

# RUSSELL Elementary School



195 SCHOOL STREET  
RUMNEY, NH 03266  
[www.res.sau48.org](http://www.res.sau48.org)

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

## **PARENT-STUDENT HANDBOOK 2010-2011**

*Approved by the Rumney School Board  
August, 2010*

## RUSSELL ELEMENTARY SCHOOL 2010-2011 SCHOOL CALENDAR

August 23, 24, 25, 26.....	Teacher Work Days
August 30.....	First Day of School
September 4-6 .....	Labor Day Weekend
Sept. 27 .....	1/2 Day of School—Teacher in-service
October 11 .....	Columbus Day
October 26 .....	1/2 Day of School—Teacher in-service
November 10 .....	1/2 Day of School—Parent/Teacher Conferences
November 11.....	Veteran's Day
November 24.....	1/2 Day of School—Early Release
November 25-26 .....	Thanksgiving Recess
Dec. 23.....	1/2 Day of School—Early Release
Dec. 24– 31 .....	Holiday Season Break
January 14 .....	No School—Teacher Work Day
January 17 .....	Martin Luther King Day
February 9.....	1/2 Day of School—Teacher in-service
February 26-Mar. 4.....	Winter Recess
March 17 .....	1/2 Day of School—Parent/Teacher Conf.
March 18.....	No School—Teacher Workshop Day
April 25-29 .....	Spring Recess
May 13 .....	1/2 Day of School—Teacher Workshop Day
May 30.....	Memorial Day
*June 10 .....	Last Student Day—1/2 Day
*June 13 .....	Last Teacher Day
*June 13-24 .....	Added per State Standards

\* to be used in case of inclement weather

### MARKING PERIODS

Progress Reports Go Home	Marks Close	Report Cards Go Home
October 8, 2010	November 24, 2010	December 3, 2010
January 13, 2011	February 25, 2011	March 11, 2011
April 15, 2011	*June 8, 2011	*June 10, 2011

### SCHEDULE OF SCHOOL BOARD MEETINGS

July 21, 2010	November 17, 2010	March 16, 2011
August 18, 2010	December 15, 2010	April 20, 2011
September 15, 2010	January 19, 2011	May 18, 2011
October 20, 2010	February 16, 2011	June 15, 2011

#### \*Subject to change

**Please Note:** 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. 180 school days are required annually.

## Faculty and Staff -- 2010-2011

Principal	Mr. Peter Helgerson
Kindergarten/Literacy Coordinator	Mrs. Cynthia Campbell
Classroom Teacher	Mrs. Susan Kling
Classroom Teacher	Mr. Timothy Vasconcellos
Classroom Teacher	Mrs. Delores Hinckley
Classroom Teacher	Ms. Vicki Kelly
Classroom Teacher	Mrs. Susan Clark
Classroom Teacher	Mrs. Heidi Adams
Classroom Teacher	Mrs. Shelley Hancock
Classroom Teacher	Ms. Joelle Hague
Science Teacher	Mr. Joe Morris
Technology	Ms. Mary Jo Gessner
Title I: Reading Recovery	Ms. Robin Peck
Title I: Math	Mrs. Shelley Hancock
Music Teacher	Ms. Courtney Hiltz
Art Teacher	Ms. Carmelina Fauteux
Physical Education Teacher	Mrs. Barbara Rawlsky-Willett
Health Teacher	Mrs. Susan Dwyer
Special Education Teacher	Ms. Cheryl Panakio
Special Education Teacher	Ms. Teresa Muzzey
Speech & Language Therapist	Ms. Jenn Ernst
Guidance Counselor	Mrs. Carrie Sanborn
Century 21 Grant Coordinator	Mrs. Margaret Grass
Physical Therapy	Ms. Beth Mattson
Occupational Therapy	Mr. Christopher Dunston
School Psychologist	Mr. Rex Burnette
Counselor/ Behaviorist	Ms. Sarah Dalzell
School Nurse	As assigned by Contracted Services
Librarian	Ms. Karen Flynn
Administrative Assistant	Mrs. Cheryl Gaiero
Administrative Assistant	Mrs. Miriam Downs
Cafeteria Workers	As assigned by Contracted Services
Paraprofessional	Ms. Sara Byers
Paraprofessional	Mr. Nicholas Cass
Paraprofessional	Ms. Rosemary Davis
Paraprofessional	Mrs. Erin Druckenmiller
Paraprofessional	Mrs. Janice Faulkner
Paraprofessional	Ms. Sara Guaraldi
Paraprofessional	Mrs. Laurie Keyes
Paraprofessional	Ms. Veronica King
Paraprofessional	Mrs. Teresa Medaglia
Paraprofessional	Ms. Kayla Powers
Paraprofessional	Ms Rachel Weeks
Facilities Manager	Mr. Joe Dodge
Assistant Custodian	Mr. Eric Anderson
Assistant Custodian	Mr. Norman Rockwell

