



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,

Principal David Goldsmith

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NOTE TO STUDENTS AND PARENTS

This handbook is but one attempt to promote communication among the Moharimet community in order 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 <http://www.orcsd.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.

DISTRICT MISSION STATEMENT

“Working Together to Engage Every Learner”

MOHARIMET PHILOSOPHY

Moharimet School educators are committed to an environment which recognizes the individual needs of all children. We seek to help all students know themselves and their capabilities in order to ultimately develop increasingly positive perceptions of self-worth.

We accept our responsibility to know the uniqueness of each child. Recognizing diverse intelligences, we aim to provide each student with appropriate skills, knowledge, and appreciation for continuing intellectual, physical, and emotional growth. We seek to nurture student initiative, resourcefulness, and ownership for learning.

Our school incorporates attitudes of respect, mutual purpose, collaboration, and cooperation. We strive to develop in our children, our parents, ourselves, and our community, a growing understanding of the moral and ethical consequences of personal and collective decisions and actions. We provide opportunities for children to contribute to and participate in a community and to learn how to engage in a purpose greater than themselves.

In a complex and changing world, we as educators, appreciate that we must continually evaluate and improve techniques for meeting the dynamic needs of our children and ourselves.

SCHOOL HOURS

Grades K - 4 Monday - Friday 8:45 AM - 3:10 PM

It is especially important that children not be dropped off at school before 8:45 AM.

There is no adult supervision before that time in the building or on the playground. At 8:45AM children will go directly to their classrooms to begin the day. School buses will unload at the front of the building at that time.

In 2008 we implemented a parking policy to alleviate the safety issue that is created when bus, car, and pedestrian traffic is mixed at the start and end of the school day. Our bus coordinator, central administration, and Madbury Police were consulted to take a serious look at what would be in the best interest of the children during both the morning drop off and afternoon pick up times.

Many students ride the school bus to school in the morning. This is a wonderful way for students to spend time independently with classmates and neighbors. If students do not ride the bus, they need to be dropped off by the Union Congregational Church.

The main drive to Moharimet and the front parking lot is closed from **8:30 AM – 9:15 AM** and from **2:50 PM – 3:30 PM** to allow for bus arrival and dismissal.

AM Drop Off 8:40AM – 8:55AM: Children are dropped off at the Union Congregational Church on Town Hall Road. A Moharimet staff member will receive students from their cars and the students will walk down the path, supervised by staff members, and into school. ***There is no parking for drop off at the church in the morning. Students are tardy at 8:55 and that is when Moharimet staff will leave.*** If you are tardy driving your child to school, you must park at the Town Hall or the auxiliary parking lot and walk your child into the office.

Parking in front of the church is never allowed. This area must stay clear for parents driving through to drop off their children. You may park in the other available church spots as long as it is before 8:30 AM. If you are visiting Moharimet for a before school activity or chaperoning a field trip please do not park in front of the church. Parking is always available at the Madbury Town Hall or the auxiliary lot.

We ask that you say good-bye to your children at drop off or in the front of the school. This is for three reasons: 1) for safety and security we need adults to be signed-in at the office to be in the building 2) because students benefit greatly from walking to class independently with their classmates and peers and 3) all students need time to transition into class with their teachers. After the start of school, if you are walking in a tardy student, we ask that you say good-bye at the front of school or by the bear after you have checked them in, but do not walk them to their classrooms. This allows for your student to transition into class without disrupting the other students already learning.

In the morning, parents can drop off their children at the Union Congregational Church on Town Hall Road with our staff member or park at the auxiliary lot on Town Hall Road and walk their children into the building. ***There is no parking for drop off at the church in the morning.*** From 8:40 until 8:55 AM, there will be a staff member available to walk children from the parking lot into the building. After 8:55 AM students will be tardy and need to check in at the office.

At the end of the day, parents must park at the church or auxiliary lot, walk into the building and pick up their children in the foyer of the building where a staff member will verify identification. There is ample lighting and path clearance throughout the year.

At 8:30 AM and 2:50 PM do not enter the main driveway to the parking lot in front of the school, unless there is a specific need for a child to be dropped off or picked up in front of the school, pre-approved by our office. Passes will be available in the office for exceptions such as medical conditions. The main parking lot will reopen at 9:15 in the morning and 3:30 in the afternoon.

This procedure separates the bus and automobile traffic, and there will be no issues of children of any age being in the line of our yellow fleet. There has never been a serious accident involving children at Moharimet, but the mixture of the buses, children, and parents in the same vicinity has always been a concern.

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

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 (868-1610). You may leave a voicemail on the attendance line at 742-2900 extension #2 or e-mail the school at mohattendance@orcsd.org by 9:00 AM. 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. This notification should include any requests for schoolwork the student may miss or alternate activities. Please consider your child's academic progress when planning your family vacations.

TARDINESS

Students are considered late at 8:55 AM 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 absolutely 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

In order to keep track of each student's after-school plans, we provide "Notes from Home" at no cost, in packs of 10 regular notes (white) and 2 permanent (yellow). 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 scouts, 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. 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 absolutely necessary. If you do need to call with a change, please try to make calls before 2:30 PM.

DISMISSAL

School is dismissed at 3:10 PM.

Whenever your child's after school plans vary from the norm, it is necessary to send in a "Note from Home". These forms are provided by the school at no cost in packs of 2 permanent notes (yellow) for recurring plans and 10 regular notes (white) for daily plans. Please fill out both sections of the form. Notes are handled in the office, not the classroom, so having all the information 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. 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. **If you do need to call with a change, please make calls before 2:00 PM. With all the busyness of a school office at the end of the day, we cannot guarantee that calls that come after 2PM will be received and given to the teacher and student. This is a major safety concern that has, in the past, caused students to miss their bus or ride and to have unnecessary stress in the afternoon.**

If you are picking up your child from school, please park in the Madbury Church or the auxiliary lot between the church and the ballfields off Town Hall Road and use the path that leads to our parking lot. Anyone for whom parking at the church poses a problem may park at the school

with an authorized parking pass available in the office but only in designated parking spaces. There is absolutely no parking in front of the school, in the circular loop or down the sides of the driveway as this presents a safety concern for the children and buses as they arrive to pick up the students. Parents meeting children at the end of the school day should line up in the front foyer. A staff member will check you off on the daily dismissal list. Please note that you may be required to show identification. The staff member will dismiss your child to you.

In situations where legal custody of a student is restricted, please notify the principal and provide a copy of the court documents, so we may act accordingly.

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.

PARKING INFORMATION

During the school day, parking is available at Moharimet, at the Union Congregational Church, or at the paved auxiliary lot between the church and the baseball field off Town Hall Road. A pathway leads from the church parking lot and the auxiliary 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.

For more information about parking during drop off and pick up times, please refer to the School Hours section above.

EVENT PARKING INFORMATION

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 AM until school starts and in the afternoon from school dismissal until 6:00 PM. For more information, call 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 AM and 7:15 AM, the following radio and television stations will also announce the school’s closing or delay:

Call Letters	Frequency
WOKQ	FM 97.5
WTSN	AM 1270
WHEB	FM 103.3
WMUR	TV 9

To check online, visit www.wmur.com or www.orcsd.org.

SCHOOL NOTICES

In our effort to be a green school, most of our notices are emailed home. Printed notices will be sent home by family count, which means that your youngest child will be the only one to bring it home.

LEGAL CUSTODY ISSUES

On occasion, parents request that the school not let a child be released to a particular 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.

BUS CONDUCT

The Board has adopted a policy concerning bus conduct (see Board Policy JFCC). 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 EBF).

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 five (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, realizing that 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, only after it has stopped and the driver has motioned them to cross.

K - 4 BUS DROP OFF POLICY

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 forms will be available on the transportation page of the district website, in your school office, or from your bus drivers.

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. Any deviation (provided there is space available) must be accompanied by a “Note from Home” sent to the school.
- Kindergarten - 4th 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.

HOMEWORK

Homework at Moharimet School should reflect our own needs within the school community and at the same time take into consideration research findings, which make the following points:

- In early school years, traditional uniform homework assignments are ineffective.
- Children should devote substantial time to becoming familiar with the many ways of both gathering and storing information.
- Assignments should provide an opportunity for imagination and creativity.
- Above-average students are more likely to do routine assignments and are less likely to profit from them. Therefore, provide assignments that are interest-oriented.
- Less able students are less likely to do routine assignments from which they are more likely to benefit. Therefore, provide more time for preparation and practice in class.
- The basic aim of homework should be learning how to learn.
- Students should have a voice in designing homework.
- At all levels, children should be encouraged to pursue individual interests, both in and out of school.
- Assignments should be individualized and clearly defined.
- Feedback to students is essential for homework to be of use.
- Outlining expectations for parents and communicating with them should be part of the process.
- Providing coaching for parents (i.e. where, when, and how) can increase involvement.

Resource: [Homework: A Guide for Parents](http://bit.ly/219J1bj) by Peg Dawson, EdD, NCSP (A copy of this article is available here: <http://bit.ly/219J1bj> and in the front office upon request.)

PARENT CONFERENCES / COMMUNICATION

A fall goal-setting conference with parents will be held between October 1 and one week after the end of the first quarter in November. The purpose of this meeting is for parents and teachers to share information and informal assessment results in order to set individual student goals for the school year. Informal assessments may take many forms such as classroom observations, student conferences, writing samples or other pencil and paper tasks.

CONTACTING TEACHERS

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.

PROGRESS REPORTS

Mid-year progress reports will be available online via PowerSchool one week after the end of the second quarter. 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. 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.

COMMON ASSESSMENTS

Phonological Awareness - Kindergarteners are assessed for phonological awareness and the results are used to help guide instruction.

Reading – Moharimet has adopted the Developmental Reading Assessment (DRA) as its common assessment of reading. Levels are recorded and used to guide instruction throughout a student's years at Moharimet.

Writing - Third and fourth grade teachers use writing prompts to assess writing skills twice a year. This common prompt is scored by team members other than the student's classroom teacher.

STAR Assessments – Star Benchmark Assessments are short diagnostic assessments that students take in September, January, and May to see growth across the school year for reading and math. This allows both teachers and parents to see what skills and knowledge students start the school year with as well as what skills and knowledge they have gained.

State Assessment – Smarter Balanced Assessment Consortia (SBAC) is the annual state assessment. SBAC is an online assessment that indicates whether or not students have met the Common Core State Standards in Mathematics and English Language Arts.

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.

MULTIPLE COPY COLLECTION

The Multiple Copy Collection is a critical component of the reading curriculum at Moharimet. The collection consists of leveled sets of books that are categorized on a continuum to help match books to the needs of individual students or groups of students and thereby provide support and challenge to developing readers. Each text in the collection has specific features to support a child's use of existing reading strategies and offers new opportunities to challenge students.

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.

All bus rules as stated above apply to field trips as well.

COUNSELING SERVICES

Besides working with children individually and as classroom groups, the counseling staff offers small group counseling on specific topics including, but 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.

Classroom lessons, called Friendship Circle, usually occur in each classroom every four days and focus on the many skills involved in social development. The lessons incorporate goals of the Common Core curriculum as well as state and nationally recognized guidance curriculum goals. Block scheduling has made it possible to schedule programs such as third grade Friendly Helper training as part of the third grade curriculum. Friendly Helper interviews of new students in the fall and the resulting display are an important project for fourth graders in addition to their support in solving playground problems and organizing playground equipment. Every year the guidance program schedules and accompanies SASS to each classroom as they present the body safety and abuse prevention program. All parents receive information from that program when it occurs.

The school psychologist and school counselor supervisor graduate student interns. The school psychologist serves on the Building Placement Team, which has the responsibility of determining student eligibility for special education services. When deemed appropriate, the school psychologist conducts evaluations to assist in that determination. The school psychologist and counselor consult with parents, teachers, and administrators to assist specific children. Recommendations may include ways to alter the environment or provide other supports to promote greater comfort and learning for the child. The school psychologist and counselor act as liaisons to community counselors, psychologists, psychiatrists, neurologists, and agencies beyond the school. Sadly, there are times when the school psychologist and counselor must help with crisis intervention.

INTERVENTION TUTORS

Moharimet School employs two intervention tutors to ensure that all students are able to engage fully and effectively in the reading curriculum and in the math curriculum at MOH School. The intervention tutors provide targeted support to students in many academic areas but particularly in reading and math. Formal and informal assessments are used to identify specific students in need of supportive instruction and the tutor implements intervention strategies and / or programs within or outside the classroom setting to ensure each student becomes proficient in core academic settings. The Moharimet Reading Specialist and the student's classroom teacher support the tutor in the execution of evidence-based techniques that will enhance literacy and math development. The intervention tutor collects and analyzes data from individualized interim assessments to design and implement a well-integrated structure of tiered supports that will increase the reading and math achievement for each student.

SCHOOL HEALTH SERVICES

The school nurse is on duty during school hours. She 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. She also coordinates the school health curriculum.

School health services include pre-school 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 up-dated by your family doctor.

Please feel free to contact the school nurse with any concerns. The school nurse can be reached at 740-8585.

ILLNESSES / INJURIES AT SCHOOL

Chronic illnesses and allergies should be made known to the school nurse. 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 school nurse is aware of illnesses, such as strep or high fevers, she 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 (868-1610). You may leave a voicemail on the attendance line at 742-2900 extension #2 or e-mail the school at mohattendance@orcsd.org by 9:00 AM. 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, he/she is 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 school nurse 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 school nurse so that she can recommend proper treatment options. For further information, please go to the Moharimet website to click on the link to the NH Department of Health and Human Services fact sheet regarding head lice or go directly to:

<http://www.dhhs.nh.gov/dphs/cdcs/documents/pediculosis.pdf>.

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 JHCD). 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 under the heading: Student Services > Health and Wellness > ORCSD Health Services.
- **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 under the heading: Student Services > Health and Wellness > ORCSD Health Services.

FOOD SERVICES

CHILD NUTRITION SERVICES

As a child nutrition provider, the Moharimet School Nutrition Program strives to provide healthy foods in a pleasant atmosphere. In order 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 four 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 a problem adjustments can be made with a doctor's note. Family and friends are always welcome to join us for lunch with the students, but if purchasing a school lunch, please call the school by 9:15 AM to place your order. Adult lunches are \$4.25 and may be paid for at the time of purchase or charged to your child's account. Please contact Joshua Shafer, Cafeteria Manager, with any questions. 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 www.sendmoneytoschool.com. This is a **debit** account, so funds must be available for any of your child's purchases. Low balance emails are sent three times per week once the account falls below \$10.

Applications for free and reduced breakfast/lunch should be submitted online at www.lunchapp.com. Simply choose **NH** and **Oyster River**, and then 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 868-5100, extension 2012. Assistance is also available if you need help filling out the application in either form.

Lunch Price List

Lunch can be purchased @ \$2.65/day, includes an entrée, grain, fruit, vegetables and milk. The salad bar is included with every lunch. Students may bring bag lunches from home and milk can be purchased @ \$.50/day. Snack milk can be purchased @ \$.50/day. Breakfast is available at \$1.25/day. Juice is \$.50. Reduced prices are: breakfast \$.30 and lunch: \$.40.

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. Before exiting the cafeteria, children must wash their hands with the wipes provided.

SNACKS / PARTIES

We model and teach good nutrition and healthy living in our community. In order 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.

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 / INSTRUMENTAL PROGRAM

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.

In addition, students in third and fourth grade will participate in a weekly period of chorus. The chorus will hold a holiday concert and will perform a musical each spring.

SPECIAL EDUCATION SERVICES

The Oyster River Cooperative School District provides a free and appropriate public education. Students who are eligible for special education may receive special education and/or related services to meet the educational needs of all students with disabilities ages 3 to 21. Programs for children with disabilities are provided in compliance with state and federal rules and regulations. Students with disabilities are included into regular school programs and activities and receive services based on their individual educational needs.

