

MAST WAY ELEMENTARY

Oyster River Cooperative School District

PARENT/STUDENT HANDBOOK

2018-2019

23 Mast Road
Lee, NH 03861
(phone) 603-659-3001
(fax) 603-659-8612

www.orcsd.org/school/mw

**THE OYSTER RIVER COOPERATIVE
SCHOOL DISTRICT MISSION:**

“WORKING TOGETHER TO ENGAGE EVERY LEARNER”

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.

SAU #5 Vision Statement

ORCSD is a community where students, parents, staff, school board members, and citizens work together to foster a life-long passion for learning and engage all students. We strive for our students to develop the skills and knowledge they need to: further their education; participate as citizens, succeed in the work-place and in life, lead healthy lives; and thrive in the 21st century.

The ORCSD community takes pride in our schools. We understand that each of us has a role to play in ensuring their success by establishing trusting relationships and by collaborating with one another to create safe, stimulating learning environments where all students are challenged and excited by the opportunities to learn; where students and staff feel safe taking creative risks; and where every member of our community is understood, supported and valued.

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

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**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
SCHOOL CALENDAR**

REVISED 2/15/18

2018-2019

Approved by School Board: December 20, 2017

Deliberative Session: February 5, 2019*

Voting Day: March 12, 2019*

*Subject to Change

S(22)
T(24)

AUGUST/ SEPTEMBER 2018					
M	T	W	Th	F	
		△	30	31	
TW	TW				
X	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

S(21)
T(22)

OCTOBER 2018					
M	T	W	Th	F	
1	2	3	4	TW	
X	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

S(17)
T(18)

NOVEMBER 2018					
M	T	W	Th	F	
				1	*2
5	TW	7	8	9	
X	13	14	15	16	
19	20	X	X	X	
26	27	28	29	30	

S(15)
T(15)

DECEMBER 2018					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
X	X	X	X	X	

S(20)
T(21)

JANUARY 2019					
M	T	W	Th	F	
X	X	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
X	22	23	*24	25	
TW	29	30	31		

8/27 & 8/28..... Teacher Workshop Days
 8/29..... 1st Day for All Students
 9/3..... Labor Day Observance
 9/4..... 1st Day Preschool
 10/5..... Teacher Workshop -
 (Parent/Teacher Conference Gr K-5)
 10/8..... Columbus Day

11/6..... Teacher Workshop (Election Day)
 11/12..... Veterans' Day
 11/21 - 11/23..... Thanksgiving Recess

12/24 - 1/1..... Holiday Recess

1/21..... Martin Luther King Day
 1/28..... Teacher Workshop

2/25 - 3/1..... Winter Recess

3/22..... Teacher Workshop

4/22 - 4/26..... Spring Recess

5/24..... Teacher Workshop
 5/27..... Memorial Day

TBD..... ORHS Graduation
 6/21..... With 5 Built In - Snow Days

△ First Day of School for Students
 △ Last Day of School - **Early Dismissal**
(unless more than 5 make-up days are required)

TW Teacher District Workshop Days
(no school for students)

X School Closed - Holiday/Vacation

* End of Quarter

SD Snow Days (5 Built in)

Anticipated last day for students is 6/21. The calendar allows for five school cancellation days. If less or more than five days are needed to cover cancellations, the schedule will be adjusted accordingly.

FEBRUARY 2019					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
X	X	X	X		

S(16)
T(16)

MARCH 2019					
M	T	W	Th	F	
					X
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	TW	
25	26	27	28	29	

S(19)
T(20)

APRIL 2019					
M	T	W	Th	F	
1	2	3	4	*5	
8	9	10	11	12	
15	16	17	18	19	
X	X	X	X	X	
29	30				

S(17)
T(17)

MAY 2019					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	TW	
X	28	29	30	31	

S(21)
T(22)

JUNE 2019					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
SD	SD	SD	SD	SD/△	

S(10)
T(10)

178 Student Days 185 Teacher Days

MAST WAY SCHOOL

Parent/Student Handbook

2018-2019

Dear Mast Way Students and Families:

Welcome to Mast Way School! We are pleased to be entering another wonderful year of learning. This school handbook is designed to serve as a guide for students and parents/ guardians of our elementary school. Within this document we have compiled information to help familiarize you and your family of the routines, services, procedures and policies used within our school community.