# TABLE OF CONTENTS

<b>School Calendar 2010-2011</b> .....	<b>2</b>
<b>Faculty and Staff</b> .....	<b>3</b>
<b>Rumney Mission Statement</b> .....	<b>8</b>
<b>SAU Philosophy</b> .....	<b>9</b>
<b>Rumney Parent Teacher Organization</b> .....	<b>10</b>
<b>School Day</b> .....	<b>11-13</b>
School Hours	
Daily Schedule	
Student Responsibility for Class	
Dress Code	
Recess Dress	
School Supplies	
Classroom Passes	
Closed Campus	
Recess/Playground	
Morning Snack	
Communication	
Toys/Electronic Equipment	
<b>Recess/Playground</b> .....	<b>13</b>
Recess dress	
Acceptable recess/playground activities	
Unacceptable recess/playground activities	
Unacceptable behavior	
Injuries	
<b>Delayed Openings, Cancellations or Early Dismissals</b> .....	<b>14</b>
<b>Transportation</b> .....	<b>15</b>
Busing	
Student Conduct	
Dos and Don'ts of Bus Behavior	
Consequences for Unacceptable Behavior	
Bicycles, Skateboards, Roller Blades and Scooters	
Student Drop-Off/Pick Up/Walkers	
<b>School Attendance Policy</b> .....	<b>17-19</b>
Unexcused Absence	
Truancy	

- Tardiness
- Dismissals
- Absence from School
- Absence Appeal Policy
- Make-up Work
- Parent/Guardian Notification
- Participation in School Activities
- Summer School Requirement
- Destination Other than Home
- After the Close of School

**Academic Programs and Information..... 19-23**

- Curriculum Overview
- Math
- Literacy
- Independent Reading Practice
- Title I
- Physical Education
- Music
- Art
- Advisor/Advisee Program
- Homework Policy
- Missing or Late Assignments
- Open House
- Parent-Teacher Conferences
- Student-Teacher Conferences
- Promotion and Retention Policy
- Standardized Testing
- Substitute Teachers

**Specialized School Services.....23-25**

- Education for All Handicapped Children Act: Child Find
- Special Education Services
- Referral Process
- Right of Parents/Guardians
- Speech and Language Therapy
- Occupational Therapy
- Guidance Program

**Progress Reports and Report Cards.....25-26**

- Academic Grade Equivalents
- High Honor Roll
- Honor Roll

Effort Honor Roll	
Honorable Mention	
<b>Standards for Behavior</b> .....	<b>26-27</b>
Behavioral Codes and Discipline	
<b>Food Service</b> .....	<b>27</b>
<b>Health Services</b> .....	<b>28-29</b>
School Nurse	
Sickness	
Injury/Illness at School	
Medication	
Accident Insurance	
Dental Program	
<b>School Facilities</b> .....	<b>29-31</b>
School Cleanliness	
Use of School Facilities and Materials	
Vandalism	
Restrooms	
Telephones	
Cubbies and Desks	
Off Limit Areas	
Lost and Found	
Multi-Media Center	
Use of Facilities by Citizens of Rumney	
<b>Emergency Procedures</b> .....	<b>31-32</b>
Fire Drill Evacuation Procedure	
Bomb scare or Other Emergencies/Calling for Evacuation of the Building	
Intruder Emergency	
<b>Procedures for School Registration and Records</b> .....	<b>32-34</b>
Kindergarten	
First Grade	
Registration	
Immunization	
Transferring Students	
Parent/Guardianship	
Emergency Information	
Abuse/Neglect	
Records	
Notification of Rights Under FERPA	
<b>Co-curricular Activities</b> .....	<b>35-36</b>
Athletic Program	
Winter Program	

