

Strafford School

Student/Family Handbook



Turning today's learners into tomorrow's leaders.

2023-2024

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Mission and Vision

The Strafford School District, in partnership with the community, is committed to providing a challenging, positive and safe learning environment that CARES:

- Cultivates curiosity and collaboration
- Achieves academic excellence
- Respects and values diversity
- Encourages responsible citizenship
- Supports the needs of every learner

Responsibilities of the Schools

Guided by the Mission Statement, the Strafford School District will:

- Provide a stimulating and disciplined environment in which students and staff can work and learn.
- Set high expectations and promote the pursuit of excellence.
- Provide and teach a challenging, district-wide curriculum that is rich in content, skills, and processes, accessible to all students.
- Offer a variety of programs to cultivate students' artistic, athletic, social, and cultural interests.
- Employ teachers of the highest quality and professionalism to educate our students.
- Provide the necessary support services and materials for successful teaching and learning.
- Honor students' efforts and achievements.
- Acknowledge and reward the spirit of inquiry and self-directed learning.
- Recognize the importance of parents' support and participation in their children's education.

Dear Families,

Welcome to Strafford School!

The purpose of this handbook is to provide students and their families with information regarding the school, its protocols, programs, organizations and other important information. At times, we will reference a district policy that guides our handbook procedure. All of the policies can be found on the School Board Website.

<https://sites.google.com/strafford.k12.nh.us/straffordsau/district-policies>

Administration will communicate with families through the school Facebook page, Strafford Spartans @StraffordSpartans, Class Dojo and email. We also use our student information system, Alma, to send out emails, text messages, and phone calls. It is imperative that you make sure your information is correct in Alma. Once you have activated your family account, you can update that information on your own. If you don't receive the weekly newsletter, please contact the office (office@strafford.k12.nh.us) so we can troubleshoot that with you.

The start of a new school year is always an exciting time! We can't wait to see all the students back in the building, and we look forward to the partnership and support you provide. Don't hesitate to reach out if you have any questions.

Sincerely,

Danielle Harvey
Principal

STRAFFORD SCHOOL DISTRICT CALENDAR																								
2023-2024																								
AUG / SEP 2023					23 Student Days					FEBRUARY 2024					17 Student Days									
M	T	W	T	F						M	T	W	T	F										
21	TW	TW	TW	TW	8/22 - 8/25 - Teacher Workshop									1	2									
28	29	30	31	X	8/28 - First Day of School					5	6	7	8	9										
X	5	6	7	8	9/21- 9/4 - Labor Day Holiday Break					12	13	14	15	16										
11	12	13	14	15						19	20	21	22	23										
18	19	20	21	22						X	X	X	X											
25	26	27	28	29											2/26 - 2/29 - Winter Break									
OCTOBER 2023					20 Student Days					MARCH 2024					19 Student Days									
M	T	W	T	F						M	T	W	T	F										
2	3	4	5	6										X	3/1 - Winter Break									
X	10	11	12	13	10/9 - Columbus Day					4	5	6	7	8	3/8 - End of Trimester II									
16	17	18	19	20						11	12	13	14	TW	3/15 - Teacher Workshop Day									
23	24	25	26	27						18	19	20	21	22										
PC	31				10/30 - Parent Conferences					25	26	27	28	29										
NOVEMBER 2023					18 Student Days					APRIL 2024					17 Student Days									
M	T	W	T	F						M	T	W	T	F										
		1	2	3						1	2	3	4	5										
6	7	8	9	X	11/10 - Veteran's Day					8	9	10	11	12										
13	14	15	16	17						15	16	17	18	19										
20	21	X	X	X	11/22 - 11/24 - Thanksgiving Break					X	X	X	X	X	4/22 - 4/26 - Spring Break									
27	28	29	30		11/29 - End of Trimester I					29	30													
DECEMBER 2023					16 Student Days					MAY 2024					21 Student Days									
M	T	W	T	F						M	T	W	T	F										
				1								1	2	3										
4	5	6	7	8						6	7	8	9	10										
11	12	13	14	15						13	14	15	16	17										
18	19	20	21	22						20	21	22	23	24	5/24 - Student Placement Day									
X	X	X	X	X	12/25 - 12/29 - Holiday Break					X	28	29	30	31	5/27 - Memorial Day									
JANUARY 2024					21 Student Days					JUNE 2024					8 Student Days									
M	T	W	T	F						M	T	W	T	F										
X	2	3	4	5	1/1 - New Year's Day (Observed)					3	4	5	6	7										
8	9	10	11	12						10	11	ER**	TW/SD	SD	6/12 - End of Trimester III *									
X	16	17	18	19	1/15 - Martin Luther King Day					SD	SD	SD	20	21	6/12 - Last Day of School *									
22	23	24	25	26						24	25	26	27	28	6/13 - Teacher Workshop Day *									
29	30	31																						
SCHOOL HOLIDAYS & VACATIONS										OTHER DAYS														
Sept. 1 - 4					Labor Day Holiday Break					Aug. 28					First Day of School for Students									
Sept. 4					Labor Day					TW					Teacher Workshop Days - No School									
Oct. 9					Columbus Day					X					School Vacation Days - No School									
Nov. 10					Veterans Day					PC					Parent Conference Day - No School: Oct. 30									
Nov. 22 - 24					Thanksgiving Break					SP					Student Placement Day - No School: May 24									
Dec. 25 - 29					Holiday Break					ER					Early Release - Last Day of School **									
Jan. 1					New Year's Day (Observed)																			
Jan. 15					Martin Luther King Day					TW - Teacher Workshop Days - Aug. 22-25, Mar. 15, June 13 *														
Feb. 26 - Mar. 1					Winter Break																			
Apr. 22 - 26					Spring Break					**Snow Days - Each snow day will advance the last day of school and final teacher workshop day by one day														
May 27					Memorial Day																			
First Trimester:					Second Trimester:										Third Trimester:									
Mid-term Oct. 11					Mid-term Jan. 19										Mid-term April 29									
End of Trimester 1: Nov. 29th					End of Trimester 2: March 8th										End of Trimester 3: June 12th**									
Adopted: 1.11.23					Adjusted: 4.12.23					Instructional Days: 180														
Please Note, the Strafford School Board reserves the right to amend the calendar as needed																								

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Strafford School Office Staff

The following staff are housed in the Strafford School Building:

Title	Name	email@strafford.k12.nh.us
Principal	Danielle Harvey	dharvey
Director of Student Services (Contact for Special Education for all Strafford Students)	Melissa McKeon	mmckeon
Dean of Students (Contact for discipline, athletics, clubs, and organizations)	Lynne Guyre	lguyre
IT Director		
Facilities Manager	Jim McCormick	james.mccormick
Administrative Assistant (Contact for volunteering, student activities account, general questions)	Jessica Clark	jclark
Administrative Assistant (Contact for Alma, Pick Up Patrol, general questions)	April Silva	april.silva
Administrative Assistant (Contact for special education meetings, special education transportation, PreK)	Marrissa Knight	marrissa.knight
School Counselor	Shonda Pecor	specor
School Counselor	Michelle Gagne	mgagne

The SAU Office is next door to the school. Their phone number is 603.905.9555

Superintendent	Rob Seaward	robert.seaward
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Arrival Times

Strafford School is in session from 8:45 am - 3:10 pm. New this year, K-8 classes will begin promptly at 8:45 am. Students will be considered tardy if not in their rooms at that time.

- Car drop-off can begin at 8:20 am by the gym. Students will wait outside 8:20 am -8:30 am.
- Students can go to their advisory or homeroom beginning at 8:30 am.
- All buses are in by 8:40 am. Bus routes can be found on the school website.
- Car drop-off staff members will enter the building at 8:45 am. If you are late you need to report to the Main Office.

Preschool: AM Sessions - 9:00 AM - 11:30 AM - Monday - Friday

PM Session - 12:15 PM - 2:45 PM - Wednesday only

First day of preschool class will be Tuesday August 29th. Monday August 28th will be open house for all preschool families.

Academics/ Curriculum

Strafford School is committed to providing students with the knowledge and skills they need to compete in tomorrow's workplace. The task of deciding what students should learn and what schools should teach is ongoing and is related, in part, to state and national standards and student performance on New Hampshire's State Assessment. In addition to providing basic skills, it is our school's ultimate objective to provide students the opportunity to follow varied areas of interest within the study of core curriculum areas. In addition, we make available to staff and students a variety of learning materials and technological resources to help facilitate the learning process and provide opportunities for students to collaborate and cooperate with one another throughout the learning process. Options are provided to students for different performance-based demonstrations, competitions, and/or exhibitions, as well as opportunities to personalize the learning process and individual student outcomes through real-life problem-solving. We strive to facilitate in students a love of learning and a lifelong desire to be part of the active learning process.

Assessment

The Strafford School District administers a variety of localized and standardized assessments to determine the effectiveness of our academic program. Each spring, students in grades 3-8 participate in math and literacy (grades 5 and 8 also take science) assessments developed by the New Hampshire Department of Education to determine whether our school meets Annual Student Progress requirements in reading and math, as established by the N.H State Department of Education and the U.S. Dept. of Education.

The Strafford School District is also a member of the Northwest Evaluation Association (NWEA). This membership allows us to test our students in reading, language arts, and math using a computer-based assessment. Students are generally tested in the fall and spring, and their progress in each of the above areas is monitored closely by the staff and administration. The assessment is a progressive test that provides the school with immediate results. Test results indicate the areas needing increased emphasis are modified and adjusted based on student needs. Many additional localized formal and informal assessments are also used throughout the school to monitor student progress. These assessment results are posted in Alma File Cabinet when finalized, and an email will go home to families.

