



## Moharimet School

11 Lee Road, Madbury, New Hampshire 03823 • 603-742-2900

Dear Moharimet Families,

Welcome to Moharimet! We are excited to begin a new school year of learning and growth.

Public school education works best when a partnership of respect and trust exists between students, families, and the school. One of the cornerstones of that relationship is communication. Throughout the year Moharimet will communicate with you about many things including your child, school events, and opportunities for families.

This handbook is one way that Moharimet communicates to our families. It provides information about our school—our routines, procedures, policies, and services, and we hope that you will use it throughout the year as a resource and guide to Moharimet.

We look forward to a year full of curiosity, questions, answers, and playing (hopefully all four at the same time!). Please do not hesitate to call or email the school should you have any questions, comments, or suggestions.

Thank you and welcome,

A handwritten signature in black ink, appearing to read "David Goldsmith".

Principal David Goldsmith

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## GENERAL INFORMATION

### NOTE TO STUDENTS AND PARENTS

This handbook is but one attempt to promote communication among the Moharimet community to create an atmosphere of support and wellbeing. Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students, and parents, and to the extent permissible by law, the school expressly disclaims any liability which may otherwise be incurred.

A copy of the Board's Policy Manual is available in each school office and is also available on the district website at [orcscd.org](http://orcscd.org).

### EQUAL EDUCATIONAL OPPORTUNITIES

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability. See Board Policy [AC](#).

Students and/or parents/guardians should address any questions or concerns to the superintendent of schools.

#### Title IX

Title IX and Affirmative Action Officer  
Catherine Plourde  
Phone: (603) 868-5100 extension 2006  
Email: [cplourde@orcscd.org](mailto:cplourde@orcscd.org)

### DISTRICT MISSION STATEMENT

“Working Together to Engage Every Learner”

## ORCSD SCHOOL BOARD VISION STATEMENT

ORCSD is a place where students, parents, staff, and community members work together to foster a life-long passion for learning and engage all students in developing the skills and knowledge they need to further their education, participate as citizens, succeed in the workplace, live healthy lives, and thrive in the 21st century.

In the ORCSD students, teachers, and community members take pride in our schools and understand that each of us has a role to play in ensuring their success.

We create safe, stimulating learning environments where all students are challenged and excited by the opportunities to learn, where students and teachers alike feel it is safe to take creative risks, and where every member of our community is known and valued.

During their time at ORCSD students become strong, independent, critical thinkers with a commitment to living ethically and a belief that each of them can and should make a difference in our world.

## SCHOOL MOTTO

**We are Kind, We are Responsible, We are Learners**

Moharimet staff and students created this motto to explain how we strive to act and to be in school. We use this motto as the basis for our school-wide expectations in all settings.

## SCHOOL HOURS

Grades K–4      Monday–Friday      9:00 a.m. to 3:25 p.m.

### **AM Drop & PM Pick Up:**

**AM Drop Off** takes place in the Madbury Church parking lot off of Town Hall Rd. between 8:50 a.m. and 9:00 a.m. A Moharimet staff member will supervise drop off. Adults do not get out of their cars; please give your hugs at home! Once the car pulls up to the drop off area, the student will exit the car and walk down our path to the front door. The path is supervised by staff. **FOR THE SAFETY OF OUR STUDENTS, YOU MAY NOT PARK IN THE MOHARIMET PARKING LOT AT DROP-OFF TIME.**

Students may ride their bikes to school if they are accompanied by an adult. Bikes should be parked in the bike rack.