At Mast Way School, we welcome parents to partner with teachers in supporting the educational development of our elementary students. By keeping in contact with classroom teachers and joining us in school based activities, we strive to showcase the wonderful learning that takes place each day.

We feel it is important for all members of our Mast Way community to know and understand our school expectations. Therefore, we ask that you review and discuss the information in this handbook with your child. Once complete, please sign and return the form below indicating that you and your child understand the content. If you have any questions, please contact us at Mast Way.

Sincerely,

Carrie Vaich

Carrie Vaich
Principal

 We have read and understand the content provided within the Mast Way School Parent and Student Handbook.

Parent/Guardian Name

Parent/Guardian Signature

Student Name/Signature

Date

THE OYSTER RIVER COOPERATIVE SCHOOL DISTRICT MISSION:

“WORKING TOGETHER TO ENGAGE EVERY LEARNER”

MAST WAY CORE VALUES

RESPECT

Respect for self and others, with our commonalities and differences, will guide the actions and rules, the teaching and learning environments of the Mast Way community. We will respect the natural world. We will treat others as we would like to be treated.

INTEGRITY

We will strive to act with integrity, to match our actions to our values. We will think for ourselves and take responsibility for our own actions. We will have the courage to do the right thing, even when others disagree.

LEARNING

We will cultivate curiosity about life and enthusiasm for learning. We will develop the skills, knowledge, and strategies to become self-directed learners and to succeed in literacy, mathematics, science, social science, technology, and the arts.

PERSONAL BEST

We will take responsibility for our own learning. We will be willing to take risks and explore our strengths and weaknesses. We will create an environment in which everyone is challenged to achieve his or her personal best.

COMMUNITY

We believe our lives are richer when we are part of a community. That community can be as small as our family or school, as large as our country or world. Our community is strengthened when we cooperate, respect community standards, include everyone, resolve conflicts, and give of ourselves in a spirit of service.

Mast Way Staff Members – Principal, Carrie Vaich - 659-3001

Staff can be contacted by first initial, last name at orcsd.org

Ex. cvaich@orcsd.org

Name	Position
Ameduri, Kathleen	Special Education Teacher
Baker, Cathy	Physical Education Teacher
Baker, Melisa	Special Education Teacher
Biggwither, Becky	1 st Grade Teacher
Bowden-Gerard, Maria	4 th Grade Teacher
Buckley, Lori	Cafeteria Manager
Burke, Whitney	1 st Grade Teacher
Buswell, Heather	4 th Grade Teacher
Byrne, Deb	Resident Substitute Teacher
Carle, Kelley	Paraeducator
Churchill, Judie	Occupational Therapist
Couture, Emily	Paraeducator
Cox, Shane	Custodian
Darois, Heather	2 nd Grade Teacher
Desrochers, Kirsten	1 st Grade Teacher
Drew, Heather	3 rd Grade Teacher
Duval, Kelly	Paraeducator
Ervin, Ellen	Math Coach
Farwell, Sarah	Title 1 Tutor
Felber, Pamela	Music Teacher
Fitch, Trista	Paraeducator
Fortin, Christina	Physical Therapist Asst.
George, Judy	4 th Grade Teacher
Hallett, Pam	Paraeducator
Handwork, Erin	1 st Grade Teacher
Hastings, Debra	Art Teacher
Heinlein-Dana, Peggy	Paraeducator
Howard, Sharon	Paraeducator
Jasinski, Barbara	Reading Teacher
Joslin, Johanna	ABA Instructor
Kennedy, Francesca	Kindergarten Teacher
Laliberte, Susan	3 rd Grade Teacher
Leifer, Susan	Technology Integrator
Leone, Amy	Speech & Language Pathologist
Levesque, Catherine	Paraeducator

