



**LEMPSTER**  
**COMMUNITY SCHOOL**

# STUDENT HANDBOOK



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From the Principal:

Welcome to the Lempster Community School. I am proud to be the Principal of our school and along with the staff look forward to the start of a new and exciting school year. We encourage your son/daughter to take advantage of all the opportunities our school makes available and we encourage you to stay in close contact with your child's teachers and with me so we can collaborate in our efforts to provide the best possible education for our students.

The material contained in this handbook is designed to provide you with important information concerning our school programs, rules, and regulations. Please read and discuss the LCS school handbook with your son/daughter then sign and return the form letting us know you have reviewed the handbook with your child. If you have any questions regarding the handbook after reading it, please call the school and we will be happy to assist you.

Sincerely,

Ralph Peterson

Principal

### **Comment from the School Board**

Welcome to the Lempster Community School. Your School Board would like to encourage and invite members of the community to the various activities and events that the school offers.

While we do sit on the Board to ensure that the educational quality is of the highest standard available to our community, problems can arise. If a problem arises with regard to your child in school (academic or otherwise), please consult with your child's teacher immediately. Let his or her teacher know your concern. Do not delay in communicating! If you have a serious issue and do not feel satisfied after discussing it with your child's teacher, or if the problem keeps arising, please discuss it with the Principal. If problems still exist, the Principal will set up an appointment for you to meet with the Superintendent. If no acceptable solution can be worked out, then the School Board will listen and make a determination.

Lempster School Board

Ms. Kelly Caron - Chair

Ms. Jillian Thomas – Vice Chair

Ms. Norma Proper

Ms. Rachel Tirrell

Mr. Bruce Cragin

## SAU # 71 DIRECTORY

Superintendent/Student Services Director, Mr. James Lewis x124

Finance Manager Ms. Lisa Cross x123

Administrative Assistant Ms. Kendra Leslie x120

## LCS STAFF DIRECTORY

Principal Mr. Ralph Peterson x125

Administrative Secretary Ms. Annette Howard x126

Guidance/504 Ms. Abendroth x122

Nurse /Homeless Ms. Jessamyn Delude x110

Art Ms. Gildner-Blinn x112 Music x114 Phys. Education x115

Kindergarten Ms. Amy Murray; Grade 1, Ms. Morgan Shepard; Grade 2, Ms. Angela Conrad-Ferland; Grade 3, Ms. Autumn Tibbetts; Grade 4, Ms. Lynne Clough; Grade 5, Ms. Sonja Fritz; Grade 6-8 Math & 7/8 Science, Ms. Burdick; Grade 7-8 ELA & 7,8 Social Studies, Ms. Vicki Tremblay; Tech. Coordinator/Science, Ms. Darcie Shepard.

Food Services Director, Ms. Nancy Medley 734-757-7877

Special Education (Resource Room) Special Educator, Ms. Kelly Tracy; IEP Compliance Control, Mr. Shane Bryant x 129;

Physical Therapist, Ms. Elizabeth Cianci

Academic Interventionist, Joan Fontaine

Title I Math/Reading, Ms. Melanie Osgood.

Educational Support, Ms. Lauren Mahieu

Educational Support, Ms. Chrissy Jennisen

Educational Support, Ms. Susan Hamel

Educational Support, Ms. Janice Brehio

Educational Support, Ms. Tara MacIntyre

Educational Support, Ms. Sue Lichty

Custodian Ms. Samantha Rand

Custodian Mr. RJ Mickle

Bus Driver Mr. Kurt Minnick

Bus Driver Mr. Dave Thomas

*\*Bus Transportation Questions or Comments should be directed to the Principal 603-863-1080 x 125.*

## **Lempster Community School Vision**

*It is the vision of Lempster Community School District to work with the community to enable students to become lifelong learners and contributing members of society by providing social, intellectual and physical experiences which develop leadership and problem solving skills essential in an ever changing environment.*

## **Lempster Community School Mission Statement**

*The mission of the SAU #71 school community is to create a safe learning environment and to provide motivating educational opportunities so all students will achieve their highest individual performance level.*

## **SAU #71 Goals for Learners and Learning**

- All students will develop literacy skills in order to demonstrate competency in curriculum content areas at their individual performance levels.
- All students will develop mathematical skills in order to demonstrate competency in curriculum content areas at their individual performance levels.
- All staff members and students will effectively use technology as a teaching and learning tool · There will be communication and collaboration within the school building, with parents and community, as well as surrounding SAU's to enhance the educational process for all. · All students will be given opportunities in their program to practice leadership roles.

## **Philosophy: Goals and Objectives**

The Lempster Community School District (staff, parents and citizens) regards every child as a complex individual who needs to be encouraged to recognize and to develop his/her own potential. The school is concerned with the total development of the child: physical, intellectual, creative, and moral. An individual is also part of many social groups: family, community, and classroom. Preparation for future responsibilities in these groups begins with decision-making at an early age. These decisions are made in a group setting with consideration for the whole and the individual. The goals of the school are to develop qualities of independent thought, self-confidence, consideration for others and community pride.

The role of education is to foster and stimulate the curiosity and intelligence of the student. Their curiosity is their first motivation. The child learns best by taking an active role. The teacher in a learning situation provides incentive, presenting the problem and challenging the student to solve it. The student's personality, developmental stage, and intellectual capabilities are considered when providing these challenges.

The school building and grounds provide for opportunities of stimulation, motivation, and enrichment through daily instruction and activities. It should be a place where various activities can occur at the same time without interfering with each other. The school will be adequately staffed with qualified personnel who embody these general philosophies. Parents have the right to request information about the qualifications of their child's teacher. Also, parents will be notified if a teacher who is not highly qualified has taught their child for four or more consecutive weeks.

For all school-sponsored activities, whether at school or away from school, all school regulations are in effect. Any infraction of a regulation will be dealt with in the same disciplinary fashion, as it would be in the classroom.

### **ABSENCE FROM CLASS:**

Students are expected to attend all assigned classes. If there is a need to go to the office, bathroom etc., students must first report to the classroom teacher for a pass. Absence from class without permission is subject to disciplinary action.

### **ABSENT FROM SCHOOL**

Parents are requested to call the school before 8:15 AM when your child will be absent (or late) to school - call 863-1080 and press "1" for the attendance line. Students must be in school for a minimum of four hours in order to be considered a full day of attendance.

## ACCIDENTS

All accidents or injuries must be reported to the main office immediately. In the event of an accident, an accident form is filled out and filed at the school and at the Superintendent's office. Data from the accident form must be included on the insurance claim form to be submitted by the parent. Contact the office for further information or questions.

## AFTER SCHOOL DETENTION:

Although used infrequently, after school detentions are from 3:05 to 4:00 PM. Students are given at least 24-hour notice when they have a detention to serve. Failure to stay for office detention can result in further disciplinary action.

## ARRIVAL TO AND DEPARTURE FROM SCHOOL

Nearly all students are transported by school bus, arriving at approximately 8:00 AM. Any student who is not being transported by school bus should not arrive at school prior to 7:45 AM. School bus transportation is provided for students; if you need to leave your home early, please make arrangements for your child to ride the school bus.

Students will not be allowed to depart from school via transportation other than their regularly assigned school bus without a note or word from a parent. Student initiated phone calls are not permitted. In addition, students who must access Rt. 10 are not allowed to walk home from school (with or without parental permission); Route 10 is not considered to be a safe road for crossing or walking along. While on the bus, the student is under the jurisdiction of the driver. It is the driver's duty to seat pupils in such a manner as to facilitate the operation of the bus. Students must conduct themselves in a safe and orderly manner at all times. Student misbehavior, at bus stops and on the school bus, is subject to disciplinary action according to the adopted policy.