Language Arts

The English Language Arts program at Strafford School emphasizes knowledge building of language and its conventions when reading, writing, speaking, and listening in a variety of contexts and content areas. Vocabulary acquisition, penmanship, and keyboarding skills are also addressed. The language arts curriculum outlines goals and objectives at each grade level.

Strafford School uses *Handwriting Without Tears* to support penmanship skills for students in grades K-2 and *Foundations* for students in grades 3-4. Our school also provides instruction in cursive handwriting per SB 195-FN and RSA 189:11.

Strafford School employs a Reading Specialist who monitors the overall quality of the literacy program and provides a support system for students and staff to assist in the ongoing improvement of student performance.

Our literacy program includes comprehensive core instruction in all aspects of literacy, including phonemic awareness (K-1 with Heggerty), phonics (K-3 with Foundations), comprehension of a variety of text types, fluency, vocabulary, grammar, and writing for different purposes with a science of reading mindset.

Supplemental instruction is available to all students who struggle, including small group instruction, and personalized reading lessons. While we are a targeted Title 1 school, due to staffing, support happens outside the school day.

Mathematics

Strafford School utilizes Houghton Mifflin-Harcourt's *Math in Focus* (K-8) program to support our math curriculum. Math in Focus is an authentic Singapore Math® curriculum with problem-solving as the center of math learning and concepts taught with a concrete–pictorial–abstract learning progression through real-world, hands-on experiences.

Science

The science curriculum is in the process of being revised. Since 2013, staff have been studying the 'Next Generation Science Standards' (NGSS) and aligning all grades to the new national standard. The NGSS emphasizes elementary science as the foundation of STEM success. Engineering and design are critical components to our teaching of science.

Social Studies

The social studies curriculum follows the State of N.H. Frameworks and the C3 Framework. These programs provide solid instruction in history and geography with a strong emphasis on citizenship, economics, and the humanities. They are designed to help foster an appreciation for our heritage, understanding of other cultures, knowledge of history and geography, and a conviction that personal and positive contributions count.

K	Our Own Community	Gr. 4	NH History
Gr. 1	The Community Around Us	Gr. 5	Early America
Gr. 2	The World Around Us	Gr. 6	Ancient History
Gr. 3	The United States	Gr. 7/8	American History

Unified Arts (Specials)

Students will rotate through the core Unified Arts class. Each class is 45 minutes long, and students will have one a day.

Art

Art lessons encompass an introduction to famous artworks and styles, use of a wide variety of materials, exploration of art forms and mediums, the use of technological resources, and art vocabulary and concepts appropriate to the age level involved. Skills are built upon each year. Displays of student work and special presentations and publications showcasing student work are ongoing within and outside the school.

General Music

Music instruction is provided for all grade levels. The curriculum is designed to introduce concepts that are appropriate at each grade level. Students are exposed to a variety of styles of music. Students will learn to play many instruments as well as sing in class. The long-range goal is to provide students with a basic knowledge and appreciation for all types of music so they may become lifelong patrons of the arts.

Health and Wellness

The goal of the health education curriculum is to provide age-appropriate instruction to all students in the following areas: mental health; family and social health; growth and development; nutrition; exercise; sexuality, fitness; substance use and abuse; diseases and disorders; consumer and personal health, safety and first aid; and community and environmental health. (Components of the curriculum involving human sexuality reinforce abstinence as the standard to uphold. It is addressed as a separate unit of study as well as within the context of several units of study). The curriculum is focused on the development of attitudes, behaviors, and the formation of character in students that promotes physical and mental health and good decision-making throughout their lifetimes. The Strafford School health education curriculum will emphasize family involvement, acknowledge parents and guardians as primary educators, and strive to provide parents with information to expand their understanding of growth and development, and access to workshops that enhance their ability to communicate with their children.

Physical Education

The goal of the physical education program is to give every child the opportunity to experience, succeed, and build self-esteem in a wide variety of movement activities. Students are expected to participate in physical education unless a doctor's note excuses participation. Students are expected to wear properly laced sneakers and comfortable pants/shorts for each physical education class. **Students in grades 6-8 are taught how to use the climbing walls in PE class.**

Technology

Our efforts are to ensure that all students feel confident and competent using technology as an integral part of everyday learning. We strive to prepare students to be self-directed learners in the information society of the 21st Century and will enable all students to access, evaluate, and use information to effectively problem solve. Strafford School is committed to using computers and other available educational technology pervasively throughout the curriculum to improve all aspects of education. We believe that by strategically putting technological tools in

the hands of students, we will enhance learning opportunities and student productivity. By the end of the 8th-grade year, students will have completed their ISTE portfolio as required by the New Hampshire Department of Education.

The following are optional Unified Arts and are offered on a varying schedule.

Choral Music

Participating in a chorus can have a transformative effect on a child's academic achievement and overall well-being. Choral music is offered to students in grades 5-8. One or more performances are offered throughout the year at school and, on special occasions, outside of school. The general public is invited to attend all school concerts and special events.

Instrumental Music (Band)

Students in grades 4-8 are offered the opportunity to take instrument lessons and to participate in band and other specialized instrumental ensembles. Individual or small group lessons and band are offered during each scheduled rotation. An instrument demonstration is offered annually to students, after which students may sign up for lessons and rent or purchase an instrument of their choice. The Strafford School Band performs one or more times annually at school and within the community. Anyone interested in receiving additional information regarding instrumental music at Strafford School should contact the Strafford School office.

Library / Media

The Strafford School Library/Media Center houses over 8000 books, periodicals, audiobooks, and a staff professional collection which can be accessed through the Library's OPAC. In addition, students have access to several online research and information services through the library's website. Students may visit the LMC individually. Classes K-4 will visit the Library twice a month.

Attendance

Truancy

Regular and punctual patterns of attendance will be required of each student enrolled in the district. Any student who is absent more than 10 half days *may be considered truant per RSA 189:3-a* and forfeit any credit for that year, and be required to repeat the grade.

A committee composed of the Principal, classroom teacher(s), and Superintendent of Schools will review all cases of unexcused absences in excess of 10 half days. The Superintendent will approve or disapprove credit for the year, subject to School Board review upon request of the parent.

Consistent and repeated absence from school or from class can be extremely detrimental to the student. Medical, dental, and other appointments, except for emergencies, should be scheduled outside of school time. Any absence other than excused absence is considered unexcused. The Board considers the following to be excused absences, as defined in [policy JH](#):

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments

5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Documentation may be requested, and at times required, to excuse an absence. Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

Students who do not attend school for at least a half day, for any reason, including those of health, will not be allowed to participate in or attend any school activities on that day, including practice sessions, school performances, dances, or any other school-sponsored event.

School vacations are scheduled to provide students with recreational and educational opportunities. The school discourages alternative vacation periods for students. Teachers require a two-week advance notice to prepare make-up assignments and these assignments are due from the student on the day of return to school.

In all cases of absence, students are required to ascertain from their teachers the make-up work required of them and are expected to complete all class work and assignments. All incomplete grades must be completed within two weeks of a student's return to school to avoid receiving an incomplete on the report card. Administrators and teachers are expected to review individual situations with discretion and allow additional time for completion of work if circumstances warrant.

Strafford School makes every effort to verify all absences by telephone to ensure the safe arrival of students at school each day. Our success relies heavily on parent cooperation. If your child is going to be absent from school, update Pick Up Patrol or send a note in. We will attempt to connect regarding unreported absences by phone after 9:00 A.M. each day. Every attempt will be made to contact the family. Your cooperation in calling and providing us with accurate telephone numbers is essential.

Early Dismissal

In an effort to reduce disruptions to the learning environment, it is requested that parents and legal guardians provide the main office notice prior to dismissing students. Dismissal changes can be made through Pick Up Patrol or called into the office before 2:30 pm to avoid traffic issues and the busy time of dismissal. Before a student is dismissed early from school, the student MUST be signed out by an adult who has written authorization on file. Photo identification will be requested if the adult is not known to the office staff. Strafford School respectfully requests that parents and guardians try to avoid early dismissals for students.

Tardiness

Arrival begins at 8:20 am for car riders. A student is considered tardy if they arrive at school after the opening bell that sounds at 8:45 AM. Please ensure students are signed in at the office by a parent or guardian. Tardiness impacts every student in our school, even those who are never late. Late arrivals disrupt the flow of a class and draw attention away from the lesson in progress. The weather where we live, travel conditions, and family emergencies can all lead to tardiness and, from time to time, are understandable. However, some students are chronically late, which can lead to a number of significant academic and social problems for the child, the parent, and the school. Repeated tardiness sends the wrong message that being

punctual is not important for school or for the work world and can lead to unfortunate circumstances if not controlled. Create an environment and a routine that allows them plenty of time to prepare for and arrive at school on time.

Even missing five minutes of school a day means you miss 25 minutes of instruction a week.

Withdrawal / Transfer

Parents of students who withdraw from school or transfer to another school should notify the school secretary as soon as possible. It is important that all books and school materials be returned prior to the withdrawal.

Code of Conduct

Note: this school year we are doing in depth work on student behavior and will revise the Code of Conduct as we continue our learning.

Strafford School approaches student discipline through a social-emotional learning (SEL) lens, believing that a safe, consistent, and nurturing learning environment is essential for all students to thrive academically and behaviorally. Morning Meeting (K-4) and Advisory (5-8) play integral roles in fostering a positive and inclusive learning environment, supporting students' holistic growth in academic, social, emotional, and behavioral aspects.

These sessions promote inclusivity, empathy, and self-awareness, aiming to develop well-rounded individuals prepared for success both in and beyond the classroom. Teachers and staff employ tailored, with use of Responsive Classroom Morning Meeting and Advisory materials, approaches to cater to individual learning styles and needs, ensuring each student receives appropriate guidance and attention.