Name	Position
Maziarz, Sue	Paraeducator
McCormick, David	Kindergarten Teacher
Miller, Victoria	Behavior Consultant
Moore, Katherine	School Nurse
Morin, Dave	Head Custodian
Moulton, Heather	2 nd Grade Teacher
Orrell, Cindy	Evening Custodian
Paquette, Barbara	3 rd Grade Teacher
Parrotta, Chris	Physical Therapist
Perlowski, Deb	Title 1 Tutor
Pike, Susan	Crossing Guard
Puffer, Trudi	Paraeducator
Ray, Katherine	3 rd Grade Teacher
Remillard, Bridget	Cafeteria Staff
Rines, Nancy	Administrative Assistant
Roche, Barbara	Cafeteria Staff
Seaman, Cynthia	Admin. Assistant to the Principal
Simcox-Ayres, Mary	Paraeducator
Smith, Debbie	Special Education Teacher
Snelling, Annie	Paraeducator
Sperry, Felicia	Psychologist
Spinney, Reegan	Paraeducator
Stacy, Beth	2 nd Grade Teacher
Tirrell, Brenda	School Counselor
Tomaszewski, Suzanne	Library Media Specialist
Trafton, Jenn	Paraeducator
Vaich, Carrie	Principal
Webb, Mary Ellen	Kindergarten Teacher
Winslow, Marilyn	Title 1 Tutor
Winters, David	ESOL Tutor
Zimar, Kate	2 nd Grade Teacher
Zwicker, Sue	Paraeducator
	Paraeducator
	Speech & Language Assistant

Main Office

If you have any questions throughout the school day, please contact our main office at **659-3001**. We have two Administrative Assistants, **Cynthia Seaman** and **Nancy Rines**. During the school day, teachers are busy working with students and may not be available to parents. All staff members have email addresses and teachers will let parents know their preferred mode of communication at the beginning of the school year. If you should have a need to pass along information to your child, please contact the main office and we will be glad to assist.

Visiting Mast Way During School Hours

We are pleased to welcome parent volunteers into our school and appreciate your support. In order to maintain safety for all, our school doors are locked at all times. If you are coming to volunteer, please enter through the main doors only. You will find a small buzzer on the right side of the main doors, on the brick wall. Once you ring the buzzer, a member of our office staff will greet you and ask for your reason for visiting. When the door is unlocked, it is essential that all visitors must sign in at the office and wear a visitor's badge at all times. It is greatly appreciated that volunteers only travel to the class where they plan to assist and avoid wandering through the halls unescorted.

School Day Hours

Grades K – 4

8:45 am – 3:10 pm

Our school day begins promptly at 8:45 AM. Students unload from school buses and proceed directly to their classrooms at this time. **We do not have adult supervision before this time in the building or on the playground.** Because of this, **students should not arrive prior to 8:45 AM.**

Entrance Age

Any child who is a resident of Durham, Lee, or Madbury, and has attained the age of five years by **September 30**, may attend the Oyster River Cooperative School District Kindergarten program.

Student Attendance

Children should be in school every day except in cases of illness or emergency. Absences and tardiness can have an adverse effect on a child's progress in school. Students may be excused for illness, emergencies, or religious holidays. Unexcused absences may be considered truancy.

Student Attendance, cont.

We ask that parents call the school as soon as possible to report a child's absence. If calling before the beginning of the school day, parents may leave a message on the school's voice mail, **659-3001**.

Students will be considered tardy if they arrive at school after 8:55 AM. Tardy students must be brought to the office by their parents to sign in and notify the Administrative Assistant of their arrival. They will then be given a late pass for admittance into their classroom. This allows the Office to correct their attendance if needed.

Please keep your child in school for a full day. Early dismissal from school should be requested only when absolutely necessary.

School Bus Information

The **Transportation Director** for the Oyster River Cooperative School District is **Ms. Lisa Huppe**. She can be reached at **868-1610** for information pertaining to bus transportation. In order to provide safe and efficient bus transportation to and from school we ask that students be at the bus pickup point at least 5 minutes before the bus is due to arrive and should wait for the bus a safe distance from the road.