PM Pick-up takes place at Moharimet’s front doors. Adults will wait under the Atrium and be checked in by a staff member. Students will be released to parents by a Moharimet staff member. Adults must park in one of three lots on Town Hall Rd. before walking to the school. Parking can happen at the Town Hall, the Library, or the Recreation Lot. **FOR THE SAFETY OF OUR STUDENTS, YOU MAY NOT PARK IN THE MOHARIMET PARKING LOT AT PICK-UP TIME.**

## ATTENDANCE POLICY/ABSENCE REPORTING

Children should be in school every day except in case of illness or emergency. Students may be excused for illness, emergencies, or religious holidays. If your child will be absent, please notify the school and the transportation company (603-868-1610). You may leave a voicemail on the attendance line at 603-742-2900 extension #2 or e-mail the school at [mohattendance@orcsd.org](mailto:mohattendance@orcsd.org) by 9:00 a.m. If you have not notified the school regarding your child's tardiness or absence, a call will be made to your home and/or place of work to confirm your child's whereabouts.

## EXTENDED ABSENCES

In the event of an extended absence (e.g., vacations, planned medical leave), please notify the classroom teacher and school office in writing at least two weeks before the absence. Please consider your child's academic progress and needs when planning your family vacations. Because of the nature of teaching and learning, it is not possible for teachers to provide work for students on extended vacation absences that is commensurate to in-class learning experiences.

## TARDINESS

Students are considered late at 9:10 a.m. and must sign in at the office before going to their classrooms. If your child will be late, please follow the same call-in procedure as for an absence.

## PARENT-REQUESTED EARLY DISMISSAL

Early dismissal from school should be requested only when necessary. Students are required to bring a "Note from Home" (see below) when parents are requesting an early dismissal although a verbal request will be honored in the event of an unforeseen circumstance. Parents are asked to come to the school office when picking up a child before dismissal time.

## NOTES FROM HOME

To keep track of each student's after-school plans, we provide "Notes from Home" at no cost, in packs of 10 regular notes and 2 permanent notes. Regular notes are for daily changes in your child's schedule, and permanent notes are for plans/events that occur on a regular basis such as daily pick up, Off the Beaten Path, Language School, Our Time, or non-school activities that take place on the same day each week. Please fill out both sections of the regular form and fill out each day on the permanent form. It is important to note that if you have more than one child, we require a separate note for each child.

Notes are handled in the office, not the classroom, so having all the information that is requested on the form is very important. When a child does not have a note, it is necessary to reach a parent to confirm the plans, which is time consuming for office personnel and often stressful for the student. Please reserve the practice of calling the office with your child's plans for only when it is necessary. If you do need to call with a change, please try to make calls before 2:00 p.m.

## DISMISSAL

School is dismissed at 3:25 p.m.

Whenever your child's after school plans vary from the norm, please send in a "Note from Home." We understand that plans can sometimes change during the day and a call to the office in that case is fine, but please reserve this practice of calling the office with your child's plan for only when it is absolutely necessary.

In situations where legal custody of a student is restricted, please notify the office, and provide a copy of the court documents, so we may act accordingly. We can only follow the court orders that we have!

## VISITORS TO SCHOOL

Visitors are always welcome at Moharimet School but must have a scheduled appointment with a teacher or other staff member. Please enter via the front door. Parents and visitors must sign in and out of the office when entering/leaving the school. Visitors will be given a Moharimet badge for identification purposes and will be stopped by staff if the badge is not visible. For the safety and security of our students and community, please only go to the location for which you have signed in. The office will be responsible for the delivery of messages, lunches, books, etc. to students' classrooms. If you have a special need to deliver something to the classroom you must make a prior arrangement with the classroom teacher.

## PARKING AND EVENT PARKING INFORMATION

During the school day, parking is available at Moharimet and at the Union Congregational Church. A pathway leads from the church parking lot to Moharimet. For the safety of our families and buses, the parking lot is patrolled regularly by Madbury Police. Vehicles parked in the bus loop or in non-designated areas will be ticketed.

During special events the Event Parking plan will may be enacted. Please adhere to the posted signs. Parking is never allowed in the fire lane, the bus road, or anywhere on Route 155 or Town Hall Road.

Parking is allowed in designated parking spots only. Additional parking is available at the Union Congregational Church, Madbury Town Hall and at the Madbury Field parking lots. Any car illegally parked or caught driving on the bus road will be ticketed by the Madbury Police Department.