Discipline will be based on the following principles:

1. **Creating a Safe and Inclusive Community:** Our discipline approach centers around ensuring that everyone feels safe, supported, accepted, and connected to our school community. We prioritize the well-being and emotional security of everyone within our educational environment.
2. **Fostering Respectful Relationships:** We believe effective discipline involves mutual respect. Fostering respectful relationships among all members of our school community is crucial in creating a positive learning environment where students can thrive academically and personally.
3. **Involving Families:** Families play an integral role in our school community, and their active participation is essential to their children's success. We value open communication and collaboration with parents, recognizing that their involvement contributes significantly to the overall growth of our students.

4. **Behavior as a Learning Opportunity:** We recognize that behavior is shaped by various factors, including lagging skills and unmet needs. When students exhibit behaviors that do not align with our school norms, we view it as an opportunity for learning and skill-building, rather than a reflection of their character. Through a collaborative approach, students and the school will identify lagging skills and work together to develop strategies to address them. This process allows students to acquire the necessary skills to adapt to our school's norms and provides valuable learning opportunities for personal growth and development.
5. **High Expectations and Explicit Teaching:** Strafford School maintains high expectations for our students. To support their success, we provide explicit teaching of both social-emotional learning (SEL) skills and academic curriculum. By equipping students with the tools they need, we empower them to reach their full potential.
6. **High-Quality Instruction and Engagement:** We are committed to providing students with high-quality instruction and meaningful engagement with the curriculum. Our goal is to create a dynamic learning environment that fosters intellectual curiosity, critical thinking, and a passion for learning.

It is important to set a strong foundation for students to be successful behaviorally from day one of the school year. This foundation comes from various avenues, aligned to [Policy JICD](#), including, but not limited to:

- **Building positive and meaningful relationships with students** is fundamental to our school's approach, fostering a supportive and engaging learning environment. These authentic connections, built on mutual respect, trust, and empathy, allow our educators to tailor instructional approaches to meet individual needs. These strong teacher-student relationships enhance academic performance and contribute to students' social-emotional well-being, creating a sense of belonging and motivating active participation in their educational journey. Our commitment to proactive relationship-building nurtures a school community where every student feels supported, encouraged, and inspired to achieve their full potential.
- **Developing clear routines and expectations fosters** a structured and nurturing environment. These guidelines provide stability, maximize learning time, and empower students to make positive choices. Through this approach, students gain organizational skills and build confidence, contributing to a harmonious and focused learning atmosphere where they can thrive academically and socially. When they know what is expected of them, students can thrive. Additionally, we will be working to ensure consistent responses for when expectations are not met.
- **Prioritize direct SEL instruction and integration** into academics and Morning Meeting/Advisory. This approach equips students with vital life skills, fostering emotional intelligence and creating a positive learning environment.
- **Frequent communication with parents/guardians** is essential to our commitment to fostering a strong home-school relationship. Open and transparent communication is key to each student's successful educational journey. Regularly sharing academic progress, behavioral updates, and concerns ensures active parental involvement, allowing us to gain insights into each student's needs. This collaboration enables personalized support and tailored

interventions, creating a united front in supporting students' growth and ensuring the best possible educational experience both at school and home.

At times, there are situations where in school and out of school suspensions may be deemed necessary. School administration will make this decision by following the guidance in [Policy JICD](#).

Discipline Chart

Level 1	Level 2	Level 3	Level 4
Incidental Violations	Repetitive Violations	Major Violations	Illegal Violations
Classroom Teacher	Classroom Teacher	School Administrator	School Administrator/ Law Enforcement
These are considered Incidental Violations, which typically involve minor or unintentional misbehavior within the classroom/ school. At this level, the teacher/ staff member is primarily involved in addressing and managing minor disciplinary issues within their classroom, using appropriate classroom management techniques and positive reinforcement to maintain a conducive learning environment.	These are categorized as Repetitive Violations, involving repeated instances of misbehavior within the classroom/ school. A Classroom Teacher/ Staff Member is the educator responsible for overseeing a specific class or group of students. At this level, the teacher is tasked with addressing and managing ongoing or recurrent disciplinary issues within their classroom.	These are categorized as Major Violations, involving serious or significant misbehavior that may disrupt the learning environment or pose safety concerns. At this level, the school administrator takes charge of addressing and handling major disciplinary incidents.	These are classified as Illegal Violations, involving actions. The school administrator plays a role in initiating immediate action, collaborating with law enforcement, and implementing appropriate school-based consequences. Simultaneously, law enforcement agencies may conduct investigations and apply the law as necessary to address the illegal behavior.
Behaviors			
<ul style="list-style-type: none"> Disruptive behavior Running in the hallway Name-calling Horseplay Unpreparedness/ Missing assignment Remaining out of classroom/area Technology misuse/ Cell phone use Disrespect/defiance/ non-compliance Indirect inappropriate: Language, Gestures, Messages Inappropriate physical contact Plagiarism/ cheating 	<ul style="list-style-type: none"> Third Level 1 offense 	<ul style="list-style-type: none"> Third Level 2 offense Bus referrals Blatant defiance/ noncompliance Direct inappropriate: Language, Gestures, Messages Harassment/bullying Fighting/physical/ aggression Property damage/ vandalism/ graffiti 	<ul style="list-style-type: none"> Drug use/possession Weapon use/ possession Threats Assault Bomb threat Arson Extreme property damage/vandalism Robbery Theft
Interventions Strategies			
<ul style="list-style-type: none"> Redirection Verbal Warning Change seats Parent/ Guardian email or phone call Offer choice Loss of classroom privileges Restitution/ Restorative Conversation 	<ul style="list-style-type: none"> All Level 1 interventions Student/Parent/ Guardian/Teacher Conference Parent/ Guardian/ Teacher Conference Before or after school detention with classroom teacher Referral to Child Study Team (CST) Classroom Detention 	<ul style="list-style-type: none"> Administrator/Student/ Teacher Conference Administrator/Student/ Parent/ Guardian Conference Restitution Loss of privileges Office detention In-School Suspension Out-of-School Suspension Restorative Discussion/ Mediation 	<ul style="list-style-type: none"> All Level 3 interventions Administrator/Student/ Parent/ Guardian Conference Administrator/ Parent/ Guardian Conference Involvement of Strafford Police Department Expulsion

Academic Honesty and Personal Integrity

Two basic elements of a student's education are academic honesty and personal integrity. It is important for students to demonstrate their knowledge and understanding of topics through their own work and not through plagiarism or cheating. Academic standards are seriously undermined by cheating, plagiarism, and unauthorized copying of class work.

Plagiarism and unauthorized copying are considered cheating. Plagiarism is taking and using as one's own the ideas, writing, or work of others. This includes, but is not limited to, such sources as books, magazines, and the Internet. Any type of cheating, including plagiarism, **will be taken seriously. To ensure students understand the severity of these actions, teachers will provide learning opportunities for proper citations, paraphrasing, and summarizing.**

Bullying

In accordance with NH State Law (RSA 193-F), the Strafford School District has adopted a bullying policy in addition to already existing harassment and discipline policies. Conduct constituting bullying and harassment will not be tolerated and is prohibited by this policy. Allegations of bullying should be reported to the school administration. Each allegation of bullying or harassment will be investigated thoroughly by the administration and dealt with appropriately in accordance with established disciplinary procedures. A report on each bullying incident will be forwarded to the Superintendent of Schools as required by law (see *policy # [JICK](#)*).

Care of School Property

Students are responsible for the proper care of all books, supplies, electronic devices, and furniture provided by the school. Books should remain covered throughout the school year. Students will be required to pay for the loss or damage of school property or its replacement and be billed for such damages through the office.

Values and Character

It is the expectation of the Strafford School Board that the basic elements of character, morality, citizenship, leadership, critical thinking, problem-solving, multicultural understanding, accountability, communication, and community service be incorporated into courses of study within the classroom, providing opportunities for students to discuss, reflect, role play, cooperate, collaborate, and write. This policy (#IHAK) recognizes the necessity of encouraging students to experience life beyond one's awareness of the world as a place of diverse, complex, and multifaceted realities. Within this context, students can develop a concern for the integrity and dignity of individuals and a concern for human rights as they learn social and civic responsibility.

With this in mind, Strafford will focus on the CASEL skills as a way to anchor and coordinate our instruction. While this instruction should be embedded in everything we do, there will also be a dedicated time each morning to be explicit in our instruction and modeling of social-emotional skills. The first half hour of the day is dedicated to an advisory/morning meeting.

Detention

Any teacher may issue detentions (keeping a student before/ after school for disciplinary reasons). A minimum of 24-hour notice will be given to parents/ guardians for before/ after

school detention and a signed statement agreeing to provide transportation secured. Detention is used as only one of several techniques used to support students in learning the appropriate skills needed to act within the Code of Conduct. When issued a detention, it means the student is not eligible for any afterschool activities that day. The detention is an opportunity for the student and teacher to work through, build skills to be successful in the classroom, and hopefully resolve the problem. A student who fails to serve a detention will be referred to the administration for further action. Recess detentions are not a substitute for before and after-school detentions.

Drugs and Alcohol

The administration will investigate and potentially suspend any student whom they have reasonable cause to believe is possessing, selling, or using controlled drugs, narcotics, or alcohol. That also includes those under the influence of any of these substances while in school buildings, on school property, or at any function held under the name of Strafford School. The administration will refer confirmed cases of abuse to local law enforcement officials and to the superintendent and the Strafford School Board for possible further action. The same action may be taken when a student possesses substances or other materials and represents them as drugs for use or for sale.

M.U.S.T (Make Up Study Time)

In the event a student gets behind with an academic assignment or skill, a M.U.S.T can be issued to keep the student before or after school. A minimum of 24-hour notice will be given to parents/ guardians for before/ after school detention and a signed statement agreeing to provide transportation secured. This time will be spent working with the teacher to get caught up on an assignment or practicing the missing skills.

