff member designated by the principal can administer medication.

To safeguard the student, the school must have:

- A written, signed statement from the prescribing physician, stating the name of the medication, as well as the dosage and times to be given. Prescription drugs must be in a closed and clearly marked container from a pharmacy.
- All medications, both prescribed and over the counter need to be taken by the parent(s)/guardian(s) to the school nurse or designee, who will keep them in a locked place.
- Parent(s)/guardian(s) must sign a release form that gives permission for the child to take any medication in school.

- If a student needs to take any prescribed form of medication during a field trip, the parent/guardian needs to deliver the medication to the School Nurse on or before the day of the field trip. Written instructions signed by the parent/guardian and a Doctor’s order must be obtained before medications can be given.

**ACCIDENT INSURANCE**

Accident insurance is available to all students, who will be given forms at the beginning of each school year for their parents to fill out and return, indicating whether or not they want the insurance. Regardless of the parent(s)/guardian(s) choice, the forms must be signed and returned. All forms will be recorded and stored at the SAU Office.

**DENTAL PROGRAM**

A voluntary school-wide dental health screening may be performed on each student every year. A dental screening consists of a visual inspection of the mouth and teeth by a registered dental hygienist with a flashlight. Dental health impacts overall health and learning of students as well as speech development. Results of the screening will be sent home with each student. This dental health initiative is sponsored by Speare Memorial Hospital.



A Packet of information and forms, including permission slips, will be sent home at the beginning of the school year. In addition parents may request to have their child’s teeth cleaned. There is a sliding scale for payment for children not on Healthy Kids Gold for cleaning & sealants. The cost ranges from free to up to \$20 for cleaning; sealants are available and range from free up to \$10 per sealant. For sliding scale informational sheet please see the School Nurse or Main Office for more details. No child will be denied care due to an inability to pay. If financial assistance is required, funding is available. **Call the dental program at Speare Memorial Hospital for further details 603-536-1120.**

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**SCHOOL FACILITIES**

The citizens of Rumney provide tax-supported facilities, equipment and materials to the students of the Russell Elementary School. Therefore, students are expected to demonstrate care and respect for school property.

Russell Elementary School has a variety of educational, safety and maintenance equipment, which students should not use or handle unless they have permission. Damage to any equipment or to the building should be reported to the office immediately. Writing or other markings on the walls, furniture and other equipment are unacceptable. When school equipment is harmed through negligence or unauthorized use, the student(s) involved will be held financially responsible along with their parent(s)/guardians(s).

**SCHOOL CLEANLINESS**

Each summer the school is cleaned, repaired, painted and polished so that we have an inviting place in which to work and learn. Students are expected to help keep the building and grounds neat and clean during the school year by the following actions:

- wiping their feet on mats provided at entrances

- stamping off mud or snow outside when necessary
- using wastebaskets instead of littering
- cleaning up under and around their work area at the end of each class
- cleaning out lockers, cubbies and desks regularly
- contributing to the daily clean-up of their homerooms
- Gum in drinking fountains, on furniture and carpets present sanitation and cleaning problems and can result in costly repairs.  
**Gum chewing is only permitted with teacher permission**

### **VANDALISM**

Willful or malicious damage to any school property will be reported to the police department. Offenders will be expected to make restitution. Student(s) should report immediately to the office all accidental damage, so that it is not misconstrued as vandalism.

### **RESTROOMS**

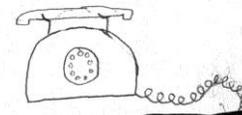
Students must obtain permission from the teacher in charge or adult in charge to use the restrooms. Students are expected to keep the restrooms neat and clean at all times by

- not using or leaving behind pencils, crayons, papers and other classroom materials;
- putting used paper towels in the wastebaskets provided;
- flushing toilets and turning off water faucets completely;
- not playing with the restroom light switches;
- returning directly to class.

Any misuse of the facility, such as vandalism, or defacing the walls or fixtures, is not acceptable, and the student(s) involved, as well as, their parent(s)/guardian(s), will be held responsible for financial restitution and/or cleaning of the facility.

### **TELEPHONES**

There is a telephone in the main lobby for student use. This is for local calls only. Students must obtain permission from office personnel before use.



### **CUBBIES AND DESKS**

Cubbies and desks are available to all students for school supplies. Students should keep valuables, such as wallets, money, jewelry, etc., either at home or on their person at all times. Nothing of value should be left in their cubbies or desks. The school does not accept responsibility for lost or stolen articles.

### **OFF-LIMIT AREAS**

Our school is maintained and operated for the benefit of our students. However, some locations, such as the boiler room, storage, maintenance and trash collection areas, faculty room, kitchen, and the wooded area adjoining the playground are off limits for safety reasons. Students are expected to cooperate and refrain from entering these areas unless they receive permission from authorized school personnel.

### **LOST AND FOUND**

Since a number of lost-and-found items are accumulated each year, parents/guardians are encouraged to label all student belongings.

Parent(s)/guardian(s) and students should regularly check the Lost and Found, which is located in the cafeteria. All unclaimed articles will be donated to a local charity on a regular basis.

**LIBRARY-MEDIA CENTER**

The library-media center is a quiet place intended to be used for independent learning, researching, studying or reading. Students in the library-media center are expected to stay on task and work quietly. Classes may go to the library-media center as a group, and/or students may go individually with permission from their teacher. The library-media center also houses the computers for the school.

Checkout procedures vary depending upon the grade level of the student. Generally, students may check out one book at a time for pleasure reading, and additional books may be signed out for research purposes. All books must be properly checked out before leaving the library-media center. However, reference materials may not be signed out of the library-media center. In addition, if a student wishes to take out or renew books, all previously borrowed books must have been returned. Students may take out books only for themselves.