Afternoon Bus Procedures/ Policies

General information

In order to make a temporary change to your child's afternoon bus run, we ask that you:

- Complete the **“One Day/Weekly Note”** from home form and send it into school on the day of the change circling the day that applies – If the child is going to multiple locations during a week than the notes will need to be sent in each day there is a change. You can circle weekly if the student is doing the same thing for the week, such as being picked up all week. It is important to complete both the top (for the front office) and the bottom (your child's “ticket” to leave the school and to show to the bus driver).
- Please note that these **“One Day/Weekly Note” will be on the Mast Way School website under the “For Parents” tab on the top** – click on the Mast Way Parent/Student Handbook and the form will be there to save and email or scan to us.

ORCSD K - 4th Grade 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 or transportation office. They will call the parents and the school to inform them of a student being returned. The only exceptions to this policy will be if

ORCSD K - 4th Grade Bus Drop-Off Policy, cont.

the parent or legal guardian has instructed the transportation office to drop his or her student off without the presence of an adult to receive the child.

Only 3rd and 4th graders, with a completed authorization form, are allowed to be dropped off without the presence of an adult to receive them. After summer registration, drop-off authorization forms will be available on ORCSD.org website, school office, and bus drivers to request this.

Hosting 3 or more guests

If you would like to host 3 or more children on your child's bus, we ask that you:

- Contact transportation director at least 2 school days prior to your event to ensure that your bus has enough space to accommodate your guests.
 - Before your event, transportation will investigate the request and contact both the front office and you at the phone # you provide to them with approval for multiple guests.
- Send in a written list of invited guests to the front office at least 2 school days prior to your event – also include date of event, your address, and your phone number.
- Each “sending” parent is required to send in a “One Day/Weekly” note to the front office as outlined in the preceding section. (See the MW website - for Parents tab – click on Handbook/forms.)

Parent Pick-up

In the event that parents need to pick up students at the end of school, all vehicles must be parked in the side parking lot and parents need to come into the school to pick up students. To assist us with this very busy time of the day, we ask that you:

- Call the Office if your child will be a pick up everyday and we will place them on a printed “Every Day Pick Up” list for you to sign out on when you come in.
- Complete the “One Day/Weekly” note form and send it into school on the day of the pick-up – it is important to complete both the top (for the front office) and the bottom (your child's “ticket” to leave the school with the designated adult).
- Email the pick-up note from our website to our front office by 12 noon if your need to pick-up your child was unanticipated and you did not send in a completed form.
- We ask that parents DO NOT walk to the classroom to pick-up students – our front office will dismiss all children at the 3:05 dismissal time.
- Please greet the staff member managing the Pick-Up Station in the front lobby and **sign out your student on the sign out sheet** by the Office door before exiting with your student(s). Please make sure to bring in your license for us to copy for our “*Student Pick Up*” book if you have not provided this for us before.
- We do update our Student Pick Up book yearly.

Attendance Request

We respectfully request that you allow your children to stay in school until the end of the school day. We have experienced a growing trend of early dismissals within the last 10-15 minutes of school. It is important to us that children have the opportunity to collaborate with their peers to process and reflect upon their full day of learning and to review any homework for the upcoming evening.

Field Studies/Lessons

As part of the educational program of the school, occasional field trips to various points of interest are taken to enrich the curriculum. 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.

Delayed Openings, School Cancellations, Emergencies

In the event of school closures, delayed openings, early dismissals, or emergencies, families will be contacted via phone and email through the School Messenger system. Please be certain that we have your correct contact information and contact preferences. Please contact the Office with any changes for School Messenger that may occur during the school year.

You may also access school and district message alerts from WMUR, www.wmur.com and/or www.orcsd.org. Also the listings below:

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

In the event an off-site emergency dismissal is needed, our school will utilize the Lee Congregational Church under the direction of the Lee Police Department.

In the case of an emergency, ***parents are advised NOT to call the school*** in order to leave our phone lines open to communicate with emergency personnel.