Personal Property

Students are discouraged from bringing personal possessions non-essential to academic learning (e.g. toys, trading cards, electronic games, skateboards, sleds, hard balls, bats, smart watches, phones) to school unless special permission is received from teachers or the administration. They may be used on buses or at after-school activities where permitted but should remain in bags for the school day. Children are discouraged from bringing large amounts of money to school since its security cannot be guaranteed. Personal items not associated with school attendance and instruction are the complete responsibility of the student. The school district assumes no liability in connection with their loss, damage, disrepair, or potential theft. If items are taken out during the school day, they will be held in the office for a family member to pick up.

Sexual Harassment

Strafford School defines sexual harassment as unwanted, unwelcome, or unsolicited sexual behavior. Sexual harassment includes but is not limited to:

- Sexual gestures and comments directed toward or with reference to another person;
- inappropriate touching, grabbing, or pinching
- Sexual graffiti directed toward another person
- Giving or showing a person offensive sexual material
- Sexual gossip or remarks which affect a person's ability to function in the school environment peacefully
- Any other type of unwanted sexual contact

Strafford School will not tolerate these behaviors. Each allegation of sexual harassment reported will be investigated by the administration and dealt with appropriately in accordance with established disciplinary policies and procedures. Other forms of harassment, such as teasing, threats, spreading malicious rumors or gossip, pranks, tampering with personal property, inappropriate physical contact, etc., are considered serious infractions and will be dealt with firmly. (SB Policy [#GBAA](#))

Smoking

Students and adults are not permitted to smoke in or outside the school building at any time. Any student caught smoking or in the possession of cigarettes in the school building or on school grounds, regardless of whether school is in session or not, shall be suspended from school and referred to the local police for further action. It should be noted that smoking is prohibited for adults as well as children at Strafford School under NH Title X Public Health Chapter 126-K:17.

Dress Guidelines

The values of the school, as they pertain to the philosophy, state that all students should be able to dress comfortably for school and engage in the educational environment. The goal is to create a safe, welcoming, and respectful learning environment for all students while preventing unnecessary barriers to school attendance. (See Policy # [JICA](#))

1. A top, a bottom, shoes, and the guarantee that certain body parts are covered. The code itself operates on a very basic principle: "Certain body parts must be covered for all students at all times," wherein these body parts are "genitals, buttocks, bellies, and chests."
2. As long as they meet the shirt, pants/equivalent, shoes, and coverage specifications, students are allowed to wear:
 - "fitted pants: (including leggings, yoga pants, and skinny jeans),
 - ripped jeans (as long as underwear and buttocks area are covered),
 - tank tops,
 - athletic wear (ie; sweatpants, gym shorts).
3. What students can't wear are — or should seemingly be, at least — common sense-type things:
 - clothing or accessories that have language or images that are violent; depict drugs, alcohol or other illegal items and activities; that include hate speech, profanity, or pornography; which can be used as weapons; or which otherwise create "a hostile or intimidating environment based on any protected class or consistently marginalized groups."
 - swimsuits as clothing,
 - hats, hoodies, or headwear in the building unless it's for religious observance, documented medical need, or a special event,
 - clothing that "reveals visible undergarments" (ie; "see-through fabric"),
 - outerwear (ie; boots, heavy coats, snow pants, ponchos, raincoats)
4. In order to achieve the goal of creating a safe, welcoming learning environment for all students, we share the responsibilities, as noted below:
 - Families -The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. Families are responsible for ensuring student compliance with the school dress code.

- Students - All students are responsible for complying with the dress code during school hours and school activities.
- Staff - To equitably enforce the school dress code, while understanding its purpose and spirit while ensuring a positive learning environment for all students.

5. Enforcement

- When a teacher, school staff member or school administrator discusses a dress violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student.
- When addressing dress code concerns with students, staff will make every effort to minimize doing so in front of the student's peers.
- Teachers or staff discussing a dress violation with a student should present options for obtaining appropriate clothing (e.g. school clothing closet, contact caregiver, put on another shirt).
- Where possible, students should not be required to wear school-owned replacement garments and should never be required to wear specific garments as a disciplinary measure.
- Discipline for dress violations should be consistent with the discipline policies for comparable violations.
- School Administration will have the final say to impose restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

Emergency Contact Information

Automated Calls

Strafford School utilizes an emergency notification system built into the [Alma](#) system. The system allows us to notify all parents at once at a predetermined time of any school cancellation, delay, or emergency. It also allows us to notify parents of children involved in different activities or organizations of critical changes in schedule or programming should that become necessary.

Change of Address

We will ask families to review contact information each year. This year it will be done through Alma Start. All parents and legal guardians are asked to keep the school informed of the correct home addresses as well as home and work phone numbers. Whenever a change occurs, this information should be given to the school secretary immediately. In case of emergency, the school MUST be able to contact someone at home or place of employment. Parents and guardians are asked to inform the school immediately if there is a change of address and/or telephone number.

Parental Rights

Special requests are frequently made by parents related to transportation, attendance, student dismissal, etc. based on custody or other family legal situations. The school cannot accommodate these requests without referencing legal documentation specifically outlining the courts order and individual parent rights. This paperwork must be on file in the office and must clearly outline the rights of both parents regarding custody, visitation, and school participation. In disputes of this nature, the school remains neutral and can only comply with court-ordered

procedures. The school cannot respond to special visitation or access requests that are not supported by legal documentation.

Emergency Response Management

Emergency Contact Information

Parents are requested to update ALMA each fall. The system will ask you to update medical information and emergency contacts which need to be accurate and will be used in case of a medical or other emergency involving your child. Please call to notify the school anytime work or home telephone numbers change for any adult listed on the emergency card.

Emergency Evacuation

Strafford School has a comprehensive management plan in place outlining procedures in the event of a variety of emergencies. The School District has made every effort to effectively plan for a variety of emergency situations but no plan can account for the unexpected. The safety and well-being of our students will always be our top priority. In the event of an emergency, it will be necessary for all involved, including parents, to maintain calm and cooperate with those in charge to avoid further heightening the emergency.

Emergency Transportation

In the event of an emergency where the students are dismissed from school, the transportation for those students who ride buses will be as normal as possible in every respect. That is, every effort will be made to deliver a student to the same place as he or she was picked up. However, the situation may make some roads impassable, in which case, every bus would travel as close to each regular pickup point as possible.

Fire Evacuation, Lockdown, and Bus Drills

Fire, evacuation, bus, and lockdown drills are conducted regularly. The drills are required by law and are an important safety precaution. We ask that parents discuss the importance of these drills with their children and carry out home exit drills and home safety training in accordance with effective safety practices. Strafford School has comprehensive emergency plans in place that are updated and monitored on a continual basis by a Safety Committee made up of school and community safety officials.

Inclement Weather

If school is delayed or canceled, several radio and TV stations will be notified. They include WMUR TV, School Facebook Page and an all call.

FERPA

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

Field Trips

The Strafford School staff believes that children learn in many different ways and is committed to providing as many experiences as possible to its students. Classes plan one or more field trips each year that provide enrichment and support the regular classroom activities. Most of these trips are co-curricular and enhance a specific unit or course of study. Parents are encouraged to participate as chaperones but are discouraged from bringing pre-school family members. This ensures that the supervision of students on a field trip is not compromised. All volunteers and chaperones need to complete a Volunteer Registration Form and be fingerprinted with the results on file at the SAU prior to the field trip. The school district will pay for volunteers to be fingerprinted twice a year, August and again midyear. If you are unable to be fingerprinted on one of those days, then you will need to cover the cost of a live scan yourself.

Since field trip experiences are an important extension of the school curriculum, it is expected that all students will participate and utilize the transportation provided by the school. Private transportation is discouraged. Students who do not participate in field trip experiences may stay home or be assigned to an alternative school classroom for a day. Those who choose to remain home will be counted as absent. Dismissal of students to parents during or following the field trip site is discouraged.

Environmental Camp

As a regular part of their curriculum, the sixth-grade class spends one week during the academic year at Environmental Camp. Environmental Camp is a wonderful opportunity for students to learn and grow together in a safe outdoor environmental setting. Grade six teachers and Strafford staff chaperone the trip, and experienced camp staff facilitate activities. All sixth-grade students are expected to participate in this experience and are responsible to pay tuition costs. Fundraising activities are conducted throughout the year to enable students to raise the necessary funds to participate. In addition, some financial assistance is made available to students on an *as-needed* basis. Students who choose not to participate in this experience will be provided normal school assignments and a special curriculum to complete within the school environment.

Food Service

Fresh Picks Café is a locally owned and operated company dedicated serving delicious, wholesome, quality meals that meet the latest nutritional guidelines. As a refresher, here are some of the features your children enjoy through your district's partnership with Fresh Picks Cafe:

1.) Menus:

We offer online, interactive menus through ISITE APP and Interactive menus are also available online and can be viewed and printed from your school district's nutrition website.

Strafford School has the following stations offering a variety of daily lunch choices.

Signature Picks features homemade buffet style and made to order entrees; **Market Fresh**, features a daily selection of Entrée Salads, Bento Boxes, and Parfaits; and **Deli Picks** serves made to order deli sandwiches.

The cafeteria will also be open prior to school each day to provide a complete nutritious breakfast featuring a wide range of hot and cold breakfast meal options. All breakfasts are accompanied by a variety of fruit selections to enable students choose a full, healthy meal to start their day.

Fresh Picks Café is proud to present our Smart Snacks line of healthier packaged snack, beverage, and homemade snack options. Visit the nutrition website and watch for details and news flashes on exciting new programs.

2.) Meal Assistance Program: Students receiving meal benefits go through the same checkout process as all students. They are also entitled to one breakfast and one lunch per day. Snack items such as snack milk or snacks are available to all students for an additional charge.

3.) Automated Point of Sale System: The Strafford School District has an automated point of sale system from LunchTime. Parents will have 2 methods to fund their student's account. Option 1. Online Payments - You may set up an online account to use a credit or debit card to prepay for your child's purchases. The system allows you to view your child's purchase history, receive low balance alerts and more! Instructions for setting up your online account are available in print from your Food Service Director and posted on the nutrition website.

Option 2. You may send a check with your child, made payable to the Strafford School Lunch Program. Please make sure to include the child's name in the memo line. Cash can also be accepted but is discouraged at the elementary school level.

Prepaid monies deposited by either method can be used for any purchases in the cafeteria, but at any time parents may contact the school food service supervisor and request that prepaid monies be used only for full meal purchases.

4.) Credit Procedure: Fresh Picks Cafe never denies any student a full, nutritious meal. We follow your school board approved meal charging policy and school administration approved procedures. Every student will always be provided with a full meal, but snack and a la carte items are only available when a student's food service account has a positive balance or when the student has cash in hand. We will work with your school administration to ensure that communication of student account balance information is timely, compassionate and respectful of your family's privacy.

Methods of communication for meal program accounts with negative balances could include regular notifications by email, mail and/or telephone. Please refer to the school district's charge policy and procedures for further information.

5.) Student Allergy / Special Needs Identification: If your student has a medically documented food allergy or special need when it comes to food, your food service director will work closely with the school nurse and other personnel to ensure that your child's specific needs are met. Please visit the allergens page on your school district's nutrition website to learn how to access allergen information online and/or to contact the Fresh Picks Café Dietitian Team.

6.) Nutrition Website! Our food service program now has a nutrition website loaded with information about our program as well as our interactive, online menus. Visit our website for:

- Menus – including allergen and nutritional information
- “New in the Café” special events and promotions
- Information on managing your student's food service account
- Contact information for our managers and dietitians
- Alerts and notices about any changes to the food service program
- And so much more! Visit the website! <https://strafford.linqnutrition.com/>

Breakfast is “grab and Go” style and can be picked up in the cafe 8:20am -8:45pm. Lunch times are as follows:

- Kindergarten 12:19-12:39
- First and Second 11:28-11:48
- Third and Fourth 10:58-11:18
- Five and Six 11:49-12:09
- Seven and Eight 12:40-1:30

Strafford School District Food Service Director:

Nichole Rybicki 603-644-2842 x 308 strafford@freshpickscfe.com

Pricing	Lunch			Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
	\$3.25	.40	\$3.75	\$1.50	.00	\$2.25

Grading

The Strafford School Grading Scales are noted on the report cards, as they differ by grade span. In general:

- 4 EXCEEDS EXPECTATIONS** - Student consistently meets or exceeds class expectations and is a leader in class.
- 3 MEETS EXPECTATIONS** - Student is consistently meeting expectations as outlined.
- 2 APPROACHING EXPECTATIONS** - Student sometimes meets expectations.
- 1 NOT YET MEETING EXPECTATIONS** - Student is not yet meeting expectations

Our 7th and 8th grade students will additionally receive a letter grade for their core classes to prepare them for high school.

Report Cards

Student report cards will be issued in trimesters. They will be emailed to families approximately a week and a half after the grades close. Families are encouraged to check Alma to stay on top of their middle schooler's grades.

In grades 5-8 (middle school), student performance/achievement in all courses is reported out by competencies and an overall letter grade for 7/8. In middle school, we review the core classes for honor role eligibility following the guidelines below:

- High Honors: Mostly 4s, one core class with 3s.
- Honors: Any combination of an 4 and 3s
- Honorable Mention: Any combination 4 and 3 with one 2

There will be a survey link for parents to indicate they have reviewed the report card.

National Junior Honor Society

This year we will be launching a National Junior Honor Society for our 6th, 7th and 8th graders. The Faculty Council will be setting up the bylaws this year and we will invite students to apply this spring. In addition to strong academics, positive conduct and effort, students will need to be ready to participate in community service and serve as role models for the school and Strafford Community.

Homework

The purpose of assigning homework at Strafford School is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness of their child's learning process. Parents can reinforce this goal by letting their children know they believe homework is important. If children know their parents or guardians care about homework, they will have a good reason to complete the work and turn it in on time.

Student Responsibilities: Homework

- Be sure the assignments are put in writing (agenda or assignment books)
- Be sure you understand the assignments before leaving class (ask questions if unsure)

- Have all materials needed to complete each assignment before leaving school
- Complete the assignment neatly, accurately and with quality
- Turn the assignment into the teacher by the specified date

Parent Responsibilities: Homework

- Encourage independence, self-reliance and responsibility in your child by:
- Developing a system for your child to return his or her work to school (packing backpack the night before)
- Providing a specific time, the resources, and the support at home for the successful completion of homework
- Be aware of your child's written agenda
- Contact the teacher when questions and concerns arise to clear up misunderstandings early

Teacher Responsibilities: Homework

- Be sure to give clear homework expectations both verbally and in writing to students and parents (including a series of due dates for long term assignments on a rubric)
- Clearly specify consequences for failure to complete homework and for failure to submit it on time
- Coordinate homework assignments between team teachers so that no student receives an amount of homework in a single night that substantially exceeds homework time guidelines
- Return homework assignments, corrected, with specific feedback, as soon as possible.
- Contact parents early if a student develops a pattern of late, incorrect, or incomplete work.
- Provide a balance between long-term and daily homework assignments.
- Provide for homework-free vacations and holidays
- Do not assign homework or projects to be completed during major school breaks such as Thanksgiving, holiday, winter, and spring vacations, or other major holidays. Some long-term assignments may extend through these periods.

Specific classroom guidelines differ from grade level to grade level and among teachers, depending on the needs and abilities of the students. Teachers will share these guidelines with students and parents at the beginning of the school year (i.e., how the agenda book will be used, etc.).

Homework: Time Guidelines

Homework needs to support independent skill practice, reading time, and good work habits for each child to develop learning skills. Time factors are recommended based on the developmental age of the child. Strafford School incorporates the National Parent Teacher Association, and the National Education Association recommended *Ten Minute Rule* into this policy. The Ten Minute Rule recommends a maximum of ten minutes multiplied by the student's grade level up to four evenings a week. It is difficult to predict the exact times for completion of a given assignment by each child. That varies from child to child and depends upon a number of variables. Parents or guardians who find their child is consistently spending more time or not finishing in the allotted time should consult the teacher as soon as possible. (SB policy [#IKB](#))

Medical

Strafford School employs a full-time Registered Nurse (RN) to assist students, families, and the school community in achieving optimal levels of physical, social, and mental wellness. We provide quality nursing care and emergency first aid for illnesses and injury, administer appropriate and approved medications, conduct health screenings for height, weight, hearing, vision, dental hygiene, and routinely collaborate with other school professionals, parents/guardians, and community health resources. We also provide ongoing health education and health counseling to prevent disease and promote mental health.

Head Lice

POLICY JLCC – HEAD LICE / PEDICULOSIS

Pediculosis/Lice Screening. Based on recommendations from the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention, the Board recognizes that head lice or nit infestation poses little risk to others and does not result in additional health problems, and that students with nits and/or head lice should not be excluded from school. The Board recognizes that school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

Parents are encouraged to check their children's heads for lice if the child is symptomatic.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice.

Management on the Day of Diagnosis. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or in her/his absence the principal.

The school nurse may check a student's head if the student is demonstrating symptoms. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Students with demonstrating symptoms, or who are found to have lice will be discouraged from close direct head contact with others and from sharing personal items with other students.

Siblings of students found with lice may also be checked if there is suspicion that infestation may exist.

The school nurse or principal/designee will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and/or written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

Criteria for Return to School. Once a student with "live lice" has left the school, he/she will not be allowed until after treatment with an anti-parasitic drug or other proper treatment as recommended by the school nurse has begun. The school nurse may recheck a child's head for live infestation.

Health Insurance

N.H. Healthy Kids provides families with affordable insurance for their children. The program includes comprehensive health and dental services. When your child is ill or injured, you won't

have to worry about how to pay for visits, for prescriptions, or for related services. Children up to age 19 can be insured. Eligibility varies for each program. If you are in need of insurance for your children and are interested, please contact the school nurse for details.

Illness or Injury

If a student becomes ill or injured during the school day and needs to be sent home or requires further medical attention, the parent or guardian will be notified. Every effort will be made to reach the parent; however, in the event, you cannot be reached, the alternate emergency contact will be contacted. Injury or illness occurring outside of school cannot be diagnosed or treated in school except as directed by a physician. Strafford Fire and Rescue may be called to provide emergency transport to a local hospital if there is a potentially serious injury or illness. Students must be free of vomiting, diarrhea and/or fever (<100.3) without the use of medication for at least 24hrs before returning to school.

Immunization



Lori A. Weaver
Interim Commissioner

Patricia M. Tilley
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES
BUREAU OF INFECTIOUS DISEASE CONTROL

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4482 1-800-852-3345 Ext. 4482
Fax: 603-271-3850 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

New Hampshire School Immunization Requirements 2023-2024

Refer to page 2 for minimum ages and intervals

Diphtheria, Tetanus, and Pertussis DTaP DT/DTP Tdap/Td	6 years and under: 4 or 5 doses with the last dose given on or after the 4 th birthday 7 years and older: 3, 4, or 5 doses with the last dose given on or after the 4 th birthday Grades 7-12: 1 dose of Tdap is required for entry into 7 th grade
Polio	Grades K-11: 3 or 4 doses with the last dose given on or after the 4 th birthday and the last 2 doses separated by 6 months or more Grade 12: 3 doses, with the last dose given on or after the 4 th birthday OR 4 doses regardless of age at administration
Hepatitis B	Grades K-12: 3 doses at acceptable intervals
Measles, Mumps, and Rubella MMR	Grades K-12: 2 doses; the first dose must be administered on or after the 1 st birthday
Varicella (Chicken Pox)	Grades K-12: 2 doses with the first dose administered on or after the 1 st birthday OR laboratory confirmation of immunity. History of natural immunity without lab confirmation of immunity is NOT acceptable.

- Children must have proof of all required immunizations, documentation of immunity, or valid exemptions, in order to be admitted or enrolled in any school in New Hampshire. Documentation of immunity by confirming laboratory test is acceptable for Measles, Mumps, Rubella, Varicella, and Hepatitis B.
- A child may be “conditionally” enrolled when the parent or guardian provides:
 - 1) Documentation of at least one dose for **each required vaccine**; AND
 - 2) The appointment date for the next dose of required vaccine.
- All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (MMR, Varicella, or nasal influenza vaccine) that are not administered on the same day must be administered at least 28 days apart.
- Medical and religious exemptions have specific requirements. Information is available at: [Immunization Exemptions for Children | New Hampshire Department of Health and Human Services \(dhhs.nh.gov\)](http://immunizationexemptionsforchildren.newhampshire.gov)
- The 2022 Immunization Schedule from the CDC’s Advisory Committee on Immunization Practices can be found here: <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

Medication

The School Nurse or designated staff member of the Strafford School District is authorized to administer prescription and OTC medication to students under the following conditions:

- A parent or guardian of the student must deliver the medication and sign a Medication Release Form indicating the desire that the school assists the student in the matters set forth on the prescription label or on the “Over the Counter” medication in the original container. This form is available through the nurse’s office. No student should be allowed to hand carry medication at any grade level for any reason.
- Students will not be allowed to have medication in their possession in their desks, lockers, cubbies, backpacks, purses, etc. Students with Asthma may carry their inhalers with them only if prescribed in writing by their physicians accompanied by a parent/ guardian signed Medication Release Form. Students must see the school nurse immediately after any administration to assess its effectiveness and the need for any further follow-up.
- All medication must be delivered to school by a parent/guardian in its original container properly labeled (pharmacy label) with the student's name, the physician's name, the date of the original prescription, and the name of the medication. Only the amount of medication required during school hours should be sent in; it will remain in the nurse's office until the date of completion. All medications will be dispensed only as directed by the physician as indicated on the prescription label. It cannot be altered in any way.
- All medications will be housed in the school nurse's office, where it will be kept in a secured locker until dispensed by the nurse or a staff member designated by and under the supervision of the school nurse.
- The nurse or designated staff member will maintain a log indicating the medicine administered, by whom, to whom, and on what date.
- All non-prescription medications such as Tylenol will be dispensed only with written approval or request from a parent or guardian.
- Any change to a student’s medication regimen must be submitted to the school nurse in writing from the parent/guardian or physician.

Athletic Physicals

Any student who wishes to participate in interscholastic sports must provide proof of a physical exam by a licensed physician prior to participation in that sport. The physical examination must have been completed within two years of participation in any sport. Physicals over two years old will not be accepted. Students may try out for interscholastic sports prior to undergoing a sports physical with parent/ guardian permission. Any student selected to a team must have a physical on file prior to practice or formal play.

Student Physicals

All incoming kindergarten students and/or new first grade students must have proof of a completed physical within the previous 12-month period. All transferring students must have proof of a completed physical exam within the previous 24 months. Any information made available regarding allergies, chronic illnesses, physical disabilities, etc., will become part of your child’s confidential health record. All students trying out for interscholastic sports must have proof of a completed physical within the previous 24 months to qualify for participation. We are often provided with vouchers for free physicals, please ask.

Organizational Components

Animals in the Classroom

The Strafford School District recognizes that children have a natural affinity for animals. It is further recognized that animals can be used to teach values such as respect, responsibility, kindness, and compassion and can provide a vehicle through which students, especially those with special needs, can communicate. It is the intent of the district to ensure the health and safety of all students exposed to animals in the school while at the same time recognizing the academic and social/emotional growth their presence can promote. No live animals may be brought into school district buildings while school is in session, during school-sponsored events, or transported on school buses except as allowed by school policy. Animals may be brought into the classroom for educational or demonstration purposes or for therapeutic purposes as approved by the administration. They must be appropriately housed, humanely cared for, and properly handled. This applies to brief visits, daylong visits, or extended residence within the school or classroom. No animal may be introduced into the school or classroom without administrative approval.

Annual Notification of Asbestos Management

The Strafford School Board is required by law to notify all “occupants” of the school regarding the existence of asbestos within the school and a plan to manage it. Following a plan developed by the board and supported by the community, asbestos within Strafford School has been removed or sealed following prescribed procedures, with the exception of a small area of floor tile WHICH POSE NO DANGER to students, staff, or anyone using the building. If you have questions regarding this notification or would like to review the asbestos management plan, please feel free to call SAU #105 or the Strafford School office.

Child Care

Before school and after school child care is offered at Strafford School through a private agency at parent expense. Information about these services can be obtained on the school website.

Homeschool Student Program Participation

Strafford School supports the extensive homeschool network in our community and encourages homeschool students to participate in selected courses of study and activities at the school in accordance with school policy. Our relationship with homeschooled students has been very positive and we hope to nurture that cooperative effort in the future. The following guidelines apply to homeschool student participation in school programs: 1) Any homeschool student participating in a school activity or course of study must meet the same expectations of all other students. Once enrolled students are expected to attend all classes following the school’s schedule; 2) The school will maintain its established curriculum, policies and procedures in all core classes and activities. Working independently within a classroom on a home education prescribed or suggested curriculum cannot be accommodated; 3) The homeschool student is expected to adhere to the school’s Code of Conduct. Failure to do so will result in disciplinary action as established by school policy; 4) Participation in Environmental School (6th grade) and other similar special field experiences require full year enrollment. Students not enrolled in these classes are ineligible to participate; 5). Transportation for home school participants is the responsibility of the parent. Students must be dropped off and picked up at the designated times established for the courses and activities.

Lost and Found

A lost and found is maintained at the school at all times. Please check periodically if your child has lost any article of clothing or other personal belongings. Periodically, the items are removed and used for those in need. To help identify items, please mark all children's clothing and belongings with first and last name.

Water Testing

The Strafford School District contracts with a private water management vendor to conduct required water tests and to assist the district in complying with all State of N.H. and federal regulations regarding water quality and water usage. Currently, the district is in compliance with all acceptable water standards as set forth by the State of N.H. Department of Environmental Services.

Parent (Guardian) / Teacher Communication

Agenda Books

Student agenda books are issued to all students in grades 3-8. Agendas are used to teach organization skills and to make communication between home and school convenient. Students are required to have their Agenda every day so that they can record their homework assignments and due dates for projects, tests, and quizzes. Parents/ Guardians are asked to check their child's agenda frequently especially at the beginning of the year to ensure that they are being used properly and to help establish the habit. Students should understand that parents/ guardians expect to see homework assignments recorded. When this happens, it is much easier to check homework for content and quality. An Agenda is a convenient place to look for teacher comments and to write your own. Teachers are required to check Agendas daily making them a quick and reliable means of communication. The first Agenda Book is provided for free to each child. Replacement Agenda Books are available at a cost of \$5.

Alma

Alma is our student information system. Families register and update information yearly in Alma Start (this is one log-in). Then in [Alma](#) (a separate log-in), you can log in to see your child's information. Alma, is a secure, easy-to-use online system that brings important school information and tools together in one place.

In addition to educator tools, Alma offers a parent and student portal to help families stay informed and on track with student learning. The portal provides access to:

- School Calendar
- Staff Directory
- Attendance History
- Assignments (5-8)
- Grades

You can also email teachers and school staff through Alma, so you never have to search for their contact information. If you have more than one child enrolled at our school, you will be able to access all of their information with a single login.

We will be moving to storing district and state assessment results in Alma. Students in grades 5-8 can check their grades in Alma on a rolling basis. If you need Alma support, please contact us at office@strafford.k12.nh.us.

Conferences

Family- Staff conferences are scheduled for the end of October. During these conferences, families and staff may discuss the child's progress academically, socially, and with regard to expected classroom behavior. However, if at any time a family would like an additional conference, please contact the homeroom/ advisory teacher to schedule a mutually agreeable time.

Email

Communication by email is a preference for our staff members. You can contact **most** staff members by email by using the following address; the first letter of their first name and their full last name followed by @strafford.k12.nh.us (i.e. jdoe@strafford.k12.nh.us) A staff directory can be found [here](#). **Class Dojo can also be used to communicate with staff, but it is treated like an email.** Email should not be considered a replacement for parent conferences. Conferences continue to be the preferred method to discuss concerns regarding a child's school experience.

Newsletters

The school publishes a weekly newsletter that is emailed to all families each week. The newsletter contains general information about the school including student recognition, dates for upcoming meetings and special events, school news, policy or procedural reminders, and other pertinent information.

Phone Calls

Student use of the telephone is discouraged except in emergency situations. Arrangements for non-school events should be made outside of school. The use of a school phone will be allowed, at the discretion of the teacher and administration, with regard to interscholastic sports, practices, and games, extra-curricular activities, cancellation of or changes in schedules for school-related activities, requests for homework and class materials, etc.

Students should not be using their phones at school. See the personal property section.

If you find it necessary to telephone your child at school, a message will be relayed to him/her. Teachers are generally available from 8:00 to 8:30 A.M. and after school by appointment. A message may be left at any time for any staff member. Except under emergency situations, teachers cannot interrupt classroom instruction to accept telephone calls.