Inappropriate behavior will result in the suspension of independent work privileges in the library-media center and a disciplinary referral, if necessary. Food and drinks will not be allowed in the library-media center.

Library books loaned to the students for their use are the property of the Rumney School District. Students will be charged the replacement value for undue or unreasonable damage to books and for lost books. When a student or family is unable to make restitution, the principal will assign the student appropriate school jobs under supervision, to work off the debt.



**USE OF FACILITIES BY CITIZENS OF RUMNEY**

The Rumney School Board encourages local townspeople to use the school facility for organized events. However, they cannot conflict with the educational purposes of the facility or result in damage or unusual wear to the buildings or grounds. The use of the school is considered to be a privilege and those who wish to use the facilities must agree to certain rules and regulations, including being responsible for any loss or damage incurred during the time they are using the facility. In certain instances, fees may be charged. A Request for Facility Use, R/F-2, form must be filled out and returned to the office prior to the date of the event or activity. This form can be obtained from the office. Arrangements are then made with the principal and/or the school board and a fee, if appropriate, is levied. Please contact the office for further information.

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**EMERGENCY PROCEDURES**

**FIRE DRILL EVACUATION PROCEDURE**

1. Ringing of the fire alarm will signal a fire drill, which is conducted on a regular basis through the school year according to state fire codes.
2. Unless instructed otherwise, everyone should exit the room in an orderly manner, following the detailed escape plan posted inside the door of each classroom or area.
3. Extreme caution needs to be exercised by everyone, and students must obey all instructions given to them.
4. To assure student safety and accountability, students must assemble by class.
5. Windows and doors must be closed and room lights turned off in each room.
6. Everyone must leave the building as quickly as possible. Once outside, students should join their classes and stay at least 100 feet

from the building.

7. It is most important to remember there should be **absolutely no talking during a fire drill.**

**BOMB SCARE OR OTHER EMERGENCIES/ CALLING FOR EVACUATION OF THE BUILDING**

The Fire Drill Evacuation procedures will be followed during a bomb scare or other emergency involving safety within the building. . Building evacuation will be announced through the emergency page system. Everyone will leave the building immediately, using the fire drill exits. Once the building is empty, pupils will assemble away from the building and wait for further instructions.

**INTRUDER EMERGENCY**

Students and adults will be notified by a member of the staff or administration to return to their classrooms if there is a safety issue involving a person or animal on school property.

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**PROCEDURES FOR SCHOOL REGISTRATION AND RECORDS**

**SCHOOL ENTRANCE**

**KINDERGARTEN**

Students whose 5<sup>th</sup> birthday occurs on or before September 30th will be eligible for enrollment into kindergarten. For more information, contact Russell Elementary School.

**FIRST GRADE**

The Rumney School District Policy states that students will be admitted into the first grade if their 6<sup>th</sup> birthday occurs on or before September 30th. In addition, a student whose 6<sup>th</sup> birthday occurs after September 30th may be considered for admission if the parent(s)/guardian(s) make a formal request to the principal. The principal can recommend and provide for pre-school screening at the parent(s)/guardian(s) expense to determine if the student is ready for first grade. The Rumney School Board shall make a final decision regarding admission based on the student’s readiness and the size of the incoming first grade class.

**REGISTRATION**

Parent(s)/guardian(s) are required to complete Russell Elementary School Registration Forms, including general student information, emergency cards, release of information and certification of residence attesting to the fact that the child legally resides in the Rumney School District. Please note that the superintendent will settle residency disputes. In addition, you will need to bring a copy of your child’s birth or adoption certificate and immunization record.

**IMMUNIZATION**

Prior to or at the time of school entry, all children in the Russell Elementary School must be immunized against diphtheria, polio, pertussis, tetanus, mumps, measles, Hepatitis B, varicella, Haemophilus influenza, rubella and rubeola in accordance with New Hampshire State Law RSA:141-C.

However, according to NH State Law RSA: 141-C20e, any child may be exempt from the above immunization requirement if evidence from a physician is presented stating that the immunization would be detrimental to the child’s health, or it is against the child’s religion. Children not immunized may not attend school if a communicable disease appears in school, and may not return to school until two weeks after the last case of the disease appears, or unless immunization has taken place. (Exclusion form School RSA 141-C20d.) In addition, all new students must have a

medical exam under NH State Law (RSA 200:32) prior to school entrance, or within one year before entering public school. An exception will be made when a physical exam is contrary to the family's religious beliefs. Please contact the principal's office if you need one of these forms.

### **TRANSFERRING STUDENTS**

When **transferring from another school**, parent(s)/guardian(s) must arrange for their child's(ren's) records to be released to Russell Elementary School by their former school(s). In addition, parent(s)/guardian(s) will be expected to provide the school with a copy of the child's(ren's) immunization record, which must be up to date and meet state requirements. (See Immunization under Health Services.)

If your child(ren) is **transferring to another school**, parent(s)/guardian(s) are asked to inform the Russell Elementary School, in person, when they are moving out of the Rumney School District. Records will be mailed to the new school once the parent(s)/guardian(s) or school has issued a written release request.

### **PARENT/GUARDIANSHIP**

The school needs to be informed in writing when parental custody or guardianship of a child is an issue. Specific written and signed instructions need to be given regarding how you, as the child(ren)'s legal guardian or custodial parent, want the school to handle the situation.

It is the policy of the Rumney School District to cooperate with the parents of all children registered in the district. However, when questions arise regarding legal or physical custody or about the child's education or matters pertaining to it, the school district will look either to the parent who has legal custody of the child(ren) or to the parent who has registered the child(ren) in school. In instances of joint custody, participation of both parents is encouraged. However, the parties themselves must coordinate the handling of routine communications sent home with the child(ren).

