

# Mast Way Elementary School

Oyster River Cooperative School District



Parent/Student Handbook

2023-2024

23 Mast Road

Lee, NH 03861

Phone 603- 659-3001

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<https://mw.orcsd.org/>

**“WORKING TOGETHER TO ENGAGE EVERY LEARNER”**

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## WELCOME LETTER



**MAST WAY ELEMENTARY SCHOOL**  
Oyster River Cooperative School District  
23 Mast Road  
Lee, New Hampshire 03861  
*'Working Together to Engage Every Learner'*

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Dear Mast Way Families,

Welcome! We are excited to begin a new school year of learning together.

At Mast Way, we welcome a partnership with our families in supporting the educational development of our students. We ask that you stay in contact with classroom teachers and join us in school-based activities as we showcase the wonderful learning that takes place at Mast Way.

We strive to provide clear, concise communication with our families on a consistent basis. This handbook communicates our school's routines, services, procedures, and policies.

Please review and discuss this information with your student(s). We invite you to call or email the school should you have any questions or concerns. We look forward to another great school year and welcome you to Mast Way.

Warmly,

Principal Misty Lowe

## GENERAL INFORMATION

ORCSD 2023-2024 SCHOOL CALENDAR [Calendar Link](#)

### NOTE TO STUDENTS AND PARENTS

This handbook is to promote communication among the Mast Way school community. Students and their parents are responsible for reading and following the rules in this handbook. This handbook was created within the framework of the policies of the Oyster River School Board. In case of a conflict between a board policy and the rules in this handbook, policy will prevail. The most recent date shall take precedent over all other policies. The school reserves the right to make changes to the handbook at any time. The handbook is provided for the convenience of staff, students, and parents, and to the extent permissible by law, the school expressly disclaims any liability which may otherwise be incurred. A copy of the Board's Policy Manual is available in each school and is also available on the district website at <https://www.orcsd.org/school-board/policies>.

Below please find some of the most frequently referenced policies:

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

IHB	<a href="#">Establishing Criteria for Special Education Evaluations</a>
	<a href="#">NH Procedural Safeguards</a>

**DISTRICT MISSION STATEMENT**

“Working Together to Engage Every Learner”

**ORCSD SCHOOL BOARD VISION STATEMENT**

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

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

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

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

**MAST WAY MOTO**

Be Safe, Be Respectful, Do Your Best.

**MAST WAY CORE VALUES**

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

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

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

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

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

MAST WAY STAFF MEMBERS – [Mast Way Staff](#)

MAST WAY PTO – [MW PTO](#)

Officers for 2023-2024

Kelly Condon, President

Becky Blake and Krystle Coffey, Co-Vice President

Becky Trainer, Secretary

Bingzi Nancy Zheng, Treasurer

Cathleen Harris, Volunteer Coordinator

### EQUAL EDUCATIONAL OPPORTUNITIES

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

### TITLE IX

Title IX and Affirmative Action Office

Catherine Plourde

Phone: (603) 868-5100 x 2006

Email: [cplourde@orcscd.org](mailto:cplourde@orcscd.org)

### ENTRANCE AGE

Any child who is a resident of Durham, Lee, or Madbury and has attained the age of five years by **September 30**, may attend the Oyster River Cooperative School District Kindergarten program. See Board Policy [“JEB”](#).

### SCHOOL HOURS

Grade K-4      Monday - Friday      9:00am – 3:25pm

Our school day begins promptly at 9:00am. Students unload from cars at the side of our building and school buses unload in front of our building between 8:50-9:00am. Students will proceed directly to their classrooms or breakfast at this time. **It is especially important that children are not dropped off at school before 8:50 am.** There is no adult supervision before that time in the building or on the playground.

[Link to Parent Drop-off Pick-up Maps.](#)



## VISITORS TO SCHOOL

All visitors must enter through the office at the front of the building, where they will sign in and be given a visitor badge to wear during the visit.

## ATTENDANCE POLICY/ ABSENCE REPORTING

Children should be in school every day except in case of illness or emergency. Students may be excused for illness, emergencies, or religious holidays. If your student will be absent, please notify the school and the transportation company (603-868-1610). You may leave a voicemail on the attendance line at 603-659-3001 or email the school at [danthony@orcsd.org](mailto:danthony@orcsd.org) and [cnelson@orcsd.org](mailto:cnelson@orcsd.org) by 9:00am. If you have not notified the school regarding your student's tardiness or absence, a call will be made to your home and/or place of work to confirm your student's whereabouts.

## EXTENDED ABSENCES

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

## TARDINESS

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

## DISMISSAL

School is dismissed at 3:25pm.

Whenever your student's after school plans vary from the norm, please send in a ["Note from Home/Bus Note"](#). We understand that plans can sometimes change during the day and a call to the office in that case is fine, but please reserve this practice of calling the office with your student's plan only when it is necessary. If you do need to call for a change, please make a call before 2:00pm. With all the busyness of a school office at the end of the day, we cannot guarantee that calls that come after 2:00pm will be received and given to the teacher and student. This is a major safety concern that has, in the past, caused students to miss their bus or ride and added unnecessary stress in the afternoon.

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

## PARENT REQUESTED EARLY DISMISSAL

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

## NOTES FROM HOME

To keep track of each student's after-school plans, we provide "[Notes from Home/Bus Note](#)" at no cost, in packs of 10 notes. These are both for daily changes in your student's schedule, and permanent notes are for plans/events that occur on a regular basis such as Scouts, Rising Hawk, or non-school activities that take place on the same day each week. Please fill out both sections of the regular form. It is important to note that if you have more than one student, we need a separate note for each student.

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

## PARKING INFORMATION

During the school day, parking is available in the Mast Way parking lot. For the safety of our families and buses, the parking lot is patrolled regularly by Lee Police. Vehicles parked in the bus loop or in other non-designated areas will be ticketed.

## EVENT PARKING INFORMATION

During special events the event parking plan will be enacted. Please adhere to the posted signs. Parking is never allowed in the fire lane, the bus loop, or anywhere on Mast Road. Parking is allowed in designated parking spots only. Additional parking is available at the Lee Congregational Church, with permission. Any car illegally parked will be ticketed by the Lee Police Department.

## BEFORE AND AFTER SCHOOL PROGRAMS

Rising Hawk and After-School Programs, located at Mast Way Elementary School, are under the direction of Live and Learn Early Learning Center in Lee. The school staff communicates with the leadership of the program but is not responsible for its administration. Live and Learn runs in the afternoons from school dismissal until 6:00pm. For more information, call 603-659-5047.

## SCHOOL CANCELLATIONS/DELAYED OPENINGS/EMERGENCIES

ORCSD uses Parent Square to notify parents/guardians of school closings, emergencies, and other important information via phone and email. Please contact the school to make any changes to your contact information. Between 6:00am and 7:15am, the following radio and television stations will also announce the school's closing or delay: WOKQ (FM 97.5), WTSN (AM 1270), WHEB (FM 103.3) and WMUR (TV9). To check online visit [wmur.com](http://wmur.com) or [orcscsd.org](http://orcscsd.org).

## SCHOOL NOTICES

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

## LEGAL CUSTODY MATTERS

On occasion, parents request that the school not let a child be released to a person for several reasons. In some cases, we have received court orders or other legal documents with instructions restricting or

prohibiting the release of a child to one or the other parent or guardian. Given the serious nature of this situation, we urge parents to provide the school office with a copy of a court order specifying the limitations of child custody, so that we can meet our responsibilities under the law while protecting the individual child in our care. Unless we have legal documentation indicating specific rights and limitations, school personnel may have no recourse but to release the child to either parent or guardian.

## MEDIA INFORMATION

As part of its curriculum, the ORCSD conducts activities which attract the attention of local print and broadcast media. Oyster River Schools may also wish to use the students' photographs, voices, or work for promotional and educational reasons, such as in publications, posters, brochures, and newsletters, on the district web site, school web site, Schoology, radio station or cable TV channel, or at community fairs or special district events. The district understands there may well be circumstances in the lives of some students and/or families, which precludes having a child's picture, image, or name from being published or broadcast. Consent for media is part of the registration process. However, you may change your choice at any time by contacting the front office and filling out a form or [clicking this link and printing and returning this form to the front office](#). Please note that releases are not needed for public events such as concerts and plays. If you need further information, please contact the building principal.

## TRANSPORTATION

### BUS CONDUCT

Our goal for our students is to have a safe ride to and from school. When a student exhibits a behavior on the bus that violates our bus expectations, they may receive a consequence, such as an assigned seat or short-term suspension from the bus. Simultaneously, school staff will support the student using restorative practices and teach skills for the student to show expected behavior in the future.

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

### BUS STOPS

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

### K-4 BUS DROP OFF

When dropping off Elementary students, bus drivers need to see a responsible party to receive the child. If the party responsible is not there, the bus driver must keep the child on the bus and notify the Transportation Office. The driver will bring the student back to the school, and the Transportation Office will call the school to

inform them of a student being returned. A call will be made to the parent/guardian to arrange pick up of the child. The only exceptions to this policy will be if the parent or legal guardian has, during the registration process, instructed the Transportation Office to drop his or her 3<sup>rd</sup> or 4<sup>th</sup> grade student off without the presence of an adult to receive the child. Forms can be found on the transportation page of the district website, in your school office, or from bus drivers.

## ON THE BUS

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

## ACADEMIC INFORMATION

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

The best way to contact each teacher will depend on the individual teacher. You will be notified by your child’s teacher at the beginning of the year as to his/her preferences. Teachers at Mast Way report individual student progress throughout the school year in a variety of formal and informal formats. Formal communications with parents/guardians during the year include:

- A fall goal-setting conference with parents. Notes from the conference are recorded, filed, and a copy is provided for parents.
- Mid-year progress reports will be available online via PowerSchool and a hard copy will be sent home. The purpose of this report is to inform parents and students about each student’s progress toward individual goals, academic expectations, and classroom/behavior expectations. This report contains both a checklist and a narrative.

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

## LIBRARY MEDIA CENTER

The Mast Way Library Media Center is a place where students and staff come to work, learn, and explore. The library supplies services to children and teachers as part of a comprehensive, educational experience. Our librarian collaborates with the classroom teachers to raise a generation of information-literate students. The student services are designed to assist the learner in his/her ability to find, evaluate, generate, and apply information. Information skills that are appropriate for each grade level are taught within the classroom teacher's curriculum. Students also learn to give proper credit for sources used throughout the process. Our librarian strives to continue helping students and staff to be effective, engaged, and ethical users of information while helping to develop a love of reading for pleasure. Students are responsible for the proper care and return of Library Media Center materials such as books, Playaways, and other materials checked-out to the student. Students are liable for the replacement cost of items issued to them that are damaged or lost. ORCSD Policy Code [JFCB](#) and [JQ](#).

## FIELD TRIPS

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

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

## HEALTH SERVICES

### COUNSELING SERVICES

Our school counselor works with whole classes, small groups, and individual students. Small group and individual counseling topics include, but are not limited to, conflict resolution, improving social skills, understanding feelings, death of a loved one or pet, and adjusting parental separation and divorce. The needs of the children determine the nature of small group sessions, and their participation depends upon the approval of their parents. If you would like a counselor to work with your child on a specific area of concern, please contact your child's teacher or the counseling department. School counseling's purpose is to help a student be successful at school. It is not clinical counseling, nor should it act in place of a private therapist, if necessary.

Our school counselor also teaches full-class lessons that focus on many skills involved in social development. The lessons support classroom Open Circle lessons and the American School Counselor Association counseling goals. Every year the counseling program schedules and accompanies HAVEN to each classroom as they

present the body safety and abuse prevention program. All parents receive information from that program when it occurs.

### SCHOOL HEALTH SERVICES

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

School health services include vision and hearing screening for entering kindergarteners, and additional screenings are available as needed. Immunizations are monitored to keep children in compliance with state regulations.

Please feel free to contact Katherine Reilly in the health office at [kreilly@orcsd.org](mailto:kreilly@orcsd.org).

### ILLNESS/INJURIES AT SCHOOL

Students who are ill need to stay home. Those who have had diarrhea, vomiting, and/or a temperature of over 100 degrees should be kept at home until free from symptoms, without the aid of medication, for not less than 24 hours. Those with COVID like symptoms should be tested for COVID and have a negative test and feeling well prior to return. If a child develops these symptoms during the school day, a parent will be contacted to dismiss the student.

Please remember to notify the school office when your child will be absent from school and leave the reason. When the health office is aware of illnesses, such as strep or high fevers, they will try to alert the school community as a preventative measure. If your child will be absent, please notify the school and the transportation company (603-868-1610). You may leave a voicemail on the attendance line at 603-659-3001 or email the school at [danthony@orcsd.org](mailto:danthony@orcsd.org) and [cnelson@orcsd.org](mailto:cnelson@orcsd.org) by 9:00am. If you have not notified the school regarding your child's tardiness or absence, a call will be made to your home and/or place of work to confirm your child's whereabouts.

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

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

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

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

### MEDICATIONS

The Board has adopted a comprehensive policy and procedure concerning the administration of medications at school. Parents may ask that medications be administered at school in accordance with the established

policy and procedure. Students may not carry or self-administer medications, except as permitted by Board policy (see Board Policy [JLCD](#) ). Questions should be directed to the school nurse.

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

- Over the counter medication – A parent must sign a school request/permission form allowing the nurse to dispense the medication. Use this [Form](#). The form can also be found on the district website under the heading: Student Services >Health and Wellness>District Resource/Forms.
- Prescription medication – Must be accompanied by a physician's note/prescription (form available) and a parent must sign the school request/permission form allowing the nurse to dispense the medication. The medication must be in the original prescription bottle. Ask the pharmacy to divide the medication into two bottles, one for home and one for school. Use this [Form](#).

## SCHOOL NUTRITION INFORMATION

### FOOD SERVICES

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

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

Breakfast, Lunch, and snacks are available for purchase.

Prepayments are accepted online or can be sent to school with your child in an envelope. Indicate the child's name and classroom teacher on the envelope. Do not send loose cash to assure that your child's account will be credited properly. A point-of-sale system is used to keep track of accounts. Balances and purchase history can be viewed, and payments can be made online at [LINQ Connect](#). This is a debt account, so funds must be available for any of your child's purchases. Low balance emails are sent three times per week once the account falls below \$10.

Applications for free and reduced breakfast/lunch should be submitted online at [LINQ Connect](#). Simply click on Meal Application, type **Oyster River**, and continue as directed. Applications from the previous year will expire in October of the following school year; therefore, new applications must be filed every school year.

Applications may also be submitted any time during the school year if financial circumstances change. If you do not have access to the internet, a paper application can be obtained at the school office or from the Child Nutrition Director, Meredith St. Onge, who can be reached at 603-868- 5100, extension 2012. Assistance is also available if you need help filling out the application in either form.



## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

## CAFETERIA CONDUCT

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

## SNACKS/PARTIES

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

## UNIFIED ARTS CLASSES

### PHYSICAL EDUCATION

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



children develop a positive attitude about themselves and movement and will continue to participate in physical activities throughout their life.

## MUSIC

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

In addition, students in 3<sup>rd</sup> and 4<sup>th</sup> grade have an opportunity to participate in Chorus.

## ART

Students have art one day a week as well as additional collaborative opportunities. Projects are planned to spark creative imagination and develop skills. Some of the areas covered are drawing and painting, cutting, printing, stitchery, weaving, puppetry, ceramics, and constructions.

## SPECIAL EDUCATION

### SPECIAL EDUCATION SERVICES

Mast Way provides special education services to students who qualify through the Individuals with Disabilities Education Improvement Act (IDEA). If you have concerns about your child's learning, please contact your child's teacher or the principal at 603-659-3001.

### ENGLISH FOR SPEAKERS OF OTHER LANGAUGES

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

## SCHOOL POLICIES

### CHEATING AND PLAGIARISM

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

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

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

## STUDENT RECORDS

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

## TEXTBOOKS AND OTHER SCHOOL PROPERTY

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

Pencils, paper, etc. are furnished by the school. Some teachers, generally upper grades, suggest some supplies be provided by students. However, it is not necessary to purchase any school supplies.

## STUDENT CONDUCT/DISCIPLINE PHILOSOPHY

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

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

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

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

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

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

Our goal is for students to have a safe and peaceful school day where learning can occur. When a student exhibits a behavior that violates school expectations or a school policy, the school will first engage in Restorative Practices to repair any harm that was caused and teach skills for the student to utilize expected behavior at school.

The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relative facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's

willingness to cooperate with the investigation and the student’s prior disciplinary record. See Board Policies [JICD](#) – Discipline and Due Process.

## GENERAL SCHOOL CONDUCT RULES AND EXPECTATIONS

Mast Way School’s guiding principles for student, parent, and staff conduct are posted throughout the school. It reads: **Be Safe, Be Respectful, and Do Your Best**

### SMOKING AND TOBACCO USE

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

### DRUGS AND ALCOHOL

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

### WEAPONS, THREATS, AND VIOLENCE

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

### HARRASSMENT/SEXUAL HARASSMENT

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

### BULLYING

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

## STUDENT DRESS

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

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

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

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

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

## STUDENT USE OF PERSONAL ELECTRONIC DEVICES

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

## STUDENT COMPUTER AND INTERNET USE

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

## EDUCATIONAL QUESTIONNAIRES, SURVEY, AND RESEARCH

See Board Policy [ILD](#).

## CONSENT AND OPT OUT FORMS

See Board Policy [ILD-R](#).

PROMOTION AND RETENTION OF STUDENTS

See Board Policy [IKE](#).