Parents are encouraged to establish and maintain close contact with the school. If your child is having a problem in school, try to determine the nature of the problem by listening and talking to him or her. Discuss options remembering that students are encouraged to solve their own problems and to accept the consequences of their decisions. If a problem continues, the first person to call is the classroom teacher or counselor. If, after a period of time the problem or concern remains, an appointment should be requested with the administration.

Pick Up Patrol



Convenient

Submit changes from your smartphone or computer.



Flexible

Make plan changes days, weeks, or months in advance.



Better Communication

Tracking of student plans is more accurate and efficient.



Safe & Secure

Student data is secure and the program is managed entirely by our school staff.



PickUp Patrol eliminates the need to write notes or make phone calls when changing your student's dismissal plans.

REGISTER

- When it's time to sign up, you'll receive a registration email. Use the provided link to create a password.
- Already registered? Add app.pickuppatrol.net/parents to your home screen for easy access.



MAKE A PLAN CHANGE

Submit a plan change whenever there is a change to your student's regular schedule.

- 1 A date
- 2 Your student
- 3 A plan change option and a message if needed
- 4 Hit submit and that's it!

AFTER YOU HIT SUBMIT

- Our school will be notified of the plan change
- Teachers will relay the information to your student before dismissal on the day the change occurs
- You'll receive a confirmation email for each change

CONFIRM YOUR STUDENT'S DEFAULT PLANS

A default plan is the regular dismissal plan your student follows when no changes have been submitted. For example:

- Katie rides Bus #2 every day
- Jacob goes to Aftercare M, W, F, and is a Pickup every T, H

Please set/confirm your student's default plan the first time you log in.

To learn more visit www.pickuppatrol.net

Parent Teacher Organization

The Strafford School Parent Teacher Organization (PTO) supports and enriches the academic, social and recreational opportunities provided for students as part of the school experience. Participation is free and new faces and ideas are always welcome. The weekly school newsletter lists dates for PTO meetings and special events. Each year the PTO sponsors many events, such as a Christmas Craft Fair, a holiday “shopping spree” for grades 1-4, special activities for Teacher Appreciation Week, and recognition for eighth-grade honor graduates. In addition, the PTO contributes materials and support for activities throughout the school year. In recent years, the PTO has provided financial support for visiting children’s authors, the construction of a climbing wall, the purchase of basketball hoops, the construction of a new playground structure, silkscreen equipment, etc. The PTO has also initiated its own projects to enhance the school curriculum including a very successful foreign language enrichment program, and the tile mural in the front hall reflecting our town’s history. The PTO raises its operating budget through fundraising. The PTO is a great way to meet other parents and teachers while helping the school excel.

Fundraising - Box Tops

Strafford School will again be participating in the *Box Tops*. Our participation in the *Box Tops* program provides money to our PTO.

School Schedule

School Hours

The Strafford School is in session from 8:45 A.M. to 3:10 P.M. For safety and supervisory purposes, children are asked to arrive no earlier than 8:20 A.M. Children may report to their classrooms when the 8:30 bell rings (adults will be present at buses and the car rider area once the bell rings). Parents privately transporting students are asked not to enter the front loop between 8:25 A.M. and 8:45 A.M. and between 2:50 P.M. and 3:30 P.M. Reminder, car drop-off should enter the school ground by the police station and proceed up to the lower parking lot. Students will be greeted by a staff member by the picnic tables.

In the event of inclement weather, school may be delayed by 90 minutes, making the start time 10:15 am or 2 hours making the start time 10:45 am.

Student Activities

Academic Eligibility

To be eligible to try out for or participate in athletics or co-curricular activities, students must meet the following requirements:

- Academic Performance: A student must earn 2s, 3s, or 4s on all competencies at the time of the latest report card. The last report card of the previous year will determine eligibility for fall activities.

- **Incompletes:** If a student has an incomplete on a progress report, they may continue to participate in athletics or activity but will be placed on probation and expected to meet with the teacher to develop a plan for improvement.
- **Failing at Report Card Time:** If a student is still failing at report card time, they will no longer be eligible to participate in sports or co-curricular activities.
- **Monitoring Eligibility:** Academic eligibility is monitored by the Strafford School athletic director, coaches/co-curricular advisors, and administration.
- These eligibility procedures are put in place to ensure that students prioritize their academic responsibilities while also engaging in sports and co-curricular activities in a supportive and enriching environment.

Academic eligibility is monitored by the Strafford School athletic director, coaches/ co-curricular advisors, and administration.

Extracurricular Activities

Many special activities such as Girls on the Run, Student Council, Green Club, yearbook, and drama are offered to students based on the availability of advisors and coordinators. They will be announced in the school newsletter.

Interscholastic Athletics

Strafford School offers cross-country, soccer, volleyball, basketball, softball, and baseball for young athletes at the 6th, 7th, and 8th-grade levels (determined, in part, by the availability of coaches). 5th-grade athletes will be invited to participate in select athletic teams upon the need for additional athletes to fill out a team roster.

In the event that Strafford School is unable to provide bus transportation for away athletic competitions, students will be released from class at 2:45 to allow sufficient time for them to change into their uniforms. After changing, students must report to the school office to meet their transportation. To ensure a smooth process, families are required to update Pick-Up Patrol with the designation "School Activity" and provide the name of the responsible adult who will be picking up the student if they are not being collected by a parent or guardian. It is essential that student-athletes come dressed in their uniforms before departing for the athletic event to facilitate timely and organized departures. By following these procedures, we aim to ensure the safety and efficient transportation of our student-athletes to their away competitions. Parents or guardians can drive up to the front of the building to pick up their student-athletes.

Dances

Strafford School and the eighth-grade class sponsor several middle school dances each year, public health guidelines permitting. Dances are up to two hours in length. Generally, dances begin at 7:00 P.M. and end at 9:00 P.M. The purpose of these dances is to allow students at this level an opportunity to interact with their peers socially in an activity that reflects their specific interests and needs. Most dances are held in the school gymnasium and are supervised by school faculty and parent volunteers. Only 6th-8th grade Strafford School students and Strafford homeschool students that are registered at our SAU office will be permitted to attend. No guests are allowed. The school's Dress Code (per board policy [#JICA](#)) and Code of Conduct will be strictly enforced, and any student not in compliance may be sent home. All music played at these events will be screened and monitored as will noise level.

- In the event that there are themes that require costumes, heads and faces must be completely visible at all times.
- All student cell phones and other personal items will be placed in the library for the duration of the dance. The library will be locked during the dance but may be opened by a chaperone, as needed.
- Students should be dropped off no earlier than 10 minutes prior to the start of the dance and should be picked promptly when it is over.
- We will use the car pick up line procedure at the end of the dance to ensure students are safely loading into cars.
- There MUST be a minimum of 4 chaperones, including two staff members, for dances to take place. Community Chaperones need to be approved volunteers. Names of chaperones should be communicated to Advisors and Administration at least 2 days prior to the dance.
- Snacks and beverages sold at the dance are an additional cost beyond the admission price.
- Students who have been assigned multiple detentions, in or out of school suspension, or bus suspension in the two weeks prior to OR the day of a dance, will forfeit their right to attend.
- Any student who is absent from school one half day or more the day of a scheduled dance for any reason will not be allowed to attend.

Student Placement

Throughout May and June we spend a great deal of time determining class placements for the following school year. Our goal is to provide each child with a suitable learning environment and each teacher with a productive and balanced grouping of students. Some of the criteria used in placing students is as follows: male-female ratio; class size; learning styles; academic ability; personality; written parent input; special needs; social relationships; and teaching style. In each case we try to create balanced classes to ensure a reasonable heterogeneity and distribution of strengths and needs. The sending and receiving teachers, learning specialists, special subject teachers, and the principal are all involved in the placement process and grouping decisions. In most cases, your child's teacher should be sufficiently knowledgeable about your child's needs to determine appropriate placement. However, parents sometimes have information of a different nature that may be important to consider. If, after consulting with your child's teacher, you have input and wish to have it considered during your child's placement meeting, please provide that input in writing with the principal by the first week in May. Letters received from parents will be shared with the placement teams and will be considered along with all other available information. All written input from parents should clearly state the specific academic and social reasons to be considered by the placement team. Please realize that final placement decisions rest with the staff and administration despite requests for specific teachers. There is no way we can create balanced classes if parents ask for and expect preferential treatment.

Student Services

IDEA Section 504

School districts are required to provide a free appropriate education to students with disabilities based on their individualized educational needs. The services students with disabilities may receive pursuant to Section 504 include evaluations, modifications to the regular education

program to enable the student with a disability to access his or her education, special education and/or related aids and services, such as physical or occupational therapy. Section 504 also provides protections for students with disabilities who are subjected to out of school suspensions for conduct code violations due to behaviors which are a manifestation of the student's disability.

Special Education

The Pupil Placement Team (PPT) determines placement in a special education program. This PPT system is designed to support regular school programs and to provide special remedial and corrective services to all students who have been identified as educationally handicapped. Team members include the person making the referral and other personnel such as the classroom teacher, guidance counselor, occupational therapist, reading specialist, resource room teacher, and speech/language therapist. The parent is involved in every step of the process as a valuable team member.

School Counseling

Strafford School has one full-time and one part-time school counselor to provide services to staff and students. Services are provided to assist children in dealing with various social-emotional issues common to the growing process and other critical problems impacting their lives. The counselor provides individual and group counseling for children to assist them in dealing with personal, peer, family, and school issues. Furthermore, the counselor provides whole-class instruction based on the CASEL competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

Occupational Therapy

The Occupational Therapist may work with students who are physically, developmentally, and/or emotionally impaired, learning disabled, visually impaired, hearing impaired, and/or multiple handicapped. Under a physician's acknowledgment, the therapist evaluates needs, develops therapy programs, and consults with school personnel and families.