If two parents are residents of the school district and wish to jointly register a child, they shall elect, at the time of registration, which parent shall be primarily responsible for communication with the school. If no preference is listed, school officials will rely on the name appearing first on the registration form.

### **EMERGENCY INFORMATION**

At the beginning of the school year, all students will be issued an emergency information card to be completed by parents/guardians. Information required includes the following:

- Complete and up-to-date home address
- Home and work phone numbers
- Name of Parents/Guardians
- Name and phone numbers of emergency contact persons
- Name and phone number of physician to be contacted in case parents cannot be located in an emergency
- Medical alert information

**For the sake of your child(ren)'s safety and welfare, the school must be notified immediately when there is a change in any of the emergency information.**

### **ABUSE/NEGLECT**

Through daily contact, school employees are in an excellent position to identify abused or neglected children. It is the school employees' responsibility to report these cases to appropriate State Agencies. Willfully failing to report abuse or neglect is punishable under New Hampshire Law.

It is not necessary to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. By law, suspected abuse or neglect must be reported. Persons reporting in good faith have immunity from civil or criminal liability. Under State "Right to Know" Laws, parents maintain the right of access to information compiled in their child's school records. However, if the school district believes the release of information would be detrimental to the safety and interest of the reporting person, it is the district's right to withhold the identity of the person(s) who are involved.

## **RECORDS**

### **REQUEST FOR INFORMATION/STUDENT RECORD POLICY**

Upon request, the cumulative records of the students will be made available to their parents/guardians to read and to copy at 50 cents per copy page. The folder containing your child's records may include registration forms, copies of report cards, test results and year-end progress reports.

As a general policy, information or records will not be given to other institutions, organizations or individuals without the written consent of parents/guardians. Nor will information received from other sources be released to anyone by the school without the parent's/guardian's prior written approval.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Russell School Board policy incorporated the Family Educational Rights and Privacy Act (FERPA) that affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' educational records.

Part of FERPA includes the *Notification of Disclosure of Directory Information*. Directory information is defined as name, address, telephone number, date of birth, subject areas taken, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, and most recent educational institution attended.

The school will release such directory information to any external agency or institution deemed appropriate by the administration upon receipt of a request for such information.

Parents may refuse to have released any or all of the above categories of personally identifiable information as directory information for specific students, provided that a written request to that effect is received by the principal of the school on or before October 1<sup>st</sup> of the current school year.

Copies of FERPA are available at the Principal's Office.

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## **CO-CURRICULAR ACTIVITIES**

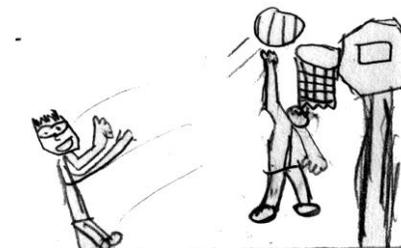
Co-curricular activities are available for all students in Grades 5-8 with the exception of Student Council, which is available in Grades 6-8. However, all students are encouraged to participate in one or more of the activities to round out their education. **Drama, Student Council, Outing Club** and **Athletics** are some of the activities that may be offered.

Listed below are some of the specific expectations Russell Elementary School has of its teachers/advisors and students who participate in non-athletic co-curricular activities:

- Every student who signs up for a co-curricular activity will be given an opportunity to participate.
- All those attending a practice, rehearsal, performance or meeting will use proper language and demonstrate appropriate behavior.
- Respect shall be shown for the school's facilities and equipment.
- It is the teachers'/advisors' responsibility to keep students informed about the times for practices, rehearsals, performances and meetings. Unless they are excused by their teachers/advisors, it is the participating students' responsibility to attend all practices, games, rehearsals, performances and meetings.
- Students may not participate in a practice, rehearsal, performance or meeting on any day they are absent from school unless given special permission from the principal.
- Students will not be eligible for participation in co-curricular activities following a failing grade in any subject on a report card.
- To be reinstated a written report must be received from all teachers stating improved status and granting permission to resume after-school activities.
- All school disciplinary measures take precedence over participation in co-curricular activities.

### **ATHLETIC PROGRAM**

The Athletic Program is an important part of the school's co-curriculum, and its goals are consistent with those of other educational programs at the Russell Elementary School. Our Athletic Program strives to develop a sense of healthy competition and promote physical fitness, while fostering a sense of pride for our school and in our students. It encourages them to enjoy themselves as they strive to reach their athletic potential, and to work in unity and cooperation with teammates in order to develop the overall performance of the team. The Athletic Program also emphasizes the importance of demonstrating good sportsmanship regardless of whether teams win or lose.



Athletic activities offered to students in grades 5 through 8 may include soccer, field hockey, basketball, baseball and softball. These activities are planned in accordance with student interest and generally take place several days per week at RES or local area facilities. Every student on a team shall be involved for a significant part of the game. However, participation in the Russell Elementary School athletic program is a privilege and demands certain obligations that coaches, parents/guardians and students must be willing to accept. For each sport, all students that participate in an event must do the following:

- be and stay in satisfactory academic standing
- adhere to training regulations imposed by the coach
- agree to represent themselves, their family, their school and their team in ways that reflect pride in accomplishment, consideration for others and good citizenship; exhibit good sportsmanship at all events – both students and coaches – by showing respect for officials, teammates, players on other teams as well as spectators, and gracefully accept results of the contest
- be a good guest and observe the rules of the school visited when attending away games
- understand that school absence means no practice or game participation
- accept that school disciplinary actions take precedence over all sports activities
- dress and behave appropriately as a way to express pride in the team, school and community at all athletic events at home or away

If at any time, in the judgment of the coach, members of the team, students or other spectators are violating this School Board Policy, the coach can take disciplinary action. Team members may be reprimanded, suspended from the team, or, if warranted, the coach may withdraw the entire team from the field of play.