## BEFORE AND AFTER SCHOOL PROGRAMS

Our Time Before & After-School Programs, located in the cafeteria and gym at Moharimet Elementary School, are under the direction of Growing Places. The school staff communicates with the leadership of the program but is not responsible for its administration. Our Time operates in the morning from 7:00 a.m. until school starts and in the afternoon from school dismissal until 5:30 p.m. For more information, call 603-969-8677.

## SCHOOL CANCELLATIONS / DELAYED OPENINGS / EMERGENCIES

ORCSD uses School Messenger to notify the parents/guardians of school closings, emergencies, and other important information via phone and email. Please contact the school to make any changes to your contact information. Between 6:00 a.m. and 7:15 a.m., the following radio and television stations will also announce the school's closing or delay: WOKQ (FM 97.5), WTSN (AM 1270), WHEB (FM 103.3), WMUR (TV 9). To check online, visit [wmur.com](http://wmur.com) or [orcscsd.org](http://orcscsd.org).

## SCHOOL NOTICES

In our effort to be a green school, most of our notices are emailed home.

## LEGAL CUSTODY ISSUES

On occasion, parents request that the school not let a child be released to a person for various reasons. In some cases, we have received court orders or other legal documents with instructions restricting or prohibiting the release of a child to one or the other parent or guardian. Given the serious nature of this situation, we urge parents to provide the school office with a copy of a court order specifying the limitations of child custody, so that we can meet our responsibilities under the law while protecting the individual child in our care. Unless we have legal documentation indicating specific rights and limitations, school personnel may have no recourse but to release the child to either parent or guardian.

## MEDIA INFORMATION

As part of its curriculum, the Oyster River Cooperative School District conducts activities which attract the attention of local print and broadcast media. Oyster River Schools may also wish to use students' photographs, voices, or work for promotional and educational reasons, such as in publications,



posters, brochures, and newsletters; on the district web site, school web site, radio station or cable TV channel, or at community fairs or special district events. The District understands there may well be circumstances in the lives of some children and/or families which precludes having a child's picture, image, or name from being published or broadcast. Consent for media is part of the registration process. However, you may change your election at any time by contacting the school office. Please note that releases are not required for public events such as concerts and plays. If you need further information, please contact the building principal.

## TRANSPORTATION

### BUS CONDUCT

Our goal for our students is to have a safe ride to and from school.

When a student exhibits a behavior on the bus that violates our bus expectations, they may receive a consequence, such as an assigned seat or short-term suspension from the bus. Simultaneously, school staff will support the student utilizing restorative practices to repair any harm that was caused by the behavior and teach skills for the student to exhibit expected behavior on the bus.

The Board has adopted a policy concerning bus conduct (see Board Policy [JICC](#)). Students who misbehave on the bus are subject to suspension of their bus privileges. Parents and students should be aware that District school busses may be equipped with electronic surveillance devices (see Board Policy [ECAF](#)).

The right to ride a school bus is directly related to a pupil's behavior, attitude, and practice of transportation rules and regulations. The driver is in complete charge and must be obeyed.

### BUS STOPS

- All students are expected to be at their assigned stops 5 minutes before the bus is due. The bus cannot wait.
- Students should stand back from the road in an orderly line until the vehicle comes to a complete stop.
- Students should enter and exit buses in an orderly manner. The driver regulates seating arrangements and procedures for movement.
- All students who need to cross the road should do so in front of the bus after it has stopped, and the driver has motioned them to cross.

## K-4 BUS DROP OFF

When dropping off elementary students, bus drivers need to see a responsible party to receive the child. If the responsible party is not there, the bus driver must keep the child on the bus and notify the Transportation Office. The driver will bring the student back to the school, and the Transportation Office will call the school to inform them of a student being returned. A call will be made to the parent/guardian to arrange pick up of the child. The only exceptions to this policy will be if the parent or legal guardian has, during the registration process each summer, instructed the Transportation Office to drop his or her 3rd or 4th grade student off without the presence of an adult to receive the child. After summer registration, drop-off authorization requests should be made by contacting the Transportation Office at 603-868-1610.