## ASSEMBLIES

Performers, speakers, groups, etc. are here as our guests, as well as for education and entertainment. Participants set the tone, atmosphere, and impression of the school. Regardless of the type of program, common courtesy must always prevail. Talking, whispering, whistling, stamping feet, clapping out of order, booing, and lack of respect are most discourteous and are not acceptable. Should this occur, it will mean immediate removal of the individual(s) and may hinder the possibility of future assemblies. Students will be given specific instructions before each assembly regarding proceeding to the auditorium or gym. Students will sit by classes in homeroom/classroom groups accompanied by their teachers and paraprofessionals.

## ATHLETICS

LCS offers Middle School interscholastic sports in the fall, winter and spring. Parents and students should familiarize themselves with school board policy JLCJ *Concussions and Head Injuries* which is available for review on the school website. Any questions regarding athletics in general should be directed to the school athletic director or to Mr. Peterson. In season sport specific questions should be directed to the coach.

***Students who are interested in participating in sports must have a doctor's sports physical completed each year.***

Students are responsible for returning school uniforms at the end of the athletic season in the condition in which they were received. Students will be charged for lost, damaged, or altered uniforms at the replacement rate.

**Eligibility:** Students who fail two or more courses for the quarter during or preceding the specific sports season (This includes core and special classes.) are not eligible to participate in Co-Curricular athletic activities. Students can regain athletic eligibility either when progress reports are issued or the end of quarter grading period and when they are no longer failing two classes.

## ATTENDANCE

Attendance is one of the most important factors in student success. Students are expected to be in school every day that school is in session, unless legally excused. The following are reasons the SAU consider as legitimate reasons for missing school:

- a. Personal illness
  - b. Appointments with health professionals that cannot be made outside regular school hours
  - c. Observance of recognized religious holidays when the observance is required during the regular school day
  - d. Planned absences for personal or educational purposes which have been approved in advance
  - e. Emergency family situations
- \*see Appendix I for further information on attendance

## BATHROOMS

Students are allowed to use the bathrooms before school, between classes, at lunch, and after school without written permission. During class-time, students may - with a pass - use the bathrooms only in an emergency. Students may not loiter in the bathrooms at any time.

## BEHAVIORAL EXPECTATIONS

**Philosophy:** We believe in helping ALL our students understand the difference between right and wrong. At the Middle School level we believe that our students have reached a level of maturity and knowledge to know the difference between right and wrong. We also believe that it is difficult to have rules for every behavioral situation that can occur at our school, therefore there are three overriding “golden rules” that are the guiding principles of our school’s Code of Conduct.

Do what is right, do your best and treat others, as you would like to be treated.

Be where you are supposed to be when you are supposed to be there. III.  
Your rights end where someone else’s begins.

**Respect:** Our school will work best when there is mutual respect between staff and students and among the students themselves. We desire that all members of our LCS community exhibit: Fairness, Compassion, Courtesy, Honesty and Responsibility as well as Respect.

1. Adult staff is responsible for the operation of the school and when they make reasonable requests of students they must be complied with. Defiance of staff authority and persistent defiance will be dealt with through the traditional consequences of detentions, loss of privilege and/or suspension based upon the severity and frequency of the transgression.

2. When students feel that they are not respected they should address their concerns with their teacher and/or the Principal. Students have the right to be treated with respect by staff in the traditional manner that virtually all public schools operate.

#### BEHAVIORAL EXPECTATIONS AT THE CLASSROOM LEVEL

Ordinarily, the classroom teacher will handle discipline problems. Only serious or exceptional situations shall be referred to the Principal.

The teacher's procedure will be:

1. Discuss the incident or behavior with the student and, if warranted, document the event.
2. Agree on an appropriate consequence with the student at the classroom level.
3. Contact the parent in an effort to resolve the problem and to avoid future incidents.
4. Refer the problem to the Principal if the behavior becomes chronic.

#### Examples of infractions that will be referred to the Principal include:

Chronic behavior problems in the classroom; dangerous, threatening, harassing/bullying, or aggressive behavior (fighting, pushing, shoving, etc.); inappropriate language (profanity); insubordination (uncooperative behavior with or inappropriate comments to a staff member); willful destruction of school property; stealing; possession or use of illegal substances or dangerous objects (knives, etc.).

#### Examples of actions that may be taken at the administrative level for major infractions are:

1. An after school detention may be served. After school detentions are served from 3:05 – 4:00. When a student is issued an after school detention, they will have 24 hours advance notice and parents/guardians will be notified. Parents are responsible for student transportation.
2. A letter from the principal and/or a conference with the parent(s). The letter will state the issue, describe action being taken, expectations of students and parents, and future implications should the behavior continue.
3. In and/or out of school suspensions will be issued in accordance with the severity and/or frequency of the behavior.

#### BICYCLES

Students are not permitted to ride bicycles to school; therefore, there are no accommodations for bicycles at school. The decision is based purely on the matter of safety as the school's main access road (Rt. 10) has been proven to be an unsafe route for bicycles.

#### BREAKFAST AND LUNCH

Students may also purchase Breakfast before school for \$1.50. Breakfast is usually available from 7:45 to 8:10. Lunches are scheduled from 11:00 AM to 12:30 PM. The student cost for a hot lunch is \$3.00.

Students bringing a bag lunch may purchase milk (\$.50) or juice (\$.50). Milk and juice may also be purchased for classroom snack time and during Middle School morning break. Lunch money is collected in the child's classroom and can be applied to a family account. **Lunch may not be**

**charged after a student/family's account reaches \$15. Parents are encouraged to keep a minimum \$20 balance in their child's account. For information regarding Breakfast and Lunch charging see Appendix VII School Board Policy KFB on page 29..**

**Note: Long term failure to pay Breakfast /Lunch accounts or make arrangements to pay can result in school administration contacting DCYF for negligence.**

Applications for free and reduced (\$.40) lunch and breakfast (\$.30) may be submitted to the SAU. Applications may be submitted at any time throughout the school year; all applications are completely confidential.

Automated Point of Sale System: The Lempster Community School has an automated point of sale system. A letter will be going home to parents from Fresh Pics Café' on the first day of school. For questions please call or email our Food Service Staff: 734-757-7877-

[lempster@cafeservices.com](mailto:lempster@cafeservices.com)

### BULLYING/HARASSMENT

Among children of all ages there is a give and take and a certain amount of controlled tension and conflict – however it is intolerable when a student is a target of verbal or physical harassment. These are the steps a student should follow when they are being harassed. Parents of younger students should contact your child's teacher as a first step if you feel your child is the victim of harassment/bullying.

1. Tell the offending student(s) to stop, making it clear that you do not appreciate being treated disrespectfully. Do not respond to verbal or physical harassment with negative verbal or physical actions yourself.

2. If the harassment does not end, report it to a staff member and/or parent. The staff member/parent will report these incidents to administration by using the **LCS Bullying Report form**. (The Bullying Reporting Form will be made available on the school website for download and in the main office.) The Administration will investigate all reported instances. If inappropriate behavior has possibly taken place appropriate consequences will be undertaken. Additionally, the student(s) will be clearly warned what consequences can result from further harassing behavior.

3. When evidence clearly establishes a pattern of harassing behavior the offending student will be suspended from school. In some instances a student harassing other students may have alterations to their regular schedule. (e.g. loss of recess etc.) For additional related information please review school board policy JICFA and JICK located at the school website found on the School Board/policies link.

\*See Appendix II for information pertaining to sexual harassment.

### BUS CONDUCT

Pursuant to N.H. 189:9A, the School Board has adopted the following policy and regulations relating thereto. The Superintendent of Schools has designated suspensions from the bus. the Principal as the School Official having authority to make student

Appropriate action to maintain good order in school buses will be taken as necessary.

1. Students will conduct themselves in an orderly manner while waiting for the bus.
2. Students will board the bus one at a time, go directly to their seats and remain seated until they get off the bus.
3. Students will speak, not shout while on the bus.
4. Students will not throw any objects in the bus or out of the bus windows.

5. Students will assist the bus driver in keeping the bus neat and clean.
6. Students will ride the bus to which they have been assigned and get on and off the bus only at assigned stops.
7. Students will obey the bus driver at all times.

## **Consequences**

### Immediate Bus Suspension - No Warnings

1. Fighting, hitting or pushing another student up to 5 Days
2. Use of tobacco, alcohol or narcotics 5 Days
3. Vandalism up to 5 Days
4. Throwing objects within the bus or out of the window up to 5 Days
5. Possessing/carrying weapons, hazardous materials At the discretion of the Principal nuisance items etc. onto the bus.

One warning to Parents before Bus Suspension

1. Disobeying the bus driver Up to 3 days
2. Use of profane or vulgar language Up to 3 days
3. Causing loud noises or disturbance(s) Up to 3 days
4. Standing or changing seats while bus is in motion Up to 3 days
5. Harassment/bullying other students Up to 3 days

\*This list is not all inclusive. Other actions that may constitute a safety hazard will result in suspension from the school bus following proper notification of parents.

1. Written reports on violations must be given by the driver to the Principal within 24 hours.
2. On the first and subsequent offense written notice or phone call will be sent/made by the Principal to the parents.
3. The second offense will result in a suspension from the bus as noted above.
4. The third offense will result in an up to 20 day suspension depending upon the severity of the incident.
5. Habitual offenders will be suspended from the bus for an indefinite period.
6. When a child is suspended from riding the bus, **it becomes the parent's responsibility to transport the child according to N.H. law (189:9A)**. Suspension shall begin the school day following the day notification of suspension is sent to the pupil's parents. This is a suspension from riding the school bus and is NOT necessarily a suspension from school; however, depending upon the violation (fighting, etc.) a school suspension could result.

\*For further information related to transportation and bus issues refer to School Board policy EEAC.

## **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are an important adjunct of our entire school program. As the program grows, we will be adding activities that are age appropriate and based upon the physical, social-emotional and intellectual needs of our students. In addition, our goal will be to make these offerings cover a wide spectrum of interest and skill levels and be of various time durations, again to meet the changing needs of the age level. It is important to note that all programs are not offered every year but are sometimes dependent upon interest and/or availability of supervision.

**Academic-Related Activities** **Performing Arts Activities**  
**Sports-Related Activities** Yearbook Band MS Coed Soccer  
Geography Bee Chorus Girls & Boys MS Basketball Varied  
Enrichment Offerings Drama Cheerleading Student Council Rock  
Band Girls' & Boys Track

#### COMMUNITY BUILDING USE

Groups planning to use the school building for non-school activities during non-school hours must submit a Facility Use Request form for such use. The individual designated as representative of the group should secure the required form from the school office and inquire as to any applicable charge for said use.

#### CONFLICT RESOLUTION PROCEDURES

If a parent or student wishes to discuss a school related concern the following procedure should be followed. First, contact the staff member/person via school email or phone with whom you have a concern. If a resolution cannot be found, we encourage you to contact the Principal, and finally the Superintendent of Schools. Questions related to disciplinary issues can be addressed with the Principal, and the Superintendent of Schools in order of priority. If in doubt about the proper cause of action to take, please contact the Principal.

#### COVID

Covid-19 has been a huge disruption to the education of all schools throughout the state. The position of the Lempster School is to follow the guidelines set by the CDC and use “current hospitalizations” as a determining factor as to whether or not the school will use masks. Our past standard was 100 as the tipping point of what we decide to do as a local school district.

#### DRESS CODE

We expect parents to exercise their parental responsibility by defining acceptable standards of dress and grooming for their own children. However, the school has an obligation during school hours and school functions, to avoid displays that it regards as a distraction to the daily business of education. **The following are the guidelines for inappropriate attire etc., which will be applied to the students and staff of the Lempster Community School.**

- 1) No hats, kerchiefs, bandannas, hoods, nets, or other types of headgear indoors without specific permission.
- 2) No gloves or items that cover the hands indoors (except as necessary for a school activity).
- 3) Immodestly or inappropriately expose the legs, chest, back, abdomen, or midriff. All tops must have straps at least one inch in width.
- 4) No sunglasses (or tinted glasses) indoors unless via written prescription.
- 5) No bare feet, stocking feet, or any other footwear deemed to be unsafe.
- 6) No exposed undergarments.
- 7) No language/graphics etc. that promote drugs/alcohol etc. or is designed in a manner which can create controversy or is otherwise inappropriate in an educational setting.
- 8) No clothing/jewelry that is deemed unsafe or inappropriate by school staff and/or administration.

\*The administration reserves the right to amend these guidelines or exercise judgement on what is appropriate for the school setting at any time.

## EARLY STUDENT DISMISSAL

Only a parent or guardian may dismiss a student(s) during the school day by signing the student out of school in the school office. Any student leaving school without office permission will be considered as cutting class(s) and subject to disciplinary action.

## ELECTRONIC DEVICES

We strongly advise that students not bring personal technology devices to school that will not be used in the educational process. In any event the school has no responsibility if a device is lost, broken or stolen. All personal electronic equipment may not be used on school grounds without the permission of LCS staff. Phones may be used on school busses if used appropriately (driver's discretion), however, cell phones must be kept off or on silent during class times. Cell phones are not to be used (calling/texting) in school or on school busses without the permission of a LCS staff member. If they are used inappropriately or in violation of the rules they will be confiscated and held in the office until a parent or guardian can pick them up. Students have access to a phone in the main office and will be allowed to use it when deemed necessary and appropriate by school staff – which should generally be during free time/recess etc.

## EMERGENCY CLOSING OF SCHOOL

For the welfare and safety of the students, schools may be cancelled because of weather conditions or emergency conditions, which would make the operation of the school difficult or dangerous. A decision to cancel school will be made by the Superintendent of Schools, or his/her designee, and will be announced through the K-12 ALERTS system, TV (WMUR Ch. 9) and local radio stations prior to 7:15 AM (radio: Q106, WNTK, KIXX / TV: Ch. 31 or Ch. 09). In the event that it becomes necessary to close the school during the day, the Principal, after consultation with the Superintendent, or his/her designee, shall dismiss school. Every effort will be made to notify the family or guardian of each student. The K – 12 ALERTS automated calling/text/email system has improved our ability to contact parents in a timely manner. In addition public announcements will be made on local radio stations. In the event that a student/s family cannot be contacted, the child will remain under the supervision of the school staff until the family can be reached. At the beginning of each school year, parents will be asked to furnish the school with any special plans in the case of an emergency closing. Please see the yellow form included in your first day packet. **Please make every effort to update these when changes occur – such as new phone numbers.**

## FAILING GRADES

Students are given many opportunities to make up for missing or below standard school work during the course of a grading period. In extreme or unusual circumstances (I.e. illness etc.) a student may make up a failing grade in a subject in quarters 1, 2, or 3, this failure may be made up to a 65 after receiving a report card. In order to be eligible the student and parent will explain the reason(s) why the additional time is necessary in a written request to the teacher for a grade improvement plan within one week after the quarter's report card is issued. Both the student and a parent will sign this request. Within the next week, the teacher, parent and student will meet to

create a plan for the student to work on, which when successfully completed, gives the student a passing grade of 65. Students will be given no more than 5 weeks to complete the plan.

## FIELD TRIPS/OFF CAMPUS ACTIVITIES

There are numerous student activities that take place during the school year, which may be conducted at school or away from school. Extracurricular activities include field trips, plays, concerts and fairs. Each student accompanying his/her class on a field trip is required to have a parental permission slip. The classroom teachers determine the number of chaperones for the trip (the usual ratio is 5-10 students per chaperone).

For all school-sponsored/related activities, all school regulations are in effect. Any infraction of a regulation will be dealt with in the same disciplinary fashion, as it would be in the classroom. See the school board policy on field trips for further information.

### **Field Trip Procedure**

- 1)** The bus driver, teachers and chaperones should meet prior to leaving to coordinate schedules and answer any questions. A field trip leader should be designated at this time for overall coordination.
- 2)** Selected chaperones should be able to devote their entire attention to the supervision of their charges; therefore, they should not be accompanied by other children not directly associated with the class making the trip.
- 3)** Each chaperone will be assigned a certain number of students. The chaperone should sit with their students on the bus.
- 4)** All regular bus rules apply and should be reviewed by the driver with the entire group prior to departure.
- 5)** The chaperone should have their assigned students in sight at all times. Encourage children to be responsible for each other as a group.
- 6)** If you feel a student or situation is unmanageable, bring it to the attention of the field trip leader. Generally students will be returned to the bus if unable to control their behavior.

## FIRE AND EMERGENCY DRILLS

Each room has posted instructions for fire drill procedure. Students should be familiar with the procedure. During the year, practice drills will occur to protect against fire and other emergencies. The Lempster School uses the A.L.I.C.E. method of intruder response.

## GRADING

Report cards are issued four times each year normally during the week following the end of the quarter (or the last day of school for the fourth quarter). Progress reports will be issued at mid-quarter.

There are different formats for report cards, depending on the level of the student. Grades K - 4:

O - Outstanding

S - Satisfactory

I - Improvement Showing

N - Needs Improvement

\*Effort is indicated by: 1 - Excellent, 2 - Good, 3 - Fair, 4 - Needs Improvement

Grades 5 - 8:

A - (90-100) Outstanding

B - (80-89) Above Average

C - (70-79) Average Work

D - (65-69) Below Average Work

E - (Below 65) Failing

\*Specials such as Art, Music, Technology, Physical Education and Health will be graded on the same scoring grid as outlined above. Passing grades and a combined 80 average in all Specials are required for honor roll consideration.

### **Special Education and Title I**

Title I students receive a progress report each quarter. The Special Education teacher issues a progress report at the end of each quarter, which reflects achievement towards the goals expressed in the IEP.

### **Honor Roll**

After each marking period, students in grades 5-8 with high overall academic achievement in the CORE content areas (ELA, Science, Math, Social Studies) are named to the Honor Roll. Those with all A's are named as High Honors, and those with all A's and B's are listed as Honors. In order to be eligible for Honor Roll students must achieve Passing grades in all Specials with an overall average of 80. (Technology, PE, Art, Music, Library)

#### **Graduation with Honors**

The final grades for each CORE subject in 7th and 8th grade averaging an 85 or higher and the student having achieved an 80 average or better in all Specials for a final grade in the 7<sup>th</sup> and 8<sup>th</sup> grades will merit Graduation with Honors.

#### **Graduation Standards for Eighth Grade Students**

Students with failing grade(s) or school deficiencies at the time of Graduation will not participate in the Graduation ceremony. Parents will be contacted in the event of school deficiencies and contacted regarding failing grades as described above. Participation and recognition for eighth grade students will be limited to those who have gained full graduation (promotion) status to ninth grade.

### **GUIDANCE OFFICE**

The Lempster Community School Guidance Office provides many services for students, parents and other school staff. Most of these services could be grouped under three general areas: Student Records, School-Parent Communication, and Counseling. Our guidance staff is here to work collaboratively with students, staff and parents to ensure the most productive school experience possible for all LCS students. If you have any questions or concerns please contact Ms. Robin Abendroth X 121. The guidance counselor is also the 504 Coordinator for the LSC School District.

### **HEALTH/NURSE**

The role of our school nurse is to promote student's health and safety, thereby facilitating the learning process. The school nurse is here to help when students are sick or injured, for health questions and instruction, and when students need to talk to someone. Current phone numbers are very important in case of emergency or should your child become ill, as are alternative contact people if parents cannot be reached. If your child will not be in school, please call the main office to inform them. We also require that a note excusing them be sent into school upon their return – If a child is out for medical reasons a note from a medical provider may be required.

At the start of each school year the nurse sends home paperwork for parents or guardians to fill out. It is very important that all paperwork is filled out completely and thoroughly and is sent back to school as soon as possible. Immunization records are also required by the state, as is a recent physical when starting school. All information is confidential and is shared on a need-to-know basis as allowed by HIPPA and FERPA regulations. We do not share anything a student reports unless we believe that they are a danger to themselves or others.

If a student is injured, please contact the nurse with any activity restrictions or recommendations from the doctor. If a student is ill or injured during the school day, they need to visit the health office for care. If dismissal is appropriate, the school nurse will arrange it. No student is allowed to use their cell phone to contact parent/guardian to be dismissed WITHOUT the nurse's consent.

Per NH public health guidelines, 141-C, and RSA 200:38, the following protocols are in place to help prevent the spread of infection and protect the health of all students. Students who are not feeling well or are experiencing any of the following conditions should remain at home until better. A student may be excluded from the classroom when other symptoms of a contagious or communicable illness are present. The school nurse is responsible for determining whether a student should be sent home. Parents will be called if an ill child poses an increased risk to other children and/or staff with whom they come in contact with due to the child's inability or refusal to perform proper hygiene techniques.

#### **Illness and Qualifications to return to school:**

Chicken pox: 7 days after rash appears or until lesions scabbed and dry and no new blisters for 24 hours.

Fever of 100 degrees or higher: Fever free for 24 hours without the use of fever-reducing medications.

Head Lice: Following treatment with OTC or prescription lice removal product. treatment of home environment, and other family members with the understanding that parents will continue with combing and removal of nits (eggs).

Impetigo or ringworm :24 hours after the first dose of antibiotics. Keep the area covered.

MRSA 24 hours after the first dose of antibiotics. Can return to school only if lesion can be covered and drainage can be prevented.

Conjunctivitis (Red, itchy, "goosey" eyes, or dry, crusty drainage) 24 hours of antibiotics.

Scabies Per physician recommendations. 24 hours after the first dose of antibiotic or after symptoms are gone. After treatment with prescription lotion and follow through of necessary treatment of home environment and family members.

Strep Throat : 24 hours after the first dose of antibiotics.

Unidentified skin rash: If accompanied with a fever-must be evaluated by MD, or until symptoms are gone for 24 hours.

Vomiting/diarrhea: No further episodes for 24 hours.

Prescription medications to be given at school need to have a current dated doctor's order. This is also a yearly requirement, per NH law RSA ED 311.02, and must include your name, medication

name, dose, route and time of administration, medical condition, any special instructions, and Doctor or Nurse Practitioner's signature and address of clinic. The signature of the parent or guardian is also required, or verbal permission per a conversation with the nurse is acceptable. All medications must be delivered to the health office by a parent or a responsible adult and in the pharmacy labeled container. All medications are stored in a locked cabinet in the health office and are given by the nurse or designee if the nurse is not available. Over the counter medications brought in need to be in their original container and accompanied by a note from your parents. Students with asthma are allowed to carry their inhaler with them at all times. Students who require epinephrine for allergic reactions are allowed to carry their Epi-pen with them at all times. This is with the understanding that they are able to carry and use them responsibly.

In all other cases, no child should be carrying any type of medication to school. The health office is stocked with basic medications and permission for the nurse and/or their designee to administer these medications on the beginning of the year paperwork.

The health office is a resource for our students and families. The phone number is **863-1080, Ext 108**, feel free to call with any questions or concerns.

#### HIGH SCHOOL TUITION

Any student who is eligible to attend grades 9-12 and who resides in the town of Lempster is eligible to have his/her tuition paid by the Lempster School District to a public high school in another school district in accordance with RSA 194:27. A cap has been placed on high school tuition. This may change over time; current data on the tuition cap may be obtained at the SAU #71 office: 863-2420 x123.

#### HOMELESS

Funds are set aside in the event that children, meeting the homeless criteria, are entitled to Title I services. The funds will be used to support the homeless students with the necessary materials (paper, dictionaries, writing implements, or other materials to enhance their educational experience) in order to achieve academic/enrichment gains. Title I staff will collaborate with the homeless liaison, teachers, school nurse, school administrative assistant, and other community agencies to determine the homeless populations. The Title I Project Manager will meet quarterly with the homeless liaison and document those meetings. Space is made available in the Title I program for any homeless student in the district needing services. Also, transportation, if needed, will be provided for any homeless students in the district to attend their previous school if so identified.

#### INSURANCE

The School District does not provide student insurance.

#### INTERNET USE POLICY

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. (Students and Parents will be required to sign an "*Internet and Device Usage*" Form at the beginning of the year.)

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure the users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

**The following are not permitted uses for the Internet:**

- \* Sending or displaying offensive messages or pictures
- \* Using obscene language
- \* Harassing, insulting or attacking others
- \* Damaging computers, computer systems or computer networks
- \* Violating copyright laws
- \* Using another's password
- \* Trespassing in another's folders, work or files
- \* Intentionally wasting limited resources
- \* Employing the network for commercial purposes

**KINDERGARTEN**

Kindergarten is offered to all children who are five years of age on or before September 30. Class begins at 8:15 AM and concludes at 3:00 PM. Parents are encouraged to have their Kindergarten children participate in the bus safety/procedures event at the start of the school year.

**LOCKERS**

Each Middle School student will be assigned a locker for keeping books, projects, coats, etc. However, it is strongly recommended that students do not leave money, pocketbooks or other items of value in them. Each student is responsible for keeping his/her locker clean and in good mechanical condition. The lockers are school property and the school reserves the right to inspect student lockers at any time. All lockers will be checked periodically for health and safety reasons.

## MEDIA CENTER

Each class is scheduled for media instruction and reading time on a weekly basis. The media center operates on an “open door” policy for all students to encourage students to sign out books throughout the school year. If a student is delinquent in returning a book by the end of the year (June), the student’s report card may be held until the book is either returned or paid for.

## NEW STUDENT REGISTRATION

The LCS Office should be contacted for new student registrations - call the school office for information. However, new residents may register their children any time during the school year. In each enrollment situation, it is required that a parent or guardian shall personally register each student. The parent or guardian will be expected to bring proof of residency, their child’s birth certificate, immunization record and a doctor’s statement confirming that the child has had a physical examination within the last year before a child is allowed to be enrolled. Each parent or guardian will also be asked to supply pertinent information on the child’s permanent record and guidance folder.

## OPEN HOUSE

Open House is planned annually for an evening during the first quarter. Parents are invited to visit the school to view student work and to speak with teachers about the classroom operation. This particular event is not intended for parent-teacher conferences, which are scheduled for the second week in November.

## PTO (Parent, Teacher, Organization)

The PTO is led by a very dedicated executive board, which consists of a President, Vice President, Secretary and Treasurer. The PTO has been very active as the primary support group for the school. As an example - its annual fund raising activities have supported trips for students, bought audio-visual equipment for classrooms, and purchased playground equipment and the sign in front of the school. You are strongly encouraged to be part of this successful organization.

## PLAGIARISM

James Heffernan’s text: Writing: A College Handbook, defines plagiarism as: “Presenting the works or thoughts of another writer as if they were your own.” When you submit work that is wholly or partly plagiarized, you are taking credit or asking the teacher to give you credit for work done by someone else. This is dishonest and wrong. Whenever you use a source in any way without documenting the source you commit Plagiarism. Consequences for plagiarism include but are not limited to loss of credit for plagiarized work.

## PLAYGROUNDS

A list of playground rules and regulations has been developed by the faculty and is reviewed with the students each year. Safety is the major issue. At the start of each school year, the classroom teacher reviews, with the students, safe use of the playground equipment. Special rules are issued to the students at the beginning of the winter season (i.e. no throwing snow balls, do not walk up hill in a sled path, only plastic sleds are allowed at school, etc.) In addition, proper clothing must be worn for sledding and playing in the deep snow (ski or snow

pants, boots, hat and mittens). At times, icy conditions may curtail all activity on the playground.

#### POSITIVE RECOGNITION TEAM

In an effort to recognize our students' acts of kindness and caring, we have a team to award these positive behaviors. The award is called P.A.W.S. standing for "Positive Action Winning Smiles." We are looking for good deeds that demonstrate the Lempster way of "Safety, Learning, and Respect." These students are recognized at periodic assemblies scheduled throughout the school year.

#### PROGRESS REPORTS AND REPORT CARDS

Progress reports and report cards are a way of keeping parents aware of their child's progress throughout the year – they are issued at the midpoint of the quarter. Report cards are sent home four times per year via the student one week following the closing of the quarter grades. (Middle School report cards are mailed home). Parent should maintain an awareness of their child's performance via the school's Thinkwave program.

Teachers provide progress reports to parents four times a school year to update students' progress and academic standing. In addition, parents may call the Principal's Office at any time during the year to initiate a progress report concerning their child. Dates for report cards/progress report cards could change based on snow days etc.

#### PROMOTION, RETENTION, AND ASSIGNMENT OF STUDENTS

Students are assigned to grades appropriate to their chronological age, developmental age and academic achievement. Teachers, administrators and parents work together to make the best possible decision for students.

Promotion is based on successful completion of grade level expectations. It is expected that all students will be promoted, but occasionally it is in the best interest of a child to be retained. Retention decisions for students in grades K-6 are made after a student's performance in two of the three academic areas of reading, writing, and math is determined to be significantly below grade level and according to the following timeline:

- \* First parent conference (Nov.-Dec.) to alert parents to concerns, create an academic intervention plan and consider referral to special education.
- \* Second parent conference (March-April) to discuss interventions in place, modify the plan, and consider retention. A Light's Retention Scale and Student Profile (grades, assessment data, classroom observations etc.) will be started at this time. A copy of the intervention plan will be forwarded to the administration.
- \* Third parent conference (May-June) to discuss support in place, results of Light's Retention Scale, Student Profile, and pro's and con's of retention. Administration will be present at this meeting.
- \* Fourth parent conference (June) to confirm decision and design an instructional plan for the following year.

Students in grades 7/8 MUST receive a passing grade in ALL CORE (ELA, Math, Science, Social Studies) subjects. Parents are kept informed throughout the year by progress reports, report cards and notification from teachers, guidance and/or administration if students are in

danger of failing. Conferences can be scheduled at any time to discuss possible interventions and/or design an Academic Improvement Plan. It is not the responsibility of the school to provide summer school to make up for inadequate grades. However, attendance and completion of an approved summer program will be considered in making promotion decisions.

#### SAFETY TEAM

The safety team is dedicated to keeping our students and staff safe. They have worked very hard over the last two years to write and practice safety drills, purchase safety supplies, and clean the school and keep it a safe environment. The team is made up of volunteers from the school staff, members of the community and school board, public safety personnel and our school risk manager. If there is a safety concern, it may be brought to the committee at any time. Parents and community members are invited to come to our meetings.

#### SCHOOL BOARD/POLICES

The Lempster School Board conducts its regular meetings on the first Thursday of each month. The meetings are usually held in the library beginning at 5:30 PM. Additional meetings may be scheduled for the month as needed (i.e. for budget work). Board Policies can be found at the school website under the "School Board" link on the left side of the page.

#### SCHOOL DANCES – Grades 5 through 8

Through Covid, the school has not held dances. When we do have them, typically classroom teachers and an approved adult supervisor sponsor dances are held from 7-9:30 PM, and are open to Lempster students in grades 5 through 8 and pre-qualified guests. There is a process for students to invite and host student guests to our school dances. Under no circumstances can a student not in grades 5 through 8 attend a LCS dance. (This includes the 8<sup>th</sup> grade semiformal/dinner event.) Contact the school office for a complete list of dance guidelines and forms. It is appreciated that parents pick-up students promptly at 9:30PM.

#### SCHOOL-PARENT COMMUNICATION

If at any time you wish to communicate with your child's teachers we suggest your initial contact is directly with that teacher by dialing 863-1080 and the proper extension listed in the staff list or via the teacher's school email. If you have any difficulty contacting your child's teacher please contact the Principal at x125, or text the school's cell phone number 603.504.2018. We can aid in setting up parent-teacher conferences on an informal level as well as at a more formal level. Parents may schedule meetings with their child's teachers for special circumstances throughout the school year. These meetings must be scheduled in advance. Teachers are under no obligation to meet with parents before, during or after school if the meeting has not been agreed to and scheduled in advance.

We also can assist you with providing referral services to put you in contact with the personnel in the school system that can help your son/daughter with their education and personal needs.

#### SCHOOL SCHEDULE

Arrival: The school buses arrive at school shortly before or after 8 AM. The school doors are open at 7:45 AM. Upon arriving at school, students will either go to the cafeteria for breakfast, remain outside on the playground (note: If there is inclement weather students will be sent to the cafeteria or gym.) or participate in the walking program in the gym. Students will be sent to their

classrooms/homerooms at 8:13AM. Students not in homerooms/classrooms by 8:15 will be considered tardy.

Dismissal: Is at 3:00 PM. Bus students will be dismissed first from the two main front doors, riders will be dismissed shortly thereafter from the elementary side door. Parents picking up students are asked to be patient and especially cautious throughout the student dismissal procedure.

### SCHOOL SPIRIT - GO WILDCATS!

School spirit may be divided into four categories:

- *Courtesy toward teachers and staff, fellow students, and guests at our school.*
- *Pride in everything our school endeavors to accomplish and has accomplished.*
- *Sportsmanship is the ability to win and lose gracefully.*
- *School spirit means loyalty to all aspects of the school. Loyal students support their school and do their utmost to keep athletic and academic standards at the highest possible level.*

### SCHOOL-PARENT COMPACT

We, the Lempster staff, will support your child's learning by striving to:

- \* support students' citizenship and character development
- \* provide an environment that is safe and where everyone can learn and succeed \*
- provide challenging content that is stimulatingly presented to engage students in the learning process \*
- provide experiences with changing technologies
- \* maintain communication with parents about classroom expectations and student progress.

We, Lempster parents, will support our children's learning by striving to:

- \* encourage respect of themselves, others and property
- \* reinforce that school is important and be interested in what's going on at school by
  - asking specific questions
  - reading classroom newsletters
  - giving opportunities for children to talk about school
- \* helping with homework (getting motivated, setting a purpose, helping to do it, providing a suitable environment)
- \* teaching our children to be accountable for their actions
- \* supporting the teachers and the discipline code.

In order to succeed in our school-home partnership, we realize that we must maintain strong lines of communication. We'll do that through the following means:

Home...

- \* Information to school about changes or emotional challenges
- \* Timely communication about noticed problems
- \* Conferences, and the opportunity to request a conference

School...

- \* Classroom and school newsletters
- \* Report cards and progress reports
- \* Workshops and information about parenting issues and child development
- \* Summer letter from the teacher
- \* Ongoing special events, i.e. Open House

## SCHOOL PICTURES

For the purposes of keeping accurate and up to date school records and providing a service to parents, student photographs are taken every year. This is done in the fall in order to have packages available by Christmas. Notices regarding photo-taking times and ordering of photographs are sent to all parents.

## SEARCH AND SEIZURE

Searches may be conducted based on reasonable grounds; including personal observation, or a report from a reliable source, that a student possesses contraband material on school property. In very serious cases (e.g. possession of a weapon), an anonymous report would be considered reasonable grounds. Every effort will be made to contact parent/guardian(s) in the event a search takes place.

## SPECIAL EDUCATION

The state and federal education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a “free appropriate public education” to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not obtained a high school diploma.

A “free appropriate public education” consists of specially designed instruction and educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s parents or guardians.

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. If you suspect that your child is educationally disabled and qualifies for special services, you may make a written referral requesting that the school district determine your child’s eligibility. Such referrals and/or requests for additional information may be addressed to either person listed below:

## SPECIAL AND SUPPORT SERVICES

Other services that are offered, based on need determined by formal evaluation, are speech therapy, occupational therapy, physical therapy and counseling by either the school psychologist or counselor/social worker. Regardless of the program, it is the responsibility of the school to ensure that each student is served in the least restrictive environment possible.

In addition to special education, Title I programs-services students who need assistance in the areas of reading and math.

See Appendix VI for more information regarding Title I.

## STUDENT FUNDRAISING ACTIVITIES

LSC recognizes that classes and clubs may wish to raise money through fundraising drives. Fundraising events shall be reviewed and approved by the Principal with the informed consent of the Superintendent and School Board.

## STUDENT ILLNESS

Students who become ill or injured during the day should be picked up by a parent or designated adult as soon as possible.

## STUDENT RECORDS

The Lempster School District subscribes to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Individual student records are on file in the school. They are open to review upon parental request. The parent/guardian should contact either the classroom teacher, guidance office or the principal to schedule a meeting for the review.

## SUBJECT TO CHANGE

Provision/rules/information etc. contained in this Handbook are subject to change at any time. LCS Administration will make every effort to communicate any Handbook changes/additions in a timely manner to the entire LCS community.

## SUSPENSION:

The School Board delegates to the principal the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. The Superintendent may impose suspensions longer than 10 days.

Prior to the suspension, except as hereinafter provided:

1. The student shall be given oral or written notice of the charge(s) against him/her,
2. The student shall be given an explanation of the evidence forming, the basis for the charge(s); and
3. The student shall be given an opportunity to present his/her version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.

The student's parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the Office of Superintendent and be placed in the student's records. Students shall be responsible for any schoolwork missed during the suspension. After re-admittance they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

## TARDY TO SCHOOL

Students tardy to school (after 8:15) can be excused if they have a note from a parent stating that there were legitimate reasons for being late such as illness or family emergency. This is our most frequent student offense. Students need to make every effort to be on time. Know the rules of the school and teacher. As an example: If your locker is jammed and it will cause you to be late for class then let a staff member know in advance. Excessive tardiness will generally result in some form of consequence ranging from teacher detention to loss of privileges. Students arriving at school after the late bell at 8:15 are to report to the office with an explanation from a parent or guardian. Tardiness is acceptable only for approved reasons (see "Absent from school"). Parents

are asked to call or provide a note of explanation. Unexcused tardiness to school can result in disciplinary consequences.

## TECHNOLOGY

The Lempster Community School District is committed to excellence in education and recognizes its primary purpose as working for student success. It is the duty of our school system to see that our students are adequately prepared for their futures. Therefore, because technology is and will continue to be an integral part of everyday life, developing an educational plan for the competent use of technology will be an ongoing process for our media center and our classroom teachers. Our Technology Coordinator, Ms. Darcie Shepard, is responsible for guiding our planning in the use of technology. She also works with students and teachers to integrate the use of computer technology into various lessons and disciplines.

The vision of the Lempster Community School Team is that students will master the use of technology in the areas of:

- effective communication (oral & written)
- information access and retrieval
- gathering and working with large quantities of information efficiently and effectively - analyzing information (examining, investigating, studying, and testing.)

## TEXTBOOKS

Students are responsible for returning school books at the end of the course in good condition or being liable for the replacement cost of the damaged or lost book(s).

## TRANSPORTATION OF STUDENTS

### **Standards for Vehicles and Operators**

1. All vehicles used by the Lempster School District to transport students, whether leased or donated, shall be currently inspected and registered in this state. All operators of vehicles used by the Lempster School District to transport students, whether the vehicle is leased or donated, shall have a current, valid operator's license, appropriate for the vehicle being operated, issued by this state. No person shall operate a vehicle transporting Lempster School District students when that person displays any evidence that he/she is under the influence of any substance which may impair his/her ability to operate the vehicle.
2. When private vehicles are used to transport students, drivers must show evidence of a minimum of \$100/300,000 liability insurance on their current automobile insurance policy.

### **Transportation To and From School**

The Lempster School District shall provide transportation, for students, to and from school in all instances required by law. (See RSA 189:6 through 9-a). The Principal, after consulting with the Superintendent, may authorize transportation for students to and from school which is not required by law if there will be no additional cost to the Lempster School District. No transportation of students to and from school which is not required by law and which involves any additional cost shall be provided without the prior approval of the School Board.

## **Transportation To and From School Sponsored Activities Away From School**

The Principal, with the approval of the Superintendent, or the Superintendent's designee, may authorize trips to transport students to and from school sponsored activities provided there are budgeted funds for that purpose. Travel shall normally be on a vehicle provided by the Lempster School District. For small groups, the Principal, with the prior approval of the Superintendent, or the Superintendent's designee, may arrange transportation by private vehicles provided the vehicles and their operators meet the standards set forth in paragraph A, above.

### **General Provisions**

1. The School Board has provided rules for student conduct when riding on any vehicle which the Lempster School District provides for student transportation. The Principal may suspend any student's right to use such transportation if a student violates those rules but suspensions shall comply with the law. (See RSA 189:9-a).
2. The operator of any vehicle which the Lempster School District provides for student transportation shall be responsible for the safety of all students riding in that vehicle and shall have the authority to discontinue the trip when, in the operator's judgment, it would be unsafe to continue the trip. In this event, the operator shall return to the School, if it is safe to do so, or whatever action is necessary for the safety of the passengers.
3. When discharging students who will be crossing the road, the operator shall require the students to pass in front of the vehicle and shall keep the student in view until the student has crossed the road.

### **We Must All Be Watchful!**

In the past, the school bus drivers have observed vehicles passing the school buses in the schoolyard while the busses are exhibiting their flashing red lights.

The disregard for the safety signals presents a very serious school bus safety hazard. One of the most frightening occurrences in the experience of a school bus driver is to witness traffic trying to pass through a group of students while attempting to unload or to board the bus. If you need to pick-up or drop off your child while the school buses are in the schoolyard. **PLEASE** watch for the school bus light signals. It should be noted that the school bus drivers are obligated to inform the authorities (license plate numbers) of violators. Walking between parked buses is also a serious safety issue that has been brought to our attention.

A related issue to school bus safety is automobile congestion at the front of the school during student pick-up and delivery times. Please be aware that

students being picked up as “riders” are picked up at the side Elementary entrance to the school. Drivers should cautiously keep right and drive behind the school to wait in line for student pick up. Automobiles are not allowed at the front of the building between the hours of 8:00- 8:30 AM and 2:30-3:00 PM. Thank you for your cooperation in these matters.

## VISITORS

Visitors are always welcome at the Lempster Community School. All visitors to the school are required to check in at the School Office upon entering the building, sign in and receive a visitor’s pass that must be worn while in the building.

Classroom lessons are considered to be important business during the course of the school day. Therefore, any visitor to a classroom during a regular school day must be scheduled with the teacher at least a week ahead of the visit.

## VOLUNTEERS

In the past, many community members have volunteered their services, helping staff members in a number of ways. The experiences have been very rewarding for everyone involved. There are many citizens in the community with a vast amount of expertise in many skill areas. If you have a particular skill and are interested in working with a group of students, please contact the Principal. If you have some time that you would like to donate in working with one of the teachers in their classroom, you would be more than welcome. If you have an idea that you believe would be worth implementing, the teachers would be more than willing to listen. If you know of someone whom you feel would enjoy the experience of volunteering at school, please encourage the individual to contact the Principal.

## WELLNESS TEAM

The “Wellness Wildcats” team is composed of the principal, school nurse, PE teacher, food director, and a group of interested teachers, parents, and community members. They meet quarterly to discuss concerns and programs to help keep our school healthy. The funds that are raised through the water vending machine all go right back into the school. Some past contributions to the school have included the Wildcat Wilderness Trails, snowshoes, playground equipment, health presentations, recess play equipment, cafeteria equipment and more. All parents and community members are invited to attend our meetings, please feel free to join us.

\*For further information about Wellness see Board policy JLCF.

## APPENDIX

### **I: Attendance (Legal Statement)**

RSA 193:1 Every child between six and sixteen years of age shall attend the public school within the district to which he is assigned during all the time public schools are in session, unless he has been excused from attending on the ground that physical or mental condition is such to prevent his attendance or make it undesirable.

RSA 193:2 Duty of Custodian: Every person having the custody of a child shall cause the child to attend such a school during the time the public schools are in session.

### **II. Sexual Harassment & Title XV**

The Lempster School System is committed to fostering and maintaining a learning environment free of all forms of abuse and harassment. Sexual harassment is discriminatory and unlawful. We believe that everyone has a right to maintain his/her personal dignity. We expect all members of the school community to treat each other with courtesy and respect. It is the purpose of the following policy to prohibit comment or conduct of a sexual nature where such behavior creates an intimidating, humiliating, or hostile learning and/or work environment.

Sexual harassment is against the law. It is the responsibility of all members of the Lempster Community

School to ensure that our school is free from sexual harassment. The responsibility arises from Title IX of the Education Amendments of 1972 and NH. RSA 21 - N:9 II ED 303.01 (i) (j) (k) which make sexual harassment in the schools a form of unlawful sexual discrimination. Dr. Betsy Gibbs is our Title IX contact. If you have any questions or concerns, please contact her at 603-863-2420 x 120 or bgibbs@sau71.org.

Consistent with state law, this policy also applies to harassment based on sexual orientation.

If the sexual harassment involves a minor child, it can also be considered a criminal offense under the laws relating to child abuse. (Staff are reminded of their duty to report suspected abuse to the proper authorities in accordance with RSA Ch 169-C: 29:30.)

## **TITLE XV EDUCATION CHAPTER 193-F**

### **PUPIL SAFETY AND VIOLENCE PREVENTION**

#### Section 193-F: 3 Pupil Safety and Violence Prevention;

I. Each local school board shall adopt a pupil safety and violence prevention policy which addresses pupil harassment, also known as "bullying", and which is

consistent with the provisions of this chapter. II. Any school employee, or employee of a company under contract with a school or school district, who has witnessed or has reliable information that a pupil has been subjected to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response shall report such incident to the principal, or designee who shall in turn report the incident to the superintendent.

III. The remedy required in paragraph II shall be defined by the local school board. The local school board may provide opportunities for educators to have the knowledge and skills to prevent and respond to acts covered by this chapter.

IV. A school employee, or employee of a company under contract with a school or school district, who has reported violations under this chapter to the principal, or designee or who has intervened under paragraph II, shall be immune from any cause of action which may arise from the failure to remedy the reported incident.

Source. 2000, 190:1, eff. Jan. 1, 2001.

### **Definition of Sexual Harassment**

For purposes of this policy, sexual harassment is defined for student-to-student interactions as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment is defined for adult/student interaction as any sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment is also defined as: conduct of a sexual nature which affects an individual's employment, academic status, or progress; conduct of a sexual nature which has a negative impact on an individual's work or academic performance; conduct of a sexual nature which creates a work or educational environment that is intimidating, hostile, offensive, or which affects benefits, services, honors, programs, or activities available to an individual in the educational setting.

### **Procedure**

**A.** Any member of the school community who believes that he or she has been subjected to sexual harassment should report the behavior.

Complaints should be made within six (6) months of the incident(s).

The person who brings a complaint is called the "Complainant." The person who must respond to the complaint is called the "Respondent."

Students should bring their concerns to a staff member. This could be any adult with whom the student feels comfortable. The staff member will report the complaint to the Principal within one (1) school day.

Staff Members should bring their concerns to the Principal or the Superintendent.

**B.** The Principal may attempt to resolve the problem in an informal manner through the following process:

1. The Principal will confer with the Complainant to obtain a clear understanding of the Complainant's statement of the facts.

2. The Principal will then meet with the Respondent to obtain his or her response to the complaint.

3. If the Complainant agrees, the Principal may facilitate a conversation between the two parties where the Complainant will tell the Respondent that the behavior is offensive and must stop.

4. If the Complainant agrees, the Principal may assist the Complainant in writing a letter to the Respondent saying that the behavior is offensive and must stop. This informal procedure will be concluded within five (5) school days of receipt of the complaint.

C. If the matter is not resolved informally, if the Complainant is not satisfied with the Principal's resolution, or if the Principal requests the formal procedure due to the seriousness of the allegations, the Principal will transfer the record to the Superintendent and so notify the parties by certified mail.

D. The Superintendent will review the record made by the Principal and gather additional information, if necessary, and make a written recommendation. Copies of which will be sent to the parties by certified mail.

E. If the Complainant is not satisfied with the Title IX/Principal's recommendations, the Complainant may appeal the decision to the Superintendent within fifteen (15) school days of receipt of the written recommendation.

The Complainant and Respondent will then be given an opportunity to be heard by the Superintendent. The Superintendent will complete the review within thirty (30) school days of the request for review. The Superintendent will then impose any sanctions deemed appropriate, which could include disciplinary action. Any disciplinary action against employees will be taken in accordance with the collective bargaining agreement and/or appropriate statutory procedures. In the case of students, the Superintendent may make a recommendation to the School Board for expulsion or may remand the matter to the Principal for appropriate disciplinary action which could include suspension or other forms of discipline.

### **III. NUTAWARE CLASSROOM**

Depending upon the needs/requirements of individual students in our school some classrooms may be deemed a "nut aware" classroom. Allergies to peanuts can have very serious medical consequences and we ask that parents/students in "nut aware" classrooms try to refrain from bringing anything to school that has nuts or nut oils in it. This includes food products, cosmetics and lotions. There is a "nut free" table in our cafeteria and we encourage the practice of hand washing and the use of hand sanitizer before consuming food. We appreciate your support.

### **IV: NUTRITION**

**In the area of Nutrition the Lempster School Board shall ensure the following:**

1. All student meals must adhere to Federal guidelines.
2. All meal preparation and serving will follow sanitary procedures.
3. All breakfast and lunch menus will be posted in the cafeteria and sent home to each school family prior to the first of each month.
4. All students will be allowed at least 20 minutes for meal consumption.
5. Beverages available to students will be water, 100% juice, or milk.

6. The food service provider will keep abreast of current nutrition information by attending professional training.
7. Fundraising projects, parties and incentives involving food will not interfere with the nutrition program and will be subject to prior approval by the Wellness Team.
8. We will incorporate the Dietary Guidelines for Americans into our school meal programs. 9. We will discourage students from bringing candy and soda to school.

**A. Federal Standards for school lunches are composed of the following:**

- Meat or meat alternative equal to 2 oz of meat or cheese, 1 egg, 1/2 c. beans, 4 Tbs. of peanut butter, 8 oz of yogurt.
- Whole grain or enriched or fortified grain equal to 1 slice of bread, 1 roll, 1/2 c. pasta/rice/noodles, 3/4 c. or 1 oz of cereal.
- Milk equal to 8 oz.
- Fruits and vegetables equal to 3/4 c plus one extra 1/2 c serving per week.
- Federal Standards for school breakfast are composed of the following:
- Meat or meat alternative - 2 servings
- Or, Grain - 2 servings
- Or, Meat and grain - 1 serving of each
- 1/2 c juice/fruit/vegetable
- 8 oz. milk

**B.** Dietary Guidelines for Americans recommend eating a variety of foods, a diet with plenty of grain products, fruits and vegetables, and low in fats and sugars.

**C.** As recommended by both the Department of Agriculture and Center for Disease Control, to help prevent weight gain and prevent gradual, unhealthy body weight gain in adulthood, we need to engage in approximately 60 minutes of moderate to vigorous intensity activity on most days of the week. Physical Education should be approximately 1/3 of the allotted time for Grades K-6, and 1/2 of the allotted time for Grades 7 and 8.

Adopted: June 7, 2005

## **V. Asbestos Management Plan**

The Lempster Community School has an asbestos management plan as required by the Federal Asbestos Hazard Emergency Response Act. The plan is located in the school office; any citizen is welcome to review the management plan at any time. Please feel free to call the school if you have any questions.

## **VI: Parents Right to Know**

Title 1 Part A of ESEA, Elementary and Secondary Education Act  
Section 1111(h)(6)(A-C)

At Lempster Community School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a school receiving Title I funds, we must meet federal rules related to teacher qualifications as defined in ESSA, Every Student Succeeds Act, enacted January 2015. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you.

At any time, you may ask:

- o Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- o Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- o What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

*You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.*

Additionally, you will receive achievement results for state assessments your child completes, and you will receive timely notice if your child has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the main office.

## **VII. School Board Policy KFB Food Charging Policy (Breakfast and Lunch Charging Policy)**

The Lempster School District food service will provide breakfast and lunch.

Students may purchase breakfast before school. Breakfast is usually available from 8:00-8:30.

Lunches are scheduled from 11:15 AM to 12:15 PM.

Students bringing a bag lunch may purchase milk. Milk may also be purchased for classroom snack time. Lunch money is collected in the child's classroom and can be applied to their individual account. Applications for free and reduced lunch and breakfast may be submitted to the SAU. Applications may be submitted at any time throughout the school year; all applications are completely confidential.

Students will not be able to charge lunch if their account is at or over \$15.00 in arrears. Students will no longer be able to charge snack milk if their account is at or above the \$15.00 threshold.

Any student who does not have funds in their account will be given the same lunch as other students and the balance on their account will continue to accrue.

Once the amount gets to a negative balance, parents will be sent a letter indicating their need to send in funds or to add money to their individual account and/or to send their child with breakfast or lunch.

Once the amount exceeds \$30.00, they will receive another letter requesting them to add funds within the next week and the amounts will continue to accrue. An application for free and reduced lunch and breakfast will also be included.

After that date, the principal will contact the family by phone or will set up a meeting to establish a payment plan. He/she will also offer a free and reduced lunch application.

If no payment is received, the Superintendent will contact the family and set up a meeting to establish a payment plan and will offer a free and reduced lunch application. If the family does

not send in lunch with their child for more than a week, and no action is taken towards payment, DCYF will be contacted regarding possible neglect.

**Thank you Parents for your support of our  
school and students!**