Students may be picked up at an away game by their parents. A signed parental/guardian note must be given to the coach if students are to be picked up by others. In all instances, the coach must physically see the adult who is picking up the student(s).

Before participating in a chosen sport, students must have a sports physical from their family physician or from the school physician; a permission slip signed by their parent(s)/guardian(s).

**WINTER PROGRAM**



Russell Elementary School offers its students the opportunity to participate in a four- to five-week winter program that usually begins in early January. All students are expected to attend school during Winter Program. This program is a valuable opportunity for children to take advantage of a sport that may not be available to them otherwise.

Volunteers are always welcome, both as chaperones and helpers.

**DRAMA, OUTING CLUB, STUDENT COUNCIL, ETC.**

Information will be made available upon formation of these activities throughout the school year.

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**SPECIAL EVENTS**

**DANCES**

Dances will be scheduled occasionally throughout the year for students in grades 6 to 8. The date and time for each dance will be announced at least one week in advance. Students may not participate in a dance on any day they are absent from school unless given special permission from the principal.

Hiking boots may never be worn in the gym. Shoes and sneakers must be worn at all times, since stockings or bare feet are not permitted.

Teachers, other school personnel and at least one parent will chaperone all dances, which will be restricted to Russell Elementary School students, except when there is an SAU-wide dance. Students attending the dance must enter the gymnasium immediately upon arrival, and stay there until the dance is over, unless they are being picked up early by their ride home. If students do leave the building during a dance, they will not be re-admitted. Appropriate behavior is expected and alcohol, drugs and tobacco are not permitted. Students who do not exhibit appropriate behavior will be asked to leave the dance. Parents will be called to pick-up the student, and the student, will be required to obtain permission, from the administration, to attend future dances.



Parents need to pick their child(ren) up promptly at the end of the dance.

**PICTURES**

Individual pictures of students will be taken at the beginning of the school year, and photographs will be available within six weeks of the photography session. Students who do not wish to purchase their individual pictures, or who do not want to participate in individual photography sessions may still receive a class picture.

Since the school requires the students' files to contain a current picture, one will be taken for that specific purpose.

## **ASSEMBLIES**

Assemblies are held periodically during the school year as a way of acknowledging the academic and athletic achievements of students, for special presentations, plays or concerts, as well as for a variety of enrichment programs. Parent(s) and guardian(s) are encouraged to attend as a way of recognizing their child(ren)'s success. However, assemblies are open to the general public as well. All guests and students are expected to display proper etiquette and good citizenship during program presentations. Therefore, anyone exhibiting improper behavior may be asked to leave.

## **GRADUATION AWARDS**

Awards are presented to students based upon their participation in educational and extracurricular activities in Grades 6-8 at Russell Elementary School.

**Scholar Leader Award** is presented to two students who distinguish themselves in terms of outstanding scholarship and leadership.

**PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE.** Presented to students who have exhibited outstanding academic achievement in their elementary and middle school years.

**PRESIDENT'S AWARD FOR EDUCATIONAL IMPROVEMENT.** Presented to students who show outstanding educational growth, improvement and commitment in their academic subjects.

**Johns Hopkins University, Center For Talented Youth.** This award recognizes students who have scored in the 97th percentile or higher in a single area (mathematics, verbal or composite) on a nationally normed aptitude or achievement test.

**AMY MERRILL AWARD.** Presented to the most outstanding graduating student who, through his or her action, has displayed dedication, courtesy and initiative in pursuing the educational opportunities provided by Russell School.

**THE LANGUAGE ARTS, SCIENCE, MATHEMATICS AND SOCIAL STUDIES AWARDS** are based upon the highest academic average in that discipline. However, students can only qualify for one of these academic awards.

**THE ART AWARD** is given to the eighth grade student who, over the years, has shown not only creative talent, but a creative spirit...a student who has been willing to explore ideas, problem solve and experiment with a variety of materials ...a student who was willing to take the challenge and see a project through to a creative completion.

**THE MUSIC AWARD** is given to the student or students who have shown high-quality musical performance, overall effort, participation both in and out of the classroom and community service as a performer.

**THE PHYSICAL EDUCATION AWARD** is given to the student who has shown outstanding ability and dedication during his/her years at Russell Elementary School. Overall efforts, sportsmanship, physical fitness as an individual, and assistance to others are all taken into consideration when selecting the recipient.

**THE THEATER AWARD** is presented to a student or students who have participated in the drama program in the eighth grade year and have been willing to accept any roles or positions. The student or students receiving this award have shown promise in performance, attending rehearsals, following directions, learning parts, and carrying out assigned roles and tasks in a timely fashion, working to the fullest of his/her ability in all areas of theater.



**THE SPORTS AWARD** is presented to the male and female athletes who have participated the most in sports at Russell School.

**GRETCHEN R. STUBBINS MEMORIAL PRINCIPAL'S AWARD** is presented to the eighth grade student who has displayed integrity, matured quietly and without fanfare, been well mannered in any situation and whose one goal has been to accomplish all tasks to the fullest of his or her ability.

**THE DAVID WEBB PRINCIPAL'S SERVICE AWARD** is presented to the student who has gone the extra mile to be helpful in the school and been a dedicated class member.

### **FIELD TRIPS**

Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. At least one week's notice will be given, and written parental permission will be required for any field trip. Students will not be allowed to participate without appropriate authorization. School or class funds usually cover the cost associated with the field trip; there may be occasional trips for which additional funds will be requested to help offset transportation or facility use costs. If you find the financial request unreasonable, please contact the principal, since scholarships are available. Parents who do not wish to have their children participate need to inform the teacher or principal so that course-related assignments under the supervision of other staff members can be arranged.

If a field trip is cancelled due to inclement weather, students must still bring a bag lunch to school, as the lunchroom staff will not have planned for these students. Bagged lunches are available for all students with advance notice.

Parents/guardians are encouraged to accompany classes on field trips. Any parent wishing to chaperone a field trip must have followed the procedures for a criminal records check. Each chaperone should expect to receive 1) supervision expectations from teacher, 2) an itinerary and 3) a list of students for whom she/he is responsible. Chaperones for field trips are asked to park their cars in the staff parking area adjacent to the main entrance. Field trips are limited to the grade level(s) and students for whom the outings were organized. **No siblings are allowed to accompany parent chaperones on school sponsored field trips.**

### **FUND RAISING**

Fund raising does occur per the policy set forth by the Rumney School Board.

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## **VISITOR POLICY**

### **PARENTS**

**When parents visit the school, they are required to check in at the office upon arrival to receive a pass.**

Parents, guardians or others are welcome to visit the school. Please call beforehand so that the school can be certain that what you want to see is occurring on the day you plan to visit. Parents, guardians or others are not permitted to observe and evaluate teachers or classroom instruction and may not attend classes with the students. Parents, guardians or others may have a tour of the building accompanied by an administrator. If, in the sole opinion of the administrator accompanying parents, guardians or visitors, no confidentiality would be breached, classrooms may be briefly viewed. Exceptions to the policy are made by the administration for student teachers, methods students, interns, other teachers for professional development, and consultants hired by the district.

All visitors need to sign in and out at the office and display the visitor pass while in the building.

Relatives and out-of-town friends of students are not allowed to attend school with the students. There are exceptions, however, and each case will be considered individually by the Administration as long as requests are made in advance. Out-of-town friends of students will need the permission of their school to visit Russell Elementary School.

Local friends and former graduates will not be allowed to visit the school when classes are in session. Those who wish to visit teachers may do so only after school and must check in at the main office.

If you wish to join your child for lunch, you are welcome to do so, but we ask that you call the school office at 786-9591 prior to your visit. You will need to notify the luncheon staff before 10:00 a.m. if you wish to buy your lunch. If you plan to bring lunch, please limit it to you and your child.

**PETS/ANIMALS IN SCHOOL**

If children have obtained prior written approval from their teacher and parent(s)/guardian(s), they may bring a pet/animal to school. However, the animal may not be transported to and from school on the school bus, and proof of appropriate vaccination is required. Pets/animals will not be kept at school, nor brought to school if the health or education of any student is adversely affected.

**SCHOOL PROGRAMS/REHEARSALS**

Parents/Guardians and all community members are encouraged to attend school programs/rehearsals when they are open to an audience beyond the student body and held in the school gymnasium. Please enter and leave through the community gymnasium entrance, as well as, remain in the gym until the performance is over.

Periodically, classroom events will be open by invitation to parents/guardians and community members. To ensure the safety of our students and unnecessary interruption of classes, we ask that you come in the front door and check in at the principal's office upon your arrival and wait for instructions.

**LOCKED DOOR POLICY**

All doors except the gym entrance will be kept locked throughout the day and evening. Please enter through these doors. Side doors may be unlocked during special evening events.

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**PARENT/COMMUNITY VOLUNTEER PROGRAM**

RES considers its parent/community volunteers a very special resource. According to research, parent and community involvement is indicative of an outstanding school and one of the best ways to get involved is to volunteer. Therefore, we encourage anyone from the community to volunteer, who has time or skills to donate, to help make our school a better place for students to learn and to grow.

Volunteers are used in many ways, such as serving on any of the committees listed below; working in the library; assisting with classroom activities or projects; making costumes for musical or drama productions; chaperoning field trips; conducting mini courses; talking to students about trips, events, hobbies, etc.; or maintaining the facility. Please get involved and make a difference in our students' pursuit of excellence. We welcome volunteers of all ages. All volunteers will need to have fingerprints and criminal background checks completed before volunteering for Russell

Elementary School. Information regarding this is available in the office.

### **RUSSELL SCHOOL BOARD COMMITTEES**

Russell School Board, from time to time, organizes a number of volunteer committees that include School Board Members, and personnel, as well as, parents, students and community members. These ongoing committees are advisory in nature and are responsible for gathering information and making recommendations to the School Board in the following areas: **Special Education, Policy, Facilities, Communication, Personnel, Curriculum, Technology, Food Service, and Finance.** Anyone wishing to join is welcome to attend and add their experience and knowledge to any of the committees. Meeting times are posted at the school.

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## **ADDITIONAL SCHOOL POLICIES OF THE RUMNEY SCHOOL DISTRICT**

### **CHAIN OF COMMAND**

The purpose of the Chain of Command is to provide a sequential procedure to resolve concerns or issues equitably in line with school board policies.

If, as a parent, you feel there is a concern or issue with a teacher, counselor, or administrator, please feel free to contact the person directly involved first. The person closest to the situation should be able to answer questions more readily than someone removed from the situation. But, if you feel your concern or issue has not been resolved, please feel free to contact the next person on the chain.

1. Contact the Teacher
2. Contact the Principal
3. Contact the Superintendent (see directory)
4. Contact the Rumney School Board (see directory)

At least one week prior to a regular scheduled meeting, you may contact the Superintendent to ask to be put on the agenda. The request should include:

- Dates, time and personnel involved in previous discussions
- Brief description of unresolved concern or issue
- Indicate preference for public or nonpublic meeting session

You may also contact the School Board Chair as deemed necessary.