Drama, Outing Club, Student Council, etc	
<b>Special Events</b> .....	<b>37-39</b>
Dances	
Pictures	
Assemblies	
Graduation Awards	
Field Trips	
Fund Raising	
<b>Standards for Behavior/Conduct Policy</b> .....	<b>40-42</b>
<b>Visitors</b> .....	<b>42-43</b>
Parents	
Pets/Animals in School	
School Programs/Rehearsals	
Locked Door Policy	
<b>Wellness Policy</b> .....	<b>43</b>
<b>Parent/Community Volunteer Program</b> .....	<b>43</b>
Russell School Board Committees	
<b>Additional School Policies O The Rumney School District</b> .....	<b>44-50</b>
Chain of Command	
Non Public Session	
Parents' Right To Know	
Criminal Background Checks	
Policy Manual	
Sale/Advertisement of Items by Students/Staff	
Wellness Policy	
Party Invitations	
Gifts Sent to School	
Nondiscrimination	
Sexual Harassment	
Weapons Policy	
Student Internet Acceptable Use Policy	
Retention Policy	
Summer School	
Student Shower Policy	
Smoking/Possession of Tobacco Products	
Drug and Alcohol Abuse	
Safe School Zones	
<b>Important Phone Numbers</b> .....	<b>51</b>
<b>2010-2011 School Year Calendar</b> .....	<b>52</b>

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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 life long 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,

\_\_\_\_\_  
Peter Helgerson  
Principal

\_\_\_\_\_  
Yvon Cloutier, Chair  
Rumney School Board

\_\_\_\_\_  
Rachel Anderson  
Rumney School Board

\_\_\_\_\_  
Jennifer Miller  
Rumney School Board

\_\_\_\_\_  
Kathy Sobetzer  
Rumney School Board

\_\_\_\_\_  
Gerard Thibodeau, Member  
Rumney School Board

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## 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 are required to meet programming needs.
- All students need to be able to analyze, research, and solve problems.

**The program should:**

- 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;
- Broker learning opportunities from a variety of sources and areas.

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## RUSSELL SCHOOL PTO

### Rumney School District PTO Policy at Russell Elementary School

The Rumney School Board supports an active Parent Teacher Organization (P.T.O.) 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 April 14, 2010

1<sup>st</sup> Reading: June 1, 2010

2<sup>nd</sup> Reading and Approval: June 16, 2010

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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 8:10 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.	Building opens
8:10 a.m.	Students are tardy!
8:15 a.m.	Instruction begins
10:30 a.m.	Kindergarten day begins
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 which 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 with writing, pictures or symbols that promote or glorify drugs, alcohol, tobacco, vulgarity or that is degrading
- Halter or tube tops and tank tops (revealing clothing)
- Hats in the classrooms
- Heavy chains or spiked jewelry
- Sunglasses
- Shorts or pants worn below the waist (revealing)

- Short shorts or mini skirts (revealing), and other revealing clothing
- rollerblade shoes

The same guidelines apply to any school-sponsored activity, 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. However, if the students were to misplace or destroy these items they would 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 a variety of healthy foods are available for 50 cents and 75 cents. Milk and juice are 50 cents. These snacks are served daily during mid-morning snack time. Snacks may be brought from home.

## COMMUNICATION

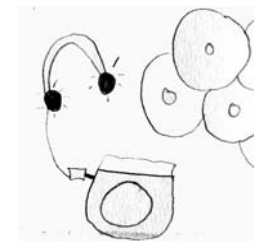
Keeping informed about weekly/monthly events and programs at Russell Elementary School is an important part of being involved in your child's education.

- **The Russell School Newsletter**, featuring 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 which is sent home on Fridays.
- **Classroom notices**, such as progress reports, permission slips, or notes in assignment books from your child's teacher.

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. Children are encouraged to bring rubber balls, whiffle balls and plastic bats to school to use on the playground. **No radios, tape/CD players, Ipods, walkmans, cellphones, electronic games or palm pilots are allowed to be used during school classroom time. Students may use them on the school bus with earphones, but they need to be in their knapsacks and turned off during school hours.** If parents/guardians/students have any doubts concerning toys, 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.



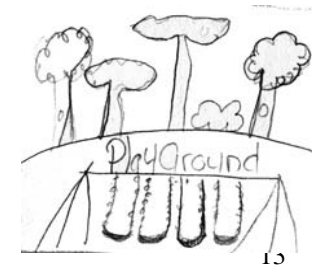
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## RECESS/PLAYGROUND

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 everyday with clothing appropriate for existing weather conditions. It is the responsibility of parents/guardians and students to make choices about the clothing to be worn. When necessary, parents/guardians may be notified and required to take immediate corrective action by providing appropriate clothing. 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; 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 2:40 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 Penn Alert, 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, and impassable roads, or in times of public crisis.