Speech / Language Therapy

Students are identified for speech/language services on the basis of the severity of their impairment, the need for improvement, and the prognosis for remediation. Students are seen in small groups and/or individually. A Strafford School Speech/Language Therapist also provides whole group language activities in each first-grade classroom on a regular basis.

Title I

Title I is a federally funded program that provides financial assistance to local school districts to improve the educational opportunities for students in need of math and/or reading support services. Strafford's Title I Program is a targeted program and currently provides additional reading support for targeted middle school students and math support for primary students.

Under Title 1, Part A of ESEA (No Child Left Behind Act of 2001) we must notify you of your rights. The federal education law put in place by the Elementary & Secondary Education Act (ESEA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers and paraprofessionals instructing their child. You may also request information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments. If you are interested in this information, you may send your request to the building principal who will provide a timely response.

Technology Use

Strafford School has comprehensive policies outlining the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet. The district provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, and national and international sources of information. Members of the school community will use school district resources with respect for the public trust and also in accordance with established policies and regulations established by the district. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services. Filtering software is in place on the school's network in an effort to prevent students from accessing inappropriate information or web sites. Any student violating the school's [Acceptable Use Policy](#) will be subject to disciplinary action and loss of computer use privileges.

Internet Access for Students

At the Strafford School we realize that technology can significantly aid classroom instruction and be utilized as a tool to engage all learners in maximizing their own education. At the same time, the use of technology at the Strafford School is a privilege based on students making safe, respectful, and responsible choices with how they use and access technology in the building. Students and parents or guardians shall review, agree to, and sign the [Acceptable Use Policy](#). The policy can be found on the Strafford School website. Paper copies of the policy can be obtained at the Main Office. (SB Acceptable Use Policy [#IHAI](#))

Internet Safety

Use of the internet to access inappropriate sites or materials or to post damaging information about another adult or student or to harass or threaten the school or others will be dealt with seriously by the school. Such behavior will be referred to local police officials as necessary.

Electronic Devices

The possession or use of personal electronic devices other than school-issued devices is discouraged at school. The school cannot be responsible for supervising their use or for ensuring that they are not broken or stolen. If a student brings such a device to school for an after school event, or other after school activity or for a field trip when permitted, it must be kept in the student's backpack. Devices that are used during school hours may be confiscated and a family member will be asked to pick them up. The school will not be responsible for any possessions lost, stolen, or broken on school grounds or while riding buses. Smart Watches may be worn in school mode.

Transportation

Bicycles

Bicycles may be stored by the gym ramp and we suggest they are locked. Bicycles are not to be ridden on school grounds during school hours. Bicycles should be walked until off the school grounds. The school is not responsible for damage or theft of parts while bicycles are parked. Students are encouraged to wear bike helmets at all times while traveling to and from school.

Bus Permission

Any child who does not normally ride a bus, or any child who needs to ride a bus other than their own, must have a “Bus Pass” noted in Pick Up Patrol with a note for which bus and stop. This allows the Main Office to issue the bus pass. Do not just change the color of the bus. If there is room on the bus and the request is approved, a bus pass will be issued that needs to be presented to the bus driver upon entering the bus.

Bus transportation is provided by DAIL TRANSPORTATION, owned and operated by the Dail Family. The company may be reached by mail at Box 428, Epsom, NH 03234 or by calling 603-736-9786 or 603-736-9682. In an effort to better monitor student behavior and maintain bus safety, video and audio recording equipment will be used on all buses.

Student Behavior on Buses

The following rules for the safe transportation of students will be observed:

- Students must take a seat and remain seated until the bus reaches school or home. The driver may assign specific seats to students.
- Students' voices should stay at a low conversational volume as loud noises and voices can be a distraction to the bus driver and a safety issue.
- School Code of Conduct expectations still apply.
- Aisles are to be kept clear and personal items stay with the owner.
- Students shall not eat on the bus.
- Students who must cross the road after leaving the bus must cross in front of the bus and on the signal of the driver.
- Students should line up in a single file to pass in or out of the bus.
- Students must be ready to take the bus when it arrives. Drivers will not wait for students who are not ready.
- Students are responsible for their personal property and should check their seat area prior to leaving the bus. The school and bus company assume no liability for personal property brought onto the bus.
- The use of handheld electronics on the bus is permitted under certain circumstances. These items must be kept in backpacks while in school. The school or bus company assumes no liability in connection with the loss or damage of such items.
- Oversized items such as skis, skateboards, some oversize musical instruments, special school projects, etc. must be privately transported to school and are not allowed on buses, for safety and space reasons.

If a child in the Strafford School District poses disciplinary problems, the bus driver will issue a disciplinary notice and inform the administration. The administration will notify the parents by telephone or written message and will inform them of the problem and of any disciplinary action taken. Continued infractions will result in denial of bus transportation, as outlined below.

The first suspension from bus transportation after a warning may be up to three (3) days. The second will be for one (1) week and the third suspension may result in the child being denied bus transportation for a period of up to twenty (20) days with the approval of the superintendent. (SB Policy #EEAEC)

Flagrant violations such as fighting, smoking, swearing, damaging parts of the bus, failure to follow the directions of the bus driver, or putting head, hands, or arms out of windows may automatically result in the denial of transportation privileges.

Strafford School Basic Bus Route Information

The Strafford School District provides transportation for elementary and high school students. Buses are identified by color (Black, Green, etc.) not numbers. The district runs 8 elementary routes and 3 high school routes. Students should plan to arrive at their designated stop five minutes prior to the pick-up time indicated. Drop-off times should not vary by more than five minutes. From time to time it is necessary to use substitute bus drivers. When that happens, both pickup and drop-off times may be delayed. We ask for your patience when this occurs. Elementary students will be picked up at or close to their residence. High school students will be picked up at their designated stops. The Strafford School Board Transportation Committee meets as necessary to consider transportation issues. Bus stop requests should be made through the school office to be forwarded to Dail Transportation.

Destinations Other Than Home

Students must be updated in Pick Up Patrol if they have an after-school destination other than home or to stay after school for any activity. Students in grades 5 - 8 do not have to provide a note to stay for after-school activities but must attend or participate in the school-related activity they selected to stay for. Strafford School's Code of Conduct applies at all times. Violations may result in the suspension of before or after-school participation in special activities. We cannot guarantee bus transfers.

Family-Provided Transportation

Parking is provided in the lots to the left and right, below the school, and along Rte. 202A. During school opening (morning arrival) and closing (afternoon dismissal), private cars should enter the school grounds via the lower driveway (orange line w/ red arrows) by the police station to avoid interference with buses. No private vehicles should enter the main driveway (directly in front of the school) during the hours of 8:00 A.M. - 8:45 A.M. and 2:45 P.M. - 3:30 P.M. School staff will greet students and direct them to their entrance. We ask that cars pull up to the furthest open drop-off area and students are prepared to exit the vehicle promptly and safely.



Visitors

All visitors (including deliveries and service providers) must enter the building through the front door of the school only, report directly to the Main Office, and state the purpose of their visit. Visitors must show a valid state-issued identification. In an effort to maintain a secure environment, visitors will be required to check in and wear a pass issued by the Office Administration. If the pass is not visible to school staff members, visitors will be escorted to the Main Office. Visits to classrooms are permitted only by appointment with the prior consent of the teacher and administration. Maintaining security within the building is, of course, a top priority. We ask for everyone's cooperation in this regard.

Volunteers/Chaperones

Strafford School welcomes volunteers to support the school program in a variety of areas. If you are interested in volunteering your services or have a special skill or knowledge which you would like to share, please talk with your child's teacher or call the school office. Any **designated** volunteers or chaperones will need to have a completed background check, and the school will cover the cost **if done at the livescan fingerprinting sessions offered twice a year.**

Weapons / Fireworks

Weapons are not permitted on school property at any time. Visitors, faculty, staff, and students are strictly prohibited from bringing any weapon, whether visible or concealed, into any school building, onto school property (including athletic fields and parking lots), or a school bus, or to any school-sponsored event. The term "weapons" includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.), knives (instruments of any kind whatever that have a sharpened or pointed metal blade or shaft two (2) or more inches in length), slingshots, metal knuckles, repellents (such as mace, pepper gas, or similar irritants), razors, chains, karate sticks, explosive devices including snaps, fireworks (including sparklers), billies, pistol canes, blackjacks, or any other substance, object or thing that in the manner it is used, or threatened to be used, is capable of producing death or bodily injury. Toy guns, or other facsimiles of weapons used to create a feeling of threat or intimidation, will be treated as if they were real.

A violation of this policy by any person with respect to any weapon will result in an immediate report to the principal, who shall, in turn, notify the police. A student violation of this policy will result, at minimum, in immediate confiscation of the weapon and notice to the student's parents or guardians. If the student violation involves a firearm, the school board shall expel the student from the school in accordance with the requirements of the federal Gun-Free Schools Act of 1994. Any such expulsion shall continue for a period of not less than one (1) year, subject to the authority of the Superintendent of Schools to modify such expulsion requirements for a student on a case by case basis. The Superintendent of Schools, or designee, shall have the authority, pursuant to RSA 193:13 III, to grant written authorization to a student or other person to possess a firearm or other weapon on school property. Any such authorization shall be requested in writing. If the authorization is requested on behalf of a student, a parent or guardian will sign it. The authorization shall be issued in advance of the possession. Any such authorization shall identify the student or other person, the weapon or firearm, the purpose of the possession, the location on school grounds where the weapon or firearm shall be kept, and the time frame(s) of the authorization. The only persons who are exempt from this policy are law enforcement personnel.