(Exclusive allowable purposes are: personnel issues, nominations and hiring, reputation, sale or acquisition of property, litigation; 91-A:2 (non-meetings) consultation with legal counsel or negotiations; 91-A:5 student records or information deemed confidential, personal or invasion of privacy.)

Written requests should be forwarded to: Board Member's Name, c/o Russell Elementary School, 195 School Street, Rumney, NH 03266.

### **PARENTS' RIGHT TO KNOW**

A parent may request information regarding the professional qualifications of the students' teachers. This information consists of the following:

1. Whether the teachers are qualified (certified) for the grade levels and/or subject areas taught
2. Whether the teacher is teaching under emergency or other professional status that the state has waived

3. The degree, major and any other graduate certification or degree held and the field of discipline of certification or degree
4. Whether the child is provided services by other professionals and, if so, their qualifications
5. Note: even without a parent request, if a child has been taught for more than 4 weeks by a teacher who is not highly qualified (certified), the parent will be notified

### **CRIMINAL BACKGROUND CHECKS**

Consistent with New Hampshire State Law, S.A.U. #48 has implemented a policy regarding criminal background checks for all individuals who will be in contact with our students.

It is now the policy of S.A.U. #48 that any individual who will be working/studying within the buildings, traveling with our students or who in any way has the opportunity to interact with our students during the school day or at a school-sponsored function must complete a New Hampshire State Police background check, including the submission of fingerprints.

### **POLICY MANUAL**

The Policy Manual of the Rumney School Board is maintained and available for review at the Principal's office.

### **SALE/ADVERTISEMENT OF ITEMS BY STUDENTS/STAFF**

Students and staff will not be allowed to directly sell anything or to advertise a service to either school personnel or to other students at school. However, students that belong to a non-profit organization or group that is selling items as part of a fundraising project may make a request at the office to have information regarding their sales project made available to staff members in the Teachers' Room for a brief period of time.

### **WELLNESS POLICY**

The Rumney School District is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthful eating and physical activity.

\* See entire policy J-17

### **PARTY INVITATIONS**

The distribution of party invitations at school is not permitted unless invitations are extended to the entire class or to all children of the same gender.

### **NONDISCRIMINATION**

It is the policy of the Rumney School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status. This pertains in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and the Civil Rights Act of 1964. Inquiries regarding compliance may be directed to the Principal.

### **SEXUAL HARASSMENT**

SAU 48 is committed to providing school environments in which all members of the educational community can work and learn in an atmosphere of respect for their dignity, worth and well-being. Sexual harassment is illegal, unacceptable and prohibited. Title VII of the 1964 Civil Rights Act and Title IX of 1972 protects all students and employees.

\*For the complete policy contact the school to request a copy.

**ANTI-HARASSMENT POLICY\***

The Russell Elementary School District is committed to providing all students and members of the school community with a safe and supportive environment. Members of the school community are expected to treat each other with mutual respect.

Harassment is a form of disrespectful behavior, that will not be tolerated.

It is hereby the policy of the Russell Elementary School District to oppose and prohibit, without qualification, harassment based on race, color, religion, (creed), national origin, marital status, sex, sexual orientation, or disability.

Any harassment by a member of the school community is a violation of this policy.

The Russell Elementary School District shall act to investigate all complaints of harassment, formal or informal, verbal, or written, and take appropriate action against any member of the school community who is found to have violated this policy.

For any school community member harassment can include any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to disrespectful remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

\*For the complete policy contact the school to request a copy.

**WEAPONS POLICY\***

The Rumney School Board adopted policy R/J-2.

Weapons are not permitted on school property. Visitors, faculty, staff and students are not allowed to carry weapons in the school building, on school property, or at school-sponsored events. Weapons include, but are not limited to: firearms, knives, pellet and BB guns, firecrackers, brass knuckles, self-defense sprays (MACE, pepper, or other sprays) or any object that can be used to inflict harm or injury.

\*For the complete policy contact the school to request a copy.

**STUDENT INTERNET ACCEPTABLE USE POLICY\***

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also affect instruction and student learning. Russell Elementary School offers students access to the Internet. We call this RES-Net. Russell Elementary School supports and respects each family's rights to decide whether or not to allow their child to apply for access to RES-Net. Parents/Guardians will receive a permission slip to fill out before their child will be allowed to use the Internet.

\*For the complete policy contact the school to request a copy.

**RETENTION POLICY\***

It is the policy of the school district that the students working successfully in the academic areas and exhibiting acceptable social, emotional and physical development for their grade level will be promoted. In certain cases it is recognized that retention is necessary, particularly at the earlier grades where it may be most beneficial. It is realized, however, that retention may be necessary at any grade.

\*For the complete policy contact the school to request a copy.

### **SUMMER SCHOOL**

It is the policy of the school district that students who are in need of support and/or remediation in specific academic skills and developmental needs may require additional educational services during the summer break. Therefore, students may be referred for summer school services by their teacher and/or their parent(s)/guardian(s). At the time of referral, specific academic and/or developmental needs will be articulated as the basis for the recommendation. All recommendations will be reviewed and approved by the Child Study Team.

### **STUDENT SHOWER POLICY**

The shower, located in the teacher's bathroom, may be used by students, at the discretion of the principal/superintendent. Parent/Guardian's permission will be obtained before use. However, in an emergency situation, the parent/guardian will be notified as soon as reasonably practical.