Generally, 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. In the event of a 2 hour delay the kindergarteners will start at their regular time. 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 busses are contracted with Robertson Transit Company (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 amount of time the suspension is to be in effect 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**

Students in fourth through eighth grades may ride bicycles, roller blades, skateboards and scooters to school. The use of protective knee, wrist elbow is recommended. **Helmets are required by law.** Bicycles must be walked, roller blades removed and skateboards and scooters carried both upon arriving and leaving school property. Bikes are to be appropriately placed in bike racks until school is dismissed. **Bicycles, skateboards, scooters and roller blades are not to be ridden or used on school property at any time (excluding weekends).** In all instances, they are the responsibility of the owner, not the school.

There are no "second chances" with bicycle, skateboard, scooter or roller blade safety. Violations of the above rules will result in the following penalties:

- First violation - bike, roller blade, scooter or skateboard privileges to be suspended for 10 days.
- Second violation – bike, roller blade, scooter or skateboard privileges to be suspended for the remainder of the school year.

### **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.**

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## SCHOOL ATTENDANCE

RSA 193:1, the state law concerning attendance, states "Every child between six and sixteen years of age shall attend the public schools...or an approved private school during all the time the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance or to make it undesirable." RSA 193:2 State Law on the Custody of a Child states, "Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session."

Regular school attendance is extremely important. Parents/guardians are strongly urged not to schedule any medical and/or therapeutic appointments during the school day. They also are required to send a note with their sons and daughters to be given to their teachers or the principal's office explaining absences, tardies or early dismissals. Students who violate state law mandating compulsory school attendance may be subject to court action. Parents who need clarification should refer to Board Policy, R/J-11.

If a student exceeds more than six days of unexcused absences per trimester, he/she may receive a grade of 60, or actual grade if lower. Students will be permitted six days of absences per trimester with parent notes. All absences in excess of those days will be considered unexcused unless:

1. Dentist's, doctor's or medical professional, (i.e., nurse practitioner, or physician assistant) visit or consultation. Official documentation from a doctor is needed upon returning to school. School nurse may also excuse a student for a partial or full day.
2. Legal matter- documentation from a court, judge or the appropriate agency.
3. Death of a relative or friend- letter from a parent/guardian accepted as verification.
4. Religious holidays- letter from a parent/guardian accepted as verification.
5. School sponsored field trips- staff member in charge must verify attendance.
6. Family vacation- Requests pertaining to family vacations must be submitted to the Administration well in advance of the trip and students must be in good academic standing.
7. Administration Discretion- the building principal may evaluate and grant exceptions for all extended absences due to injury, chronic illness or other special circumstances.

### **Unexcused Absences**

Unless the student has followed the steps listed above to excuse an absence, the absence is considered to be unexcused. Suspension from school will be considered an unexcused absence.

### **Truancy**

Truancy is defined as an absence from school or class without permission. All truanies are recorded as unexcused absences.

### **Tardiness**

The responsibility for being on time rests with the student and parent/guardian. Students shall be considered tardy if they are not in their assigned homeroom or classroom by the late bell. Any student who arrives at school later than 8:00 AM must report to the principal's office for a late slip. A note with an explanation should accompany any student arriving tardy to school.

### **Dismissals**

The only grounds for dismissal are medical, funeral, and/or extenuating family circumstances. Students who want to be dismissed because of illness must see the nurse who will, contact parents/guardians for dismissal. Students who have appointments must receive a principal's approval prior to the start of school that day and be dismissed through the main office.

### **Absences from School**

Whenever a student is going to be absent from, or late to, school, parents/guardians are requested to call the school to notify us of the absence. These calls should be directed to the school nurse at 786-9591, ext. 41. If no call is received, the school nurse will attempt to contact the parent/guardian of any absent student to confirm awareness of the absence.

### **Absence Appeal Policy**

If a student is in danger of receiving an administrative failure and he/she feels that there is a compelling reason why his/her absences should be classified excused, he/she may appeal to the principal. The next level of appeal would be to the superintendent of schools; the next level is the school board.

### **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 first day back at school upon the student's return. 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 pupil 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.

Children 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 pace 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 which 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 for students who struggle to attain mastery, between the student, teacher and parent.

## **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 Recovery 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 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 to encourage 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 which is a record of their progress.

## **TITLE I**

RES is a school-wide Title I school. RES receives Federal funds which 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 a 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 which 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 homework nightly, when assigned. 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; Gates Reading Test (Gr. 1 & 2), NEWA (Gr. 3-8), NECAP (Gr. 3-8). Students with IEP's will participate in this process with modifications 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 which 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 which 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 part-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: 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**

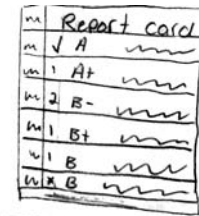
The school year is divided into three marking periods and a report card is issued at the end of each one. Please review your child's report card carefully and discuss your child(ren)'s progress with them. In grades K-8, report card envelopes should be signed and returned by the students to school. Once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

The complete School Board Policy, Standards for Behavior/Conduct, R/J-9 is on page 41

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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 8:10 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.

- A variety of healthy snacks along with milk and juice can be purchased. These snacks are served 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

The school provides the services of a part-time registered nurse on a daily basis from 8:00-2:00. 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, 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

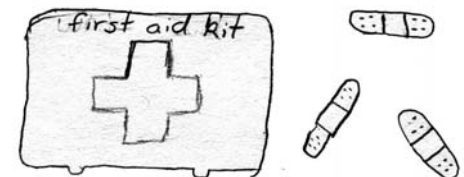
Emergency care of sickness or accidents will be given either by the school nurse or staff member appointed by the Principal. If medical attention is required, parent(s)/guardian(s) or their emergency contact of the injured student will be notified and asked to furnish transportation to take the student 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 Speare 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

Increasing numbers of students are required to take prescribed medication during school hours. However, students are not allowed to have medication in the classroom or on their person. Only the school nurse or a staff member designated by the principal can give medication. Therefore, 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.

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.
- Over-the-counter medications (including simple pain relief, such as Tylenol, cough drops, etc.) must be in their containers, marked with the student's name, and accompanied by a written set of directions signed by the parent/guardian.
- 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 student's teacher on or before the day of the field trip. Written instructions signed by the parent/guardian must accompany the medication.

**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(ren) teeth cleaned. The maximum cost of this program is \$10 per student per year. No child will be denied care due to an inability to pay. If financial assistance is required, funding is available. **Call the school nurse for further details.**



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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.

RES 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:

- 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. **Therefore, gum chewing is not permitted in the school building or on school grounds at any time.**

Students unwilling to adhere to the above guidelines may be assigned "litter detail".

### **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**

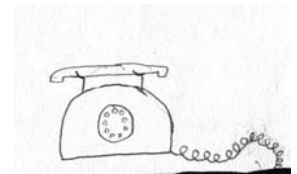
Students must obtain permission to use the restrooms from the teacher or adult in charge. Students are expected to keep the restrooms neat and clean at all times by:

- 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 playing or visiting in 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 gymnasium. All unclaimed articles will be donated to a local charity on a regular basis.

## MULTI-MEDIA CENTER

The multi-media center is a quiet place intended to be used for independent learning, researching, studying or reading. Students in the multi-media center are expected to stay on task and work quietly. Classes may go to the multi-media center as a group, and/or students may go individually with permission from their teacher. The multi-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 multi-media center. However, reference materials may not be signed out of the multi-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 multi-media center and a disciplinary referral, if necessary. Food and drinks will not be allowed in the multi-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. The fire alarm will be sounded. 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 RES.

**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 RES 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, 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:

- 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 RES 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; however each Sept. 1 begins a new school year.

### 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 our 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:

- 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**

RES offers its students the opportunity to participate in a five to six-week winter program that usually begins in early January. For a nominal fee students can ski or snowboard at a local ski area. Those who do not participate in the Winter Program will participate in activities offered at school. 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. (Student financial scholarships are available. Please contact the principal for further information.)

### **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 stocking 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 students 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, which is usually over by 10:00 p.m.

### 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) expectations for supervision 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.**

For trips involving travel by car, parents driving must submit verification of insurance coverage (minimum of \$100,000/\$300,000) to the building principal at least one day prior to the transporting of students. Verification must include the name of the insurer/insured (parent/driver), the amount of coverage, and the expiration date of the policy. Proof of liability needs to be resubmitted yearly, as policy renewal occurs.

## **FUND RAISING**

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

## 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.

Behavior	Consequence
<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,</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 extra curricular 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>etc.)</p> <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.

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**VISITOR POLICY**

**PARENTS**

**When parents visit the school, be sure to check in at the office upon your arrival to receive your 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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**WELLNESS POLICY**

See entire policy J-17

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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.

**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; Finance.** Any one 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.

### NONPUBLIC SESSION (RSA 91-a:3)

Exclusive allowable purposes for a nonpublic session are: personnel issues, nominations and hiring, reputation, sale or acquisition of property, litigation:91-A:2(non-meetings), consultation with legal 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. 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 (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 which is selling items as part of a fund raising 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 healthy eating and physical activity.

\*The Wellness Policy is being revised by the school board this year.

**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.

**GIFTS SENT TO SCHOOL**

The practice of sending gifts such as flowers, balloons, etc. to students for special occasions is not permitted. If such items are delivered to school, they will be held in the office.

**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, Title IX Coordinator at RES.

**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.

It shall be a violation of this policy for any student or employee of SAU 48 or one of its districts to harass a student or any employee through conduct or communication of a sexual nature as defined by this policy. The school districts and SAU 48 will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the SAU or one of its school districts.

## **SEXUAL HARASSMENT DEFINED**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- 2.. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any action or conduct as defined above when directed at any student or employee or by any student or employee will be treated as sexual harassment under this policy.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentional brushing against a student's or an employee's body
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
7. Any sexually motivated unwelcome touching
8. Dating one's student

## **REPORT PROCEDURES**

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the school district or SAU, or any third party with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the building principal or designee. The SAU and its school districts encourage the reporting party or complainant to use the report form available from the Principal of each building or available from the SAU office.

## **INFORMAL COMPLAINT PROCESS**

Each school and the SAU office have an informal complaint process, adapted to the sensitive nature of sexual harassment complaints, to address allegations of sexual harassment. The informal procedure establishes a process, which allows for resolution by mutual agreement and provides for a readily accessible and flexible means of dealing with complaints of sexual harassment. The process must protect the right of both parties. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is bothering her or him.

Each building will identify a sexual harassment coordinator who will be responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the Principal must be notified. The Title IX officer will be informed by the Principal.

## **FORMAL COMPLAINT PROCESS**

The formal process is used if the victim is not satisfied with the result of the informal process or if the victim wishes to formalize the complaint because of its magnitude. The School Board hereby designates the assistant superintendent and another member of the SAU of the opposite gender

as Title IX officers and to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment and also from the building principal as outlined above. If the complaint involves one of the officers, the complaint shall be filed directly with the superintendent. If the complaint involves the superintendent, the complaint shall be filed with the SAU Board chairperson. All buildings shall have conspicuously posted the name of the officer including a mailing address and telephone number.

Submission of a complaint or report of sexual harassment will not affect the complainant's future employment, grades or work assignment.

Use of formal reporting forms is not mandatory. The SAU and its school districts will respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible, consistent with legal obligations and the necessity to investigate allegations of harassment and take disciplinary action if the alleged misconduct has occurred.

### **INVESTIGATION AND RECOMMENDATION**

By authority of the school districts and SAU, the Title IX officer, upon receipt of a report or complaint alleging sexual harassment, shall immediately inform the superintendent and authorize an investigation. This investigation may be conducted by school district or SAU officials or by a third party designated by the school district. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools and the Title IX officer. If the superintendent is the subject of the complaint, the report shall be submitted to the SAU School Board chairperson.

In determining whether alleged conduct constitutes sexual harassment, the SAU and school districts should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, or others who may have knowledge of the alleged incident or circumstances relating to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the SAU and school districts may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment. The school district Title IX officer shall make a report to the superintendent upon completion of the investigation.

### **SCHOOL DISTRICT ACTION**

Upon receipt of a recommendation that the complaint is valid, the SAU or school district will take such action as appropriate based on the results of the investigation.

The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the SAU or school district. This includes the informal process. The report will document any disciplinary action taken as a result of the complaint.

### **REPRISAL**

The SAU and school districts will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

**NON-HARASSMENT**

The SAU and the school district recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

**ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse such as filing a complaint by a student under Title IX with the grievance officer or filing charges with a state Civil Rights officer or the EEOC. Questions can be directed to the office of the superintendent.

**SEXUAL HARASSMENT AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment may constitute sexual abuse under state statutes. In such situations, the SAU and its school districts shall comply with the reporting requirements of state law and the procedures under the policy on child abuse.

**DISCIPLINARY ACTION**

Any action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, state statutes, school district and SAU policies. The SAU and school districts will take such disciplinary action as they deem necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and prevent its recurrence.

**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, which 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 electronic information highway and 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**

RES 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: "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.

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## **IMPORTANT PHONE NUMBERS**

<b>Russell Elementary School</b>	<b>786-9591</b>
<b>FAX Number</b>	<b>786-9626</b>
<b>Superintendent of School's Office</b>	<b>536-1254</b>
<b>Robertson Transportation Company</b>	<b>726-7366</b>

## RUSSELL ELEMENTARY SCHOOL – 2010-2011 SCHOOL YEAR CALENDAR

August 23-26 - Teacher Work Days  
 August 25 - SAU Common Day  
 August 30 - 1<sup>st</sup> Day of School  
 (2 days)

S	M	T	W	Th	F	S
X	2	3	4	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	(24)	(24)	(24)	(24)	(24)	X
X	30	31				

September 4-5 - Labor Day Weekend  
 September 27 - ½ day Teacher in service - 1 p.m. release  
 (21 days)

S	M	T	W	Th	F	S
		1	2	3	X	
X	X	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	(28)	29	30			

October 11 - Columbus Day  
 October 26 - ½ day Teacher in service - 1 p.m. release  
 (20 days)

S	M	T	W	Th	F	S
					1	X
X	4	5	6	7	8	X
X	X	12	13	14	15	X
X	18	19	20	21	22	X
X	25	(26)	27	28	29	X
X						

November 10 - ½ day Parent/Teacher conferences  
 November 11 - Veterans Day  
 November 24 - ½ day  
 November 25-26 - Thanksgiving Recess  
 (19 days)

S	M	T	W	Th	F	S
	1	2	3	4	5	X
X	8	9	(10)	X	12	X
X	15	16	17	18	19	X
X	22	23	(24)	X	26	X
X	29	30				

December 23 - ½ day  
 December 24 - 31 - Holiday Season Break  
 (17 days)

S	M	T	W	Th	F	S
			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	(24)	X	X
X	X	X	X	X	X	X

January 14 - K-8 SAU Day - No student/Teacher only  
 January 17 - Martin Luther King Day  
 (19 days)

S	M	T	W	Th	F	S
						X
X	3	4	5	6	7	X
X	X	10	11	12	13	(14)
X	X	18	19	20	21	X
X	24	25	26	27	28	X
X	31					

February 9 - ½ day Teacher in service - 1 p.m. release  
 February 28 - March 4 - Winter Recess  
 (19 days)

S	M	T	W	Th	F	S
		1	2	3	4	X
X	7	8	(9)	10	11	X
X	14	15	16	17	18	X
X	21	22	23	24	25	X
X	X	X	X	X	X	X

March 1-4 - Winter Recess (Cont'd)  
 March 17 - ½ day Parent/Teacher conferences  
 March 18 - Full day - Teacher in service - No students  
 (18 days)

S	M	T	W	Th	F	S
		X	X	X	X	X
X	7	8	9	10	11	X
X	14	15	16	(17)	(18)	X
X	21	22	23	24	25	X
X	28	29	30	31		

April 25-29 - Spring Recess  
 (16 days)

S	M	T	W	Th	F	S
						X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	X	X	X	X	X	X

May 13 - ½ day Teacher in service - 1 p.m. release  
 May 30 - Memorial Day  
 (21 days)

S	M	T	W	Th	F	S
		2	3	4	5	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	X	31				

June 10 - ½ day - last day for students  
 June 13 - last day for teachers  
 June 13-24 - odd/even per State standards to be used in case of inclement weather.  
 (8 days)

S	M	T	W	Th	F	S
						X
X	6	7	8	9	(10)	X
X	(13)	(14)	(16)	(16)	(17)	X
X	(20)	(21)	(22)	(23)	(24)	X
X	27	28	29	30		

Approved 4/21/10  
 X - No School  
 [ ] - ½ day  
 < > - Early Release  
 ( ) - No School  
 Note: 4 of the release days students are dismissed at 1 p.m.  
 Please note: This calendar may be changed by school board action or by inclement weather conditions such changes will be announced 5 for in advance as possible to avoid personal and family inconvenience. School cancellations, e.g. Snow days will extend the school year.