## ON THE BUS

- All passengers must be seated while the bus is in motion.
- The driver may assign seats if it is deemed advisable.
- The driver must give permission before a passenger may open a window. Passengers will not extend arms, legs, or heads out of windows or shout at pedestrians.
- Nothing shall be thrown IN the bus, OUT OF the bus, or AT the bus.
- Students shall keep the bus clean and sanitary.
- Students shall not mar or deface the bus. The offender or his/her parents must pay for any damage.
- Students should not talk to the driver except in an emergency.
- No lunch boxes, books or other objects should be placed in the aisle.
- There will be NO smoking, eating, or drinking on the bus.
- Normal conversation is allowed; however, loud talking, shouting, and unnecessary confusion is not allowed as it may divert the attention of the driver and could result in a serious accident.
- No live animals.
- No bulky objects will be allowed without previous permission by the driver. No umbrellas or other sharp objects are allowed.
- Students are expected to ride their regularly scheduled route.
- Kindergarten - 4<sup>th</sup> grade students may not leave the bus at any stop other than his/her scheduled stop without a "Note from Home" sent to the school.
- If the driver is unsuccessful in obtaining proper behavior on the part of a student, disciplinary action will be taken, possibly resulting in loss of bus privileges.

## ACADEMIC INFORMATION

### TEACHER/PARENT COMMUNICATION & CONFERENCES/PROGRESS REPORTS

The best way to contact each teacher will depend on the individual teacher. You will be notified by your child's teacher at the beginning of the year as to his/her preference.

A fall goal-setting conference with parents will be held (on or around the designated Teacher Workshop Day on the District Calendar). The purpose of this meeting is for parents and teachers to share information and informal/formal assessment results to set individual student goals for the school year. Assessments may take many forms such as reading evaluations, formal computerized assessments, classroom observations, student conferences, writing samples, or other pencil and paper tasks.

Mid-year progress reports will be available online via PowerSchool one week after the end of the second quarter, and paper copies will be sent home with students. The purpose of this report is to inform parents and students about each student's progress toward individual goals, academic expectations, and classroom/behavior expectations. This report contains both a checklist and a narrative.

The end-of-year progress report will be available online on the last day of school, and a paper copy will be sent home. The purpose of this report is to summarize each student's year-long progress toward individual goals, academic expectations, and classroom/behavior expectations. This report follows the same format as the mid-year progress report.

### LIBRARY MEDIA CENTER

The Moharimet Library Media Center (LMC) is a place where students and staff come to work, learn, and explore. The LMC provides services to children and teachers as part of a comprehensive educational experience. The Library Media Staff collaborates with the classroom teacher to raise a generation of information-literate students. The student services are designed to assist the learner in his/her ability to find, evaluate, generate, and apply information. Information skills that are appropriate for each grade level are taught within the classroom teacher's curriculum. The student also learns to give proper credit for sources used throughout the process. The LMC staff strives to continue helping students and staff to be effective, engaged, and ethical users of information while helping to develop a love of reading for pleasure.

### FIELD TRIPS

As part of the educational program of the school, occasional field trips to various points of interest are taken to enrich the experience of children. Such trips are carefully planned and supervised by teachers

with the assistance of parents.

A permission slip will be sent home in advance describing the purpose, destination, and cost of the trip to be completed, signed, and returned to school before the day of the trip. It is always our goal to provide field trips at no cost to families. We do this with a combination of budgeted monies and funds from the PTO. We thank the PTO for this important collaboration.

## HEALTH SERVICES

### COUNSELING SERVICES

Our school counselor works with whole classes, small groups, and individual students. Small group and individual counseling topics include but are not limited to conflict resolution, improving social skills, understanding feelings, death of a loved one or pet, and adjusting to parental separation and divorce. The needs of the children determine the nature of small group sessions, and their participation depends upon the approval of their parents. If you would like a counselor to work with your child on a specific area of concern, please contact your child's teacher or the counseling department. School counseling's purpose is to help a student be successful at school. It is not clinical counseling, nor should it act in place of a private therapist, if necessary. Our school counselor also teaches full-class lessons as part of our encore class rotation and focuses on the many skills involved in social development. The lessons support classroom Open Circle lessons and the American School Counselor Association counseling goals. Every year the counseling program schedules and accompanies HAVEN to each classroom as they present the body safety and abuse prevention program. All parents receive information from that program when it occurs.

### SCHOOL HEALTH SERVICES

The health office is open during school hours. It is available to students who become ill or injured during the school day and to parents with questions regarding their children and/or school health policies.

School health services include preschool vision and hearing screening for entering kindergartners, annual vision and hearing screening, height and weight measures and the monitoring of immunizations to keep children in compliance with state regulations. Please contact the school nurse when immunizations are updated by your family doctor.

Please feel free to contact the health office with any concerns at 603-740-8585.

## ILLNESSES / INJURIES AT SCHOOL

Chronic illnesses and allergies should be made known to the health office. Medication prescribed by the physician for these conditions should be supplied to the school as outlined below.

Students who have had diarrhea, vomiting, and/or a temperature of over 100 degrees should be kept at home until free from symptoms, without the aid of medication, for not less than 24 hours. If a child develops these symptoms during the school day, a parent will be contacted to dismiss the student.

Please remember to notify the school office when your child will be absent from school and leave the reason. When the health office is aware of illnesses, such as strep or high fevers, they will try to alert the school community as a preventative measure. If your child will be absent, please notify the school and the transportation company (603-868-1610). You may leave a voicemail on the attendance line at 603-742-2900 extension #2 or e-mail the school at [mohattendance@orcsd.org](mailto:mohattendance@orcsd.org) by 9:00 a.m. If you have not notified the school regarding your child's tardiness or absence, a call will be made to your home and/or place of work to confirm your child's whereabouts.

If a student is well enough to attend school, they are expected to go out for recess. Exceptions are made only with a physician's note.

If a student becomes ill or is injured at school and needs to go home, the health office will contact the parent/guardian using the contact information provided on the Emergency Form. Please be sure to inform the school office if any of this information changes during the school year.

**Head lice** are common in school age children. Transmission is caused by head-to-head contact with a person with head lice. School-aged children should be checked regularly for head lice. If you suspect your child has head lice, please notify the health office. For further information, read this [fact sheet](#) from the New Hampshire Department of Health and Human Services.

## MEDICATIONS

The Board has adopted a comprehensive policy and procedure concerning the administration of medications at school. Parents may request that medications be administered at school in accordance with the established policy and procedure. Students may not carry or self-administer medications, except as permitted by Board policy (see Board Policy [JLCD](#)). Questions should be directed to the school nurse.

For students requiring medication during school hours, all medication must be brought to the school by a parent in the original container, clearly marked with the student's name and dosage. Laws regarding dispensing medications are strict.

- Over-the-counter medication – A parent must sign a school request/permission form allowing the nurse to dispense the medication. The [form](#) can be found at [www.orcsd.org](http://www.orcsd.org) under the heading: Student Services > Health and Wellness > District Resource/Forms.
- Prescription medication – Must be accompanied by a physician's note ([form](#) available) and a parent must sign the school request/permission form allowing the nurse to dispense the medication. The medication must be in the original prescription bottle. Ask the pharmacy to

divide the medication into two bottles, one for home and one for school. Both forms can be found at [www.orcsd.org](http://www.orcsd.org) under the heading: Student Services > Health and Wellness > [District Resources/Forms](#).

## SCHOOL NUTRITION INFORMATION

### FOOD SERVICES

As a child nutrition provider, the Moharimet School Nutrition Program strives to provide healthy foods in a pleasant atmosphere. For students to start the day out right and be ready to learn, we offer a healthy breakfast daily. Students who eat school breakfast can be excused from the bus early to give them adequate time to eat. Lunch consists of a main entrée and two alternate choices daily. Students are encouraged try nutritious new foods, including a variety of fresh fruits and vegetables on our salad bar. Local foods are purchased whenever available.

If food allergies are an issue adjustment can be made with a doctor's note. Monthly menus are posted online, and parents are encouraged to review them with their child. They are also posted on the Oyster River Child Nutrition Facebook page.

Prepayments are accepted online or can be sent to school with your child in an envelope. Indicate the child's name and classroom teacher on the envelope. Do not send loose cash to assure that your child's account will be credited properly. A point-of-sale system is used to keep track of accounts. Balances and purchase history can be viewed, and payments can be made online at [Titan Family Portal](#). This is a debit account, so funds must be available for any of your child's purchases.

Applications for free and reduced breakfast/lunch should be submitted online at Titan Family Portal. Simply click on Apply for Meals Today, type **Oyster River**, and continue as directed. Applications from the previous year will expire in October of the following school year; therefore, new applications must be filed every school year. Applications may also be submitted any time during the school year if financial circumstances change. If you do not have access to the internet, a paper application can be obtained at the school office or from the Child Nutrition Director, Doris Demers, who can be reached at 603-868-5100, extension 2012.

### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information

(e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## CAFETERIA CONDUCT

Children are expected to behave in the same respectful way they would in the classroom (using manners, indoor voices, no running, etc.). After finishing lunch, children will be dismissed by an adult and will separate their trash, recycling, and food waste.

## SNACKS / PARTIES

We model and teach good nutrition and healthy living in our community. To support this outcome, classroom-based celebrations will occur under the direction of the classroom teacher, keeping in mind curriculum, nutrition, special dietary needs, and medical conditions. We require that no food for classroom consumption be sent in unless specifically asked for by the classroom teacher.

## ENCORE CLASSES

### PHYSICAL EDUCATION

Physical education is the art of teaching movement. In physical education, the students learn a variety of movement concepts and sport skills to develop into skillful movers. The concepts of force, time, speed, and relationships are the fundamental concepts of movement and will be applied to various sport skills and physical situations throughout the school year. In addition, children learn to interact with others to help teach and practice skills and participate in game-like situations in a positive and successful manner. As a result, children develop a positive attitude about themselves and movement and will continue to participate in physical activities throughout their life.

### ART

Students have art once every four days as well as some additional class time in collaboration with their classroom studies. Projects are planned to spark creative imagination as well as to develop skills. Some of the areas covered are drawing and painting, cut paper, printing, stitchery, weaving, puppetry, ceramics, and constructions.

### MUSIC

At Moharimet we endorse a comprehensive program of study that is designed to provide students with knowledge, skills, and attitudes necessary to make music part of everyday life. Students have music instruction weekly and will experience the musical concepts of beat, rhythm, melody, form, texture and notation. Activities are designed around the concepts to develop the skills of performance in vocal and instrumental music, creating and improvising, listening, and evaluating, structured and non-structured movement, and reading notation with understanding.

## SPECIAL EDUCATION

### SPECIAL EDUCATION SERVICES

Moharimet provides special education services to students who qualify through the Individuals with Disabilities Education Improvement Act (IDEA). If you have concerns about your child's learning, please contact your child's teacher or the Assistant Director of Student Services for elementary schools, at 603-742-2900.



## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

English for Speakers of Other Languages (ESOL) services are provided by the district to help students with multi-language backgrounds learn and or master all four aspects of the English language - listening, speaking, reading, and writing - as well as to give support in the content areas - writing, reading, math, science, etc. The ESOL teacher works in collaboration with the classroom teacher and other specialists as is necessary to ensure the academic success of the ESOL student and their transition into the mainstream classroom.

## SCHOOL POLICIES

### CHEATING AND PLAGIARISM

A student commits plagiarism if they use ideas from another person and does not properly cite the source. An assignment containing improperly borrowed ideas which are presented as original thinking is dishonest. Whether the unnoticed borrowing is intentional or not, it is considered plagiarism. At the elementary level, plagiarism includes:

- copying information exactly as it is written in a source
- using another person's original idea but changing and/or developing it with details, examples and facts
- borrowing from another student or teacher with whom the assignment was discussed

At this level, plagiarism will be responded to by educating the child and informing the parent.

### STUDENT RECORDS

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy [JO](#) ). If you need more information, please contact the principal.

### TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students are responsible for proper care and return of textbooks and other school properties issued to them for their use and are liable for the repair or replacement cost of items issued to them that are damaged or lost (see Board Policy [JFCB](#) ).

Pencils, paper, etc. are furnished by the school. Some teachers, generally upper grades, suggest some

supplies be provided by students. However, it is not necessary to purchase any school supplies.

## STUDENT CONDUCT / DISCIPLINE PHILOSOPHY

### Guiding Statement for Codes of Conduct for ORCSD:

*As stated in our ORCSD Vision students, teachers and community members take pride in our schools and understand that each of us has a role to play in ensuring their success. We create safe, stimulating learning environments where all students are challenged and excited by the opportunities to learn; where students and teachers alike feel it is safe to take creative risks; and where every member of our community is known and valued.*

ORCSD embraces restorative practices to strengthen relationships between individuals as well as develop social connections within our school community. These relationships and connections create a safe and stimulating environment for all. Utilizing restorative practices help to create a trusting, respectful environment by giving both students and adults an opportunity to make positive choices, repair and restore relationships, and interact respectfully in the classroom and throughout the school.

Restorative practices are a continuum which offers an equitable, inclusive, and respectful alternative for addressing disciplinary infractions as compared with traditional school approaches. A restorative practices approach focuses on changing behavior(s) and building a positive school culture and climate. It also offers a proactive strategy to create a connected, responsible school community where all members feel valued, safe, and can thrive.

The Codes of Conduct at the ORCSD will include restorative practices while staying in compliance with NH State Laws and School Board policies.

\*Resources: <https://maec.org/wp-content/uploads/2021/05/MAEC-RestorativePractices-2021.pdf>; CASEL Restorative Practices and SEL Alignment. Written in collaboration with partners at International Institute for Restorative Practices (IIRP).

The intervention and disciplinary procedures in this handbook are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relative facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and the student's prior disciplinary record. See Board Policy [JICD](#) – Discipline.

## SMOKING AND TOBACCO USE

In accordance with New Hampshire State Law and Board Policy, smoking and tobacco use is not allowed in any school building or on any school property.

## DRUGS AND ALCOHOL

The Board has adopted a comprehensive policy prohibiting anyone from consuming, possessing, furnishing, selling, receiving, buying, manufacturing, or being under the influence of drugs, alcohol, and other prohibited substances (see Board Policy [JICH](#) ). Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities.

## WEAPONS, THREATS, AND VIOLENCE

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats (including bomb threats) and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline up to and including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws (see Board Policy [JICJ](#) Dangerous Weapons in Schools).

## HARASSMENT / SEXUAL HARASSMENT

Harassment of students because of age, sex, race, creed, color, marital status, familial status, physical or mental disability, national origin, or sexual orientation is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to verbal abuse based on age, sex, race, creed, color, marital status, familial status, physical or mental disability, national origin, or sexual orientation. Complaints of pupil harassment and bullying (defined as insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response) may also be pursued under Board Policy [JICK](#).

## BULLYING

The Board has adopted a Pupil Safety and Violence Prevention Policy (see Board Policy [JICK](#)) which prohibits bullying (defined as insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate a violent or disorderly response from the student being treated in this manner). Any student who believes they have been a victim of bullying should report it to the building principal. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

## STUDENT DRESS

Students are expected to keep standards of dress that are compatible with a safe and respectful school learning environment. School administrators have the authority to impose restrictions when, in their judgment, a student's attire disrupts the educational process or poses a threat to health or safety. (See Board Policy [JICA](#).)

No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures, or messages, which they determine to be in violation of the Board's nondiscrimination or harassment policies or disruptive to the school's learning environment.

A student's day may involve classroom activities using chalk, paint, glue, and other "messy" materials. It is therefore suggested that children do not wear their best clothing to school except on special occasions. Children are expected to wear sneakers for Physical Education.

During the snow season, children are expected to wear appropriate winter clothing, including coats, hats, and gloves or mittens. When there is snow on the playground, no child is allowed on the playground without snow boots and snow-pants. If students do not have boots or snow pants, they will have recess on the asphalt portion of the playground. A pair of spare socks in your child's backpack is always a good idea during the snow and rainy seasons. The health office has a limited supply of outdoor winter wear available for families who need assistance. Please contact the health office directly.

Please label all outdoor clothing, lunch boxes, boots, sneakers, etc. with your child's name. Labeled items are more easily returned if lost.

## STUDENT USE OF ELECTRONIC DEVICES

Moharimet School prohibits the use of electronic devices such as phones, interactive watches, iPads, etc. These items limit social interaction, cause distraction and may be lost/stolen. Staff reserves the right to confiscate these items until the end of the day.

## STUDENT COMPUTER AND INTERNET USE

The Board has adopted a comprehensive policy and set of rules concerning the use of school computers and the Internet (see Board Policy [JICL](#)). Students are required to follow the policy and school rules and have no expectation of privacy in their use of school computers. Students who violate the policy and rules are liable to disciplinary action and suspension of computer privileges. The policy and rules are provided to students and discussed in class each year.

## EDUCATIONAL QUESTIONNAIRES, SURVEY, AND RESEARCH

See Board Policy [ILD](#)

## CONSENT AND OPT-OUT FORMS

See Board Policy [ILD-R](#)

## PROMOTION AND RETENTION OF STUDENTS

See Board Policy [IKE](#)

## POLICY AND DISCLAIMER

Should there be a conflict between School Board policy and this handbook, the policy with the most recent date shall take precedent over all other policies. Should School Board Policy be enacted which alters the contents of this handbook, it will be discussed publicly with updates published online.

Policy Code	Name of Policy
AC	<a href="#">Nondiscrimination Policy/Equal Opportunity</a>
ACA	<a href="#">ORCSD Racism Policy</a>
ACAA	<a href="#">Harassment and Sexual Harassment Student</a>
ADB	<a href="#">Drug-Free Workplace/Drug-Free School</a>
ADC	<a href="#">Use of Tobacco Products Strictly Prohibited</a>
JBAB	<a href="#">Transgender and Gender Nonconforming</a>
JI	<a href="#">Student Rights and Responsibilities</a>
JIC	<a href="#">Student Conduct</a>
JICA	<a href="#">Student Dress Code</a>
JICC	<a href="#">Student Conduct on School Buses</a>
JICD	<a href="#">Student Discipline &amp; Due Process</a>
JICFA	<a href="#">Student Hazing</a>
JICH	<a href="#">Drug and Alcohol Use and Possession by Students</a>
JICI	<a href="#">Weapons on School Property</a>
JICL	<a href="#">Student Computer &amp; Internet Use</a>
JH	<a href="#">Attendance, Absenteeism &amp; Truancy</a>
JIH	<a href="#">Student Searches and Their Property</a>
JLCD	<a href="#">Administrating Medication to Students</a>
JLCF	<a href="#">Wellness</a>
JLCJ	<a href="#">Concussions and Head Injuries</a>
JLDBA	<a href="#">Behavior Management &amp; Interventions</a>
JLF	<a href="#">Reporting Child Abuse or Neglect</a>
JLIE	<a href="#">Student Automobile Use</a>
JO	<a href="#">Student Records</a>
JQ	<a href="#">Student Fees, Fines and Charges</a>
JRA	<a href="#">Student Education Records and Information</a>
JRB	<a href="#">Confidential Student Information</a>
JICK	<a href="#">Bullying and Cyberbullying</a>
IHB	<a href="#">Establishing Criteria for Special Education Evaluations</a>
	<a href="#">NH Procedural Safeguards</a>