Possible uses would be:

- Chemical Splash (Emergency)
- Poor Hygiene Purposes (Parent Call)
- Unable to bathe at home due to no water (Parent Request)

All uses of shower will be logged in the nurse's office.

### **SMOKING/POSSESSION OF TOBACCO PRODUCTS**

School Board Policy and RSA 155:64 prohibit the possession or use of tobacco products in the school building or on school grounds. Students caught smoking or who are in possession of tobacco substances will be suspended from school for one day for the first offense and two days for the second offense and will be referred to the superintendent for the third offense.



Effective January 1, 1998, the new law states that: 1) no person shall use any tobacco products in any public school facility or on the grounds of any public education facility; 2) any person who violates this section shall be guilty of a fine and shall be punished by a fine not to exceed \$100.00 for each offense."

### **DRUG AND ALCOHOL POLICY**

Russell Elementary School has been designated as a drug free school zone. Visitors of the drug free school zones under Law RSA 193-B shall be subject to severe penalties under RSA 318-B 26, V, for use of any controlled drugs.

Furthermore, the School Board of the Russell School District, recognizing the significance of the problems related to drug and alcohol use by students and others, established the following policy guidelines for the development and implementation of the administrative regulations and procedures for the public school of the district:

- The use, possession and distribution of non-prescribed, mind-altering, and/or illegal drugs and alcoholic beverage on school premises, and in connection with any school-related activity/function on or off school premises, are prohibited.
- All administrative rules and regulations will reflect the district's desire to protect and promote the health and well being of its students and to create an educational atmosphere in which sensible as well as legal attitudes drug/alcohol use can be developed.
- Authority and responsibility in the handling of drug-and-alcohol-related problems will reside with the Rumney School Board, which may delegate authority to the Superintendent of Schools or a designated person. The Board and Superintendent will be responsible for implementation of rules, regulations and procedures. Whenever student behavior or other actions indicate possession, use or distribution of drugs/alcohol, school

personnel will immediately notify the principal or designee for follow-up.

**SAFE SCHOOL ZONES, RSA 193:13**

Certain serious offenses are covered under the "Safe School Zones" Law. This Law defines an area around a school building and property as a "safe school zone." The enactment of this law requires all school employees to report certain offenses committed within the zone to the School Principal. The Principal is then obligated to report the offense to the local police. The offenses covered under this Law include the following "homicide, first- and second-degree assaults, felonious and aggravated felonious sexual assault, criminal mischief, unlawful sale or possession of a firearm or other dangerous weapons, arson, burglary, robbery, theft and illegal sale or possession of a controlled drug."

**As a result of this Law, some matters which were previously handled as school disciplinary matters now will be reported to the police.** When it is necessary for school authorities to report any of these offenses to the police, parents will also be notified.

The Rumney School District has adopted a Critical Incident Report Form to document all offenses covered under this law. These reports will be submitted to the Rumney Police Department within 48 hours.



B-2-1

School Administrative Unit #48  
RUMNEY SCHOOL DISTRICT  
**Parents Right to Know Procedure**  
**(Access to Teacher Qualifications)**

A parent may request information regarding the professional qualifications of the students' teachers. This information consists of the following:

1. Whether the teachers are highly qualified or certified for the grade levels and/or subject areas taught.
2. Whether the teacher is teaching under emergency or other professional status that the state has waived.
3. The degree, major and any other graduate certification or degree held and the field of discipline of certification or degree.
4. Whether the child is provided services by other professionals and, if so, their qualifications.
5. And even without a parent request, if a child has been taught for more than 4 weeks by a teacher who is not highly qualified or certified, the parent will be notified.

Revised and Ratified: May 17, 2006

B-2

School Administrative Unit #48  
RUMNEY SCHOOL DISTRICT  
**Public's Right to Know Procedure**  
**(Access to School District/SAU Records)**

In compliance with state and federal laws and regulations including RSA 91-A:4 requiring that public bodies provide citizens with access to school district/SAU records, (except those records exempted by law from such inspection, such as employee records, student records or other confidential information) the district hereby implements the following procedure:

1. A request by a citizen to inspect school district or SAU records must be made at the office of the Superintendent. The request shall be made in writing and be specific.
2. Persons requesting to inspect district records will be asked to state or describe which records they wish to examine.
3. Those requesting to inspect records will be accommodated by personnel in the normal course of business following approval of the request by the Superintendent or his/her designee. Inspection of records will be limited to the normal working hours of office personnel.
4. Anyone requesting a copy of a school district or SAU records will be charged fifty cents per page for duplication costs except for such items as agendas, minutes, and other two- or three-page documents.
5. Personnel will not compile information not maintained as a record.
6. In the normal course of business the Superintendent or other employees will not answer questions other than providing maintained minutes and records as required by RSA 91-A:4.
7. Only an eligible student and/or his/her legal custodial parent(s)/guardian(s) will be permitted to see records pertaining to that student; and only an employee may review his/her own confidential records, in keeping with policies specifically pertaining to such reviews.

First Reading November 8, 1995

Second Reading December 7, 1995

Third Reading and Adoption January 4, 1996

Revised and Ratified: May 17, 2006



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**IMPORTANT PHONE NUMBERS**

<b>Russell Elementary School</b>	<b>603-786-9591</b>
<b>FAX Number</b>	<b>603-786-9626</b>
<b>Superintendent of School's Office</b>	<b>603-536-1254</b>
<b>Durham School Services</b>	<b>603-726-7366</b>

**Appendix:  
Standards for Behavior/Conduct Policy R/J-9:**

J-9  
School Administrative Unit #48

RUMNEY SCHOOL DISTRICT

**Standards for Behavior/Conduct Policy**

The goal of discipline is to facilitate the development of a student who is self-disciplined and one who understands that he/she can control his/her own behavior. Student discipline is viewed as a learning opportunity and every interaction of this nature should be handled in a timely manner that encourages student accountability and responsibility while fostering student choice. Russell Elementary School expects that all students will adhere to the following standards of behavior.

- Students will act in a respectful, polite and courteous manner, at all times.
- Students will understand that the safety of every child is essential and that their actions can affect another child in a detrimental manner.
- Students will arrive to school and class on time.

**Behavior Management System: Russell School**

If a student’s behavior requires disciplinary action/consequences the following protocol will be used. The administration reserves the right to administer consequences for student behavior on an individual basis.

<b>Behavior</b>	<b>Consequence</b>
<p><b>Level 1: Minor Offenses:</b> These offenses cause minor disruption of school-related learning activities. Violation of these offenses may result in a staff detention. Subsequent violations may result in office referrals. Severity of an offense may initiate consequences beyond those classified as a level one consequence.</p> <p><b>Included but not limited to:</b> Disruption of class, study hall or other instructional activities, these include all school sponsored programs</p> <ul style="list-style-type: none"> <li>• Gum chewing</li> <li>• Throwing objects</li> <li>• Unauthorized use of electronic devices</li> <li>• Leaving class without teacher’s permission</li> <li>• Loitering</li> <li>• Misuse of school or personal property</li> <li>• Unprepared for class</li> <li>• Rude insensitive behavior to others</li> <li>• Repeated tardiness to school or class</li> <li>• Public displays of affection during school hours or during school sponsored events (including dances, sporting events, etc.)</li> </ul>	<p><b>Level 1:</b></p> <ol style="list-style-type: none"> <li>(1) <b>Verbal reprimand:</b> Verbal counseling by a teacher, staff member, or administrator. These are generally warnings or simply “on the spot” correction(s) and modeling of more acceptable behaviors.</li> <li>(2) <b>Staff detention:</b> These detentions are generally issued for disciplinary action for repetitive offenses within classroom. Parents will receive a phone call or written notification concerning the staff detention. It is an expectation that all written communications concerning discipline will be signed by a parent and returned to school the following school day. In conjunction with the staff detention, the student may become ineligible to participate in extracurricular activities for that day. Time 2:35-3:00</li> <li>(3) <b>Administrative detention</b> is usually scheduled on Monday through Thursday from 2:30-3:00 p.m. and 7:15–8:00 a.m. Monday through Thursday. The inability to behave in an appropriate manner during administrative detention will result in additional consequences to original offense.</li> </ol>

<p><b>Level II Offenses:</b> The following are considered major offenses and the first violation will normally result in an In School Suspension (ISS). Any violation of State Law should be reported to the police.</p> <p>The following offenses may earn a minimum of an in-school suspension (ISS) but may result in a more serious consequence such as an out of school suspension (OSS).</p> <p><b>Included but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Disobedience, disrespect, lying, cheating, forgery and defacing or destruction of school property or property of others.</li> <li>• Use of obscene or inappropriate language, gestures, drawings, photographs or writing.</li> <li>• Use of threatening language, gestures, etc.</li> <li>• Any form of harassment, physical, verbal or written.</li> <li>• Fighting/assault</li> <li>• Possession of tobacco products, over the counter medications, controlled substances or paraphernalia.</li> </ul>	<p><b>Level II Consequences:</b> At this level the student has shown an inability or willingness to conform to the reasonable rules of the school. For any level II suspension the student and parent/guardian will receive written notification of the suspension which will provide an opportunity for the student to be heard.</p> <p><b>In-School-Suspension (ISS):</b> During ISS the student will be isolated from the rest of the student body for the entire day and will be expected to do school work. It is the teachers' responsibility to get student assignments for the next day to the ISS Supervisor.</p> <p>If a student has committed a serious offense or a combination of offenses s/he may earn an OSS. It is during an OSS that a student is not allowed to attend school for a brief period of time.</p> <p><b>Out-of-School Suspension (OSS):</b> Students suspended out-of-school will normally be suspended only twice (2). The first offense may be for two (2) days and the second offense could be up to five (5) days. Before a student will be allowed to return to school, the student and parent(s) must meet with the school administrator and the child study team. After two (2) suspensions, the student may be referred to the Superintendent for extended suspension or expulsion.</p>
<p><b>Level III Behavior:</b> Handled by Principal and/or Superintendent of Schools.</p>	<p><b>Level III Consequences:</b> The student has exhibited an extended history of discipline infractions or demonstrated flagrant disregard for the reasonable rules of the school and has shown little response to other levels of rehabilitation. At this point, it may be in the best interest of the school if the student is either temporarily or permanently removed from the traditional school environment.</p> <p><b>Expulsion:</b> If the student is involved in an offense after they have been given their second OSS, the student will be referred to the Superintendent with a request for an expulsion hearing. The Superintendent may assess punishment or may choose to recommend expulsion to the board. The purpose of the expulsion hearing is for the parents to have an opportunity to demonstrate why their son/daughter should be allowed to continue in school.</p>

**Parent Conferences:**

- Parents will be notified by telephone and written notification of any disciplinary action involving an ISS, OSS, or request for expulsion. The telephone notification will be followed up by written notification as soon as possible after the telephone conversation.
- When a student is suspended out-of-school, a parent, the student, and an administrator must meet before the student is allowed to return to school.
- Parents may request a conference in regard to their child/children at any time. The date and time will be determined as quickly as possible by mutual agreement of the parent and administrator.

First Reading:  
Third Reading: May 19, 2004

Second Reading:  
Board Approval: September 15, 2004

Amended: April 13, 2005