Progress Reporting Schedule

Teachers at Mast Way Elementary School report individual student progress throughout the school year in a variety of formal and informal formats. Formal communications with parents during the year include:

- Initial assessment conference held by mid-November. Notes from the conference are recorded, filed, and a copy is provided for parents.
- Mid-year formal written progress report and optional conference completed and provided for parents to review.
- Final written progress report provided for parent review on the last day of school in June.
- Other conferences arranged as parents and/or teachers request.

Student Records & Records Request

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO).

It is the practice of the Oyster River Cooperative School District to obtain parental authorization for the release and exchange of information so that parents and/or guardians of our students are aware of the sharing of information regarding their child. However, as per FERPA (34 CFR 99.31), schools are allowed to disclose educational records of a student without written consent of the parents, guardian, or student when the disclosure is to other schools and school officials within the educational institution or legal educational agency who have been determined by the agency or institution to have legitimate educational interest.

Special Education Services

Mast Way School provides special education services to students who qualify through the Individuals with Disabilities Education Improvement Act (IDEIA). If you have concerns about your child's learning, please contact your child's teacher or the Special Education Coordinator at 659-3001.

English for Speakers of Other Languages - ESOL

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.

Textbooks and other School Property

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

Guidelines for Student Behavior

The following considerations are guidelines for students' behavior at school.

Safety Considerations

- Students must listen to and follow the directions of adults in the variety of roles (paraprofessionals, teachers, unified arts, etc.) who supervise them and are responsible for maintaining a safe environment.
- Students should walk in the corridors and on the outside walkways around the school building.
- When tardy, students should go to the office before reporting to their classroom to pick up their tardy slip – this allows us to correct the attendance if necessary.
- Students must ride on their assigned bus unless they bring a note from their parent or guardian requesting an exception.

Playground behavior

1. Respectful language and behavior is expected at all times.
2. Children are allowed to play with Nerf balls. This includes Nerf baseballs, footballs, softballs and frisbees.
3. Students must not leave the playground for any reason without getting permission from an adult on duty.
4. Feet first at all times on the slides. Climbing, running up slides, pushing and shoving are not allowed. Standing on or jumping off the top of equipment or swings is not allowed.
5. Building with small sticks and rocks is allowed in the wooded fairy house area only. Please be respectful of other children's creations.
6. Tag may be played, but not on the playground equipment. Students may not climb on trees or the soccer goals.
7. Be respectful of our learning community, and play away from the building.
8. Practice good sportsmanship.
9. During winter months, wear appropriate warm clothing, and do not throw snowballs.

Smoking and Tobacco Use

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

Drugs and Alcohol

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

Weapons, Threats and Violence

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

Harassment/Sexual Harassment

Harassment of students because of sex, race, creed, color, 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 fully investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion (see Board Policies ACAA and ACAA-R).

Bullying

The Board has adopted a Pupil Safety and Violence Prevention policy JBC 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 for a full investigation. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion. All staff will work with students to eliminate such incidents.

Student Dress

Students are expected to adhere to 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.

Parents are advised to consult a local weather report when providing clothing for children to wear to school since we try to give the students an opportunity to play out of doors whenever possible. In the winter, gloves and hats are important, as well as

Student Dress, cont.

snow pants and boots, and it is helpful if outer clothing is labeled so it can be returned to the appropriate owner if lost.

The 'Lost and Found' container is located outside the cafeteria. Unclaimed items are donated to charity after one month. In addition, we have a lost and found area in the office for special or valuable items like small toys or jewelry.

Student Computer and Internet Use

The Board has adopted a comprehensive policy and rules concerning the use of school computers and the Internet (see Board Policy IJNDB). 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. Teachers will review the "Acceptable Use Policy" with all students so that they understand the terms of it in age appropriate language. Students who violate the policy and rules are liable to disciplinary action and suspension of computer privileges.