Moharimet has two special education programs to serve the needs of the students who qualify. The Learning Center staff works with identified students in Grades K-4 who require content support and accommodations, direct instruction, and/or small group or individualized instruction, either within the classroom or outside of the class.

The Extended Resource Program staff works with students who need support more than 50% of their day. This support, individualized or small group, occurs in the context of the student's regular classroom placement and allows for ongoing modifications and adaptations of curriculum.

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.

CHEATING AND PLAGIARISM

A student commits plagiarism if he/she uses 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

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 Policies JICD – Discipline and JICD-R – Suspension and Dismissal.

MOHARIMET PEACE POLICY

It shall be the policy of the Moharimet School to inform parents, at the discretion of the principal, of any acts of violence which occur during the school day. Violence is defined as any behavior that negatively affects the physical or emotional health of another human being - child or adult.

Physical violence is defined as behaviors such as fighting, hitting, biting, throwing objects, vandalizing property, etc. when intended to harm another person or deliberately deface property.

Emotional (verbal) violence is defined as behaviors such as swearing, name calling or any other intended affront to an individual, group or the school when intentionally aimed at belittling another human being or the school.

MOHARIMET DISCIPLINE CONTINUUM

Each classroom teacher has their own strategies for behavior management, which may include personal work space, time out, a card system and/or loss of recess. If behavior necessitates further intervention, the teacher may coordinate with the principal and/or guidance counselors to develop a behavior plan.

Generally the first time a violent behavior occurs, the policy will be reviewed with the student(s) and the issue dropped. In the event of repeated incidences or other behavior concerns, any of the following approaches may be taken:

- Conflict resolution strategies may be taught and used whenever possible.
- A written note and/or phone call to parents from the teacher.
- A phone call to parents from the principal.
- A form letter from the principal's office, which must be returned the next school day.
- A phone call to parents by the child with the principal or his designee in attendance.

If the behavior is repeated the same day or becomes a pattern, the following strategies will be used:

- An in-house suspension.
- A conference with parents will be requested.
- A written plan will be constructed with the child, parents and guidance counselor.
- The child will be sent home when appropriate and arranged with the parent. The length of the suspension/expulsion will be determined by the severity of the offense.
- Any combination of the above.

GENERAL SCHOOL CONDUCT RULES AND EXPECTATIONS

The Moharimet guiding principle for student, parent and staff conduct is posted throughout the school. It reads:

*Always behave in ways that show respect for yourself, others and the environment.
Always behave in ways that will hurt no one physically or emotionally.*

SMOKING AND TOBACCO USE

The Board has adopted a policy prohibiting smoking and the use of tobacco products on school property or at school-sponsored events (see Board Policy JICH). Students who violate this policy are subject to disciplinary action, and violations by any person will also be referred to law enforcement authorities.

DRUGS AND ALCOHOL

The Board has adopted a comprehensive policy prohibiting students 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. Students who participate in extra-curricular activities are subject to additional rules and sanctions.

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 JICI - Dangerous Weapons in Schools).

HARASSMENT / SEXUAL HARASSMENT

Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion (see Board Policy JBAA – Sexual Harassment and Violence-Students and Policy JBAA-R – Sexual Harassment and Violence-Student Complaint Procedure).

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 he/she has 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 cleanliness and 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 dress disrupts the educational process or poses a threat to health or safety.

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. Slacks or jeans are acceptable attire. 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/mittens. No child is allowed on the playground without snow boots. Snow-pants are required for kindergarten, first and second grade students and optional for third and fourth graders, although recommended for all. A pair of spare socks in your child's backpack is always a good idea during the snow and rainy seasons. The nurse has a limited supply of outdoor winter wear available for families who need assistance. Please contact the nurse directly.

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

LOST AND FOUND

There is a box for lost and found items, such as clothing and lunch boxes, in the alcove off the front hallway. Unclaimed items are donated to charity after one month. In addition, we have a secure lost and found box in the workroom for special items like toys, jewelry or eyeglasses.

STUDENT USE OF ELECTRONIC DEVICES

Moharimet School prohibits the use of electronic devices such as Game Boys, cell phones, iPods, personal CD players, 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 IIBH). Students are required to follow the policy and school rules at all times 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