Response to Inappropriate Behavior

In response to inappropriate behavior, staff members will determine the severity of the offense and will determine an appropriate consequence. In the vast majority of cases this will mean loss of a privilege, an apology to the person offended if appropriate, a logical consequence or possibly a "time out". Staff members will always try to use the situation as a learning opportunity for the student and will guide the student through a process of determining a different choice that could be made in future situations. If a teacher or staff member sees a pattern of inappropriate behavior then the principal will become involved and parents will be contacted for help and support.

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 relevant 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 JG, JGB, and JGD).

Legal Custody Issues

On occasion, parents request that the school not let a child be released to a particular person for various reasons. Given the serious nature of this situation, we urge parents to provide the school office with a copy of any court order/legal documentation 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 yearly curriculum, the Oyster River Cooperative School District conducts activities which attract the attention of local print and broadcast media. Oyster River Schools may also feature students, their photographs, voices, or work for promotional and educational reasons, such as in publications, posters, brochures and newsletters; on the District 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 preclude having a child's picture, image, or name from being published or broadcasted. A "Media Release Form" is filled out when you do the online registration for your child, if you decide to change your option at any time, please let the Office know.

Child Nutrition Services

As a child nutrition provider, the Mast Way 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 to 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 \$4.50 and may be paid for at the time of purchase or charged to your child's account. Please contact the Cafeteria Manager with any questions. Monthly menus are posted online and parents are encouraged to review them with their child. They are also posted daily 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 on the website. 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 @ \$2.75/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.

Lunch Schedule

Grade 4	Recess: 11:15 – 11:40	Lunch: 11:40 – 12:05
Grade K	Recess: 11:40 – 12:05	Lunch: 12:05 – 12:30
Grade 2	Recess: 12:05 – 12:30	Lunch: 12:30 – 12:55
Grade 1	Recess: 12:30 – 12:55	Lunch: 12:55 – 1:20
Grade 3	Recess: 12:55 - 1:20	Lunch: 1:20 - 1:45

Health Services

Our school nurse, **Katherine Moore**, is in the building for your child's health related needs. Screenings of height, weight, vision and hearing are conducted in accordance with the State of New Hampshire, Department of Education, and School Health Services. The nurse will also attend to injuries and illnesses that occur at school. The nurse keeps health records and emergency information.

1. To start school, each student must have completed immunizations and a recent physical exam from the United States on file. A form for religious exemption from immunization may be notarized and filed with the nurse. Medical exemptions require the signature of the child's physician.
2. All students must have a thoroughly completed yearly emergency form returned to school within the first week of school or has been done as part of your on-line registration packet.
3. An adult must transport any medication that is to be taken at school. Medication can only be administered by the nurse if it is in the original container or its labeled prescription bottle, and accompanied by written permission from a parent or guardian. Children may not transport or self-administer any medication on school grounds.
4. Children with any symptoms of communicable illness such as fever, vomiting, diarrhea, purulent discharge from eyes, etc. must be **symptom free for 24 hours before returning to school**. Please inform the school nurse of any communicable illness.

Health Services cont:

5. If head lice are detected at school, the child will be referred to parents for treatment. Head lice detected at home should be treated at home and reported to the school nurse. Data does not support school exclusion for nits post-treatment, yet continued diligence at home is necessary. Many times, treated nits hatch and cause re-infestation. Mass screenings are not recommended, but close contacts should be monitored (NH Department of Health and Human Services).

ORCSD AND MAST WAY WELLNESS POLICY

Oyster River Cooperative School District is committed to the health and safety of all students emotionally and physically. The state and federal governments have initiated mandates on policies related to physical activity and nutrition in school. Our district has always been concerned with these areas, and these mandates and new district wellness policy as related to physical activity and nutrition, solidify our beliefs and efforts toward supporting the wellness of our students.

Mast Way has added our school policy about personal celebrations such as birthdays: *Mast Way takes diligent efforts to recognize individual students for their merits, accomplishments, and special events. The principal will acknowledge each child's birthday. However, we cannot guarantee a special, home based celebration for every student's birthday and we want an equal experience for all our children. **Therefore, we will not be accepting outside prizes, gifts, or food to celebrate in school.***

Curriculum based celebrations will continue to occur under the direction of the classroom teachers, keeping in mind special dietary situations that may need to be considered. No other group or community based foods will be brought into the school. These policies have been vetted and agreed upon by the Mast Way staff. Thank you all for your cooperation with this change.

Mast Way PTO

The **Parent Teacher Organization** welcomes all members of the Mast Way community to join our organization. We meet to discuss and plan school-wide events that provide enriching experiences for our children. All parents and other interested parties are welcome to attend our monthly meetings. The PTO works collaboratively with the Mast Way Principal and members of the teaching staff to help ensure that we are all working together to support our students.

We understand the value of parents' involvement in their children's education. And there are many ways to support learning at Mast Way. You can volunteer in a classroom, you can help plan enrichment activities, you can serve as a liaison with other schools in our district, or you can lend an hour of your time to a special event.

Please consider getting involved with the Mast Way PTO. Together we can make our school the best that it can be!

PTO Officers 2018-2019:

mastwaypto@gmail.com

Co-Chair – Jill Piparo - jill.piparo@gmail.com

Co-Chair – Nicol Hotaling - greekpeaches@gmail.com

Secretary – Amber Dickson - ldd.ajd@gmail.com

Treasurer – Deborah Rearick-Curran - iscale32@msn.com

Member at Large - TBD

After-School Programs

Live & Learn

Mast Way is pleased to offer an after school program, Live & Learn @ Mast Way is operated by Live & Learn Early Learning Center in Lee. The Oyster River School District rents the facilities to Live & Learn for the benefit of any child attending Mast Way whose parent wishes to take advantage of this service. Information about this program is available from directors, Ms. Johanna Booth-Miner or Sarah Miner, MEd, by calling 659-5047 during the day, visiting www.live-learn.org, or contacting the on-site supervisors at the school between 3:00PM and 6:00PM at 231-5099.

Enrichment Opportunities

After-school enrichment programs for students is currently under development. Families will receive information during the fall regarding available enrichment opportunities.

Student Accident Insurance

Student accident Insurance plans are available contact the office for information

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EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

Protection of Pupil Rights Amendment (written consent required)

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following (protected information survey):

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/Guardians will receive notice and an opportunity to opt-out of:

- Any protected information survey, regardless of funding;
- Any non-emergency invasive physical exam or screening required for attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student. This does not apply to hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. (See also "School District use of data" below.

All Questionnaires, Surveys available will be for Inspection.

Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. Parents/guardians will have the right to deny permission for their child to participate in taking the survey and must actively consent to participation if the survey is funded in whole or in part by US Department of Education. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible but not later than 10 days before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so by making a copy available at the school as well as posting information about the survey on the District website.

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Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for agencies other than the US Department of Education, must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose and will, if they are a non-educational questionnaire or survey (regardless of whether they are funded in whole or in part by the US Department of Education), also be administered in accordance with Policy ILDA. The results of such approved surveys must be shared with the School Board.

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

Notice of Policy

This policy will be included in the student handbook for each school in the District.

Cross Reference:

- ILD-R – Consent and Opt-Out Forms
- ILDA – Non-Educational Questionnaires, Surveys and Research

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

PROTECTION OF PUPIL RIGHTS AMENDMENT – SUPPORTING FORMS

Protection of Pupil Rights Amendment – Active Consent for Specific Activities

(For activities funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

On _____ at
Date

_____ there will be a survey, analysis, or evaluation, and
Name of School/Site

your consent is required so that your child(ren) may participate. This activity consists of:
Description:

Please sign below to indicate your consent for your child(ren)'s participation and return this form to your Principal/designee by _____.
Five (5) days before activity or as directed

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ *Parent Signature* _____ *Date*

Legal Reference:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

Opt-Out For Specific Activities

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

On _____ at _____ Date

_____ there will be a protected information survey conducted.
Name of School/Site

This activity consists of: _____

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by _____
Five (5) days before activity or as directed

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than _____ at _____ or _____
Five (5) days before activity or as directed Phone

e-mail address

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Parent Signature _____ Date

Legal Reference:
 20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment