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SECTION I: EDUCATIONAL PHILOSOPHY



MISSION

Rye Junior High School will provide appropriately responsive school programs, policies, and practices to meet the particular intellectual, physical, social, and emotional needs of each middle level learner. Every young adolescent can learn, and we resolve to make that learning a reality.

BELIEFS

COMMUNITY OF LEARNERS

- All people can and do learn throughout their lives.
- Everyone with the community shares a responsibility for developing and nurturing the whole child.
- Each individual possesses the ability to think, to learn, and to be creative.
- Each individual has the right to reach his/her own potential.
- Each individual needs to know his/her intrinsic worth in order to develop personally, socially, and academically.
- Young adolescence is a critical time for identity formation and the development of decision making skills.
- Diversity enhances and enriches the individual and society.
- Success requires respect for self and others.
- Young adolescents are talented in unique ways with a personal mix of diverse intelligences.

ASSESSMENT AND TEACHING STRATEGIES

- Students need to be actively involved in programs that integrate physical and intellectual activity.
- Students can be taught and can learn content material in a manner that complements their learning styles.
- Assessment of academic achievement includes evaluation of the process as well as the product.
- The higher the expectation, the higher the achievement.

RESPONSIBILITY AND COMMUNITY

- Everyone is accountable for his/her actions.
- Each individual has a responsibility to the community.
- The entire school community (staff, parents/guardian, students, and the community) shares in the responsibility for maximum student growth.

Being a successful student

In order to be a successful student, I need to:

- Do my best in all subject areas

- Take advantage of extra help if I need it
- Make up work when I am absent
- Take responsibility for my own learning
- Take responsibility for my actions
- Listen carefully to and follow directions
- Be prepared with everything I need for class
- Pay attention and participate in class
- Communicate with my parents/guardians about homework, classes, grades
- Work regularly on long term assignments so I get them in on time
- Study regularly so I do not have to cram for a test
- Treat others with respect
- Handle property with respect
- Talk with the appropriate person if I have a problem

I realize that I get out of school what I put into it. If I try my best and do what I am capable of, I will succeed, and that is what everyone wants for me.

Suggestions for Parents/guardians

The education of your child is a community effort and responsibility. It is the result of a collaborative effort among the student, the school, and the parents/guardian. In recognition of this shared responsibility, here are some things that can be done at home to help your child.

- Provide a home environment that encourages learning.
- Provide a small, but meaningful home library.
- Review the entries in your child's agenda book.
- Encourage that homework be done at the same time and at the same place each day.
- Discuss the school day's events with your child.
- Make contact regularly with your child's teachers.
- Attend open house, parents/guardian night, and other school events.
- Help your child be ready for the next school day.

SECTION II: ACADEMICS AND SCHOOL RULES

ACADEMIC DIFFICULTY

It is our goal as a school to provide the assistance needed for each student to succeed in his/her studies. Students who experience academic difficulty have a number of resources to aid in improvement. Teachers are always available to assist students, as is the Homework Club program that is offered as an after school program on Mondays through Thursdays. ***By mutual agreement (teachers and parent/guardian), arrangements may be made for weekly progress reports that will be subject to periodic re-evaluation.*** Students who work hard to complete their assignments and communicate with their teachers will be successful. Coupled with academic performance, effort and attitude are very important factors in determining grades.

ACADEMIC INTEGRITY

All students have the responsibility to produce and complete their own academic work. Failure to accept this responsibility and pass in work that is not one's own is cheating.

To avoid plagiarism you must give credit whenever you use:

- Another person's ideas, opinions, or theories,
- Any facts, statistics, images, or creative works (art, music, etc.)
- Quotations of another's spoken words.

Incidents of cheating, including plagiarism, will be looked at very seriously. Student will receive appropriate disciplinary action. Parents/guardian will be notified by the teacher or the Principal.

Consequences for cheating:

Individual teachers will address incidents of cheating. Consequences may include but are not limited to:

- Re-do an assignment, quiz or exam
- An afterschool detention (first offense)
- Referral to the school administration

More serious consequences will be imposed should there be further incidents of plagiarism.

ADDRESSING CONCERNS

Whenever you have a concern or problem, please let us know so we can discuss it and attempt to come up with a workable solution.

First Step: You should always contact the teacher first. The majority of concerns can be immediately addressed and resolved through direct contact with the teacher.

Second Step: If you still have a concern then you should talk to the Principal. Under most circumstances this would be done only after direct contact with the teacher.

Third Step: The next step for resolution of a concern is to talk to the Superintendent of Schools, Salvatore Petralia. He can be reached at 603-422-9572 or spetralia@sau50.org.

Fourth Step: If your concern has not been remedied by the above, the final step would be to contact the Rye School Board, Board Chairman.

ATTENDANCE

Regular attendance in school is essential to a student's educational development. Each student is required by law to attend school during all times the school is in session. Consequently, ***we strongly discourage parent(s)/guardian(s) from extending vacations or making appointments during the school day, as these appointments interrupt a student's educational plan.*** It is our hope that students understand the importance of regular attendance and punctuality. We realize that a student may be absent occasionally during the school year for personal illness, death in the family, family emergencies or religious holidays. When a student is going to be absent from the school, parents/guardian need to call the office (964-5591) the morning of the absence, preferably before 8:30. Should a call not be received, it is our policy to call the home of the student, his / her parents/guardian workplaces, or the listed emergency phone numbers. If no one is reached, a phone call will be made to the Rye Police Department informing them of the absence of the

student. The safety and well being of your child is our concern. For a student to attend or participate in an extra-curricular activity, he/she must be in school for at least four periods the day of the event, or upon approval of the principal. Students who plan to be dismissed from school during the hours school is in session should bring in a note from home to the office stating the reason and signed by a parents/guardian.

Tardiness to school

Any student not present in homeroom at 8:10, the time attendance is taken, will be considered tardy. The tardy student must report to the office and be *signed in by a parent/guardian* before going to class. Should a student be tardy to school due to the late arrival of a school bus, the student will not be marked tardy. Habitual tardiness will be discussed with the student, parents/guardian and principal.

CONFERENCES

Parent/guardian conferences are a good form of communication between parents/guardian and teachers. Conferences will be scheduled in the fall but parents/guardians are invited to schedule conferences at anytime during the school year. To set up a meeting, parents/guardian can call or email, their child's advisor, grade level teachers or the guidance counselor. Teachers may call parents/guardian to set up conferences as they deem necessary. Conferences can help redirect students as well as give positive feedback.

DETENTIONS / SUSPENSIONS

Afternoon Detention

Students may be assigned a detention by any member of the school staff. A detention will be assigned because of misbehavior, repeated tardiness, or any conduct that is disruptive to the members of a classroom or the student body.

Detentions typically occur from 3:00-4:00 or may be extended by a staff member.

In-School Suspension

As an alternative to out-of-school suspension, a student may be assigned to in-school suspension. The student will be required to complete classroom work. A student on in-school suspension cannot participate in extracurricular activities on that day nor attend the next dance.

Out-of-School Suspension

Serious offenses or willful refusal to follow the rules set by the school could result in suspension from school. Parents or legal guardians will be notified in writing of the action taken. A suspended student may not participate in extracurricular activities on that day nor attend the next dance.

Expulsion

In rare cases, extreme offenses may result in a student being expelled from school for the remainder of the school year.

DISMISSALS

Students will be dismissed from the Main Office. A note or call from parents/guardian should be brought to the office upon morning arrival. Parents or legal guardians must **personally** sign out students in the office.

HOMEROOM ADVISORY

We continue our advisory program in our homeroom system. We made the transition from the traditional homeroom where students received the daily announcements and attendance was taken each morning.

If a parent/guardian feels there is an issue with their child, they should contact their advisor to discuss. The advisor will be responsible to communicate this information with the grade level team, guidance counselor or even the principal if necessary.

HOMEWORK

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and as an extension of daily classroom activities. Students are expected to complete all assignments and to follow the guidelines given by their classroom teacher. Both daily and long-term assignments should be written in the student's agenda book.

If a student is absent due to illness or extenuating circumstances, the student is expected to complete all make-up homework within a timely fashion, but no longer than two weeks after his/her return. If your student is out of school for one day they need to check in with their teachers for any missed work the following day. If they are out for two or more days, you may request homework for them by calling the office in the morning, and can pick up between 2:30 and 3:30 p.m. Teachers have regularly scheduled after school extra help sessions. The after school Homework Club is also available to assist students.

REPORT CARDS/POWER SCHOOL

Each school year is divided into three terms. Throughout the term, the teachers post grades for assignments on Power School, an on-line system. Parents/guardians and students are encouraged to regularly check Power School for missing assignments and student progress. At the end of each term students receive a report card. This card forms a basis of communication with parents/guardians concerning academic progress and motivation. *The report card envelopes must be signed by parents/guardian and returned to the student's advisor.* This is not a legal document. When turned in with your signature we know you received it. Parents/guardians are encouraged to contact their child's teachers to discuss academic progress at any time throughout the year.

SCHOOL BOARD AND DISTRICT POLICIES AND PROCEDURES

The Rye School Board meets regularly on the third Wednesday of each month at RJH. All are welcome to attend. Other special meetings are scheduled as needed. Meeting dates and times are posted on the School Board web site, in the schools, at the Town Hall, and on a sandwich board in front of the Rye Junior High School the day before and the day of the meeting. Agenda and minutes of the meetings are posted on a link on the websites of both schools. All school board policies are on file in the SAU 50 office, Rye Elementary School, Rye Junior High School, and on the Rye School Board website.

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SCHOOL DISTRICT CRITERIA FOR SPECIAL EDUCATION EVALUATIONS

The State and Federal special education laws require that the school district evaluate children with disabilities who are in need of special education and related services. The district evaluates

children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a reevaluation.

The district is committed to ensuring that each student's IEP team bases its decision on high quality, reliable and educationally sound special education evaluations.

As a result, the district has established the following list of criteria for all special education evaluations the district conducts, obtains or funds.

1. The evaluation must comply with the relevant provisions of the State and Federal special education laws, including 34 C.F.R. §§ 300.301–300.311, and N.H. Code of Administrative Rules Ed 1107.
2. The evaluation must be conducted in New Hampshire, by an evaluator whose principal office is located in New Hampshire, unless there is no qualified evaluator in New Hampshire.
3. The evaluator must hold a valid license from the State of New Hampshire in the field related to the known or suspected disability. The evaluator must have extensive training and experience in evaluation in the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no “applicable license” exists, the district must be satisfied that the evaluator has extensive training and experience related to the known or suspected disability.
4. The cost of the evaluation shall not exceed the usual and customary rate for such evaluations.
5. The school district will not pay for the evaluation until it receives the evaluator's report.
6. The evaluator must review relevant educational records.
7. Unless otherwise determined by the members of the student's IEP team, the evaluator must either: a) observe the student in one or more educational settings; or b) make at least one contact with the student's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.
8. The evaluator must be permitted to directly communicate and share information with members of the IEP team, the district's special education director, and the director's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the IEP team, the district's special education director, and the director's designees.
9. The district shall be entitled to inspect and obtain copies of the evaluator's records, including any records created by third parties. However, those records will not be deemed accessible to any school district personnel other than the evaluator, unless and until the district exercises its right to inspect or obtain copies of those records from the evaluator.

Unique circumstances may justify deviation from these criteria. If a parent or district staff member is aware of such unique circumstances, they should inform the student's case manager or the district's special education director immediately.

Legal References:

NH Code of Administrative Rules, Section Ed., 1107.02(b), *Evaluation Requirements for Children with Specific Learning Disabilities*

Adopted 2011

Further information on the following topics can be accessed through our school website at www.ryejrhigh.org. If you have any questions, please contact the school for more information.

Acceptable Use Policy for Computer Users

Computer, E-mail and Internet Communications

Bus Transportation

Dangerous Weapons on School Property (JICI)

Student Drug and Alcohol Abuse Policy (JICH)

Safe Schools Act

Safety and Violence Prevention (Bullying)

Statement of Nondiscrimination Notice and Family Education Records Privacy Act (FERPA)

Residency Policy

Student Disciplinary Procedures Concerning Drugs and Alcohol:

On a student's first offense, the Building Administrator or his / her designee shall inform the student and parents / guardian that the student may be suspended from school for up to 10 days. If the parents / guardian agree to have the student referred for evaluation and recommendations, then the suspension may be reduced.

After the above initial disciplinary action, the student will meet with the Building Administrator or guidance counselor to determine a course of action.

A student who follows the recommended course of action may, at the Building Administrator's discretion, continue to participate in extra-curricular activities as long as the involvement is successful and there is no further evidence of drug or alcohol involvement.

If a student refuses to participate in the recommended course of action, then s/he will be dropped from any extracurricular activities in which s/he is presently participating.

Second offenses within the same school year shall be referred to the School Board for an expulsion hearing.

Cases Involving Selling or Furnishing

Drug selling or furnishing on school property or at school functions is an automatic 10-day suspension and referral to the School Board for expulsion. Referral will also be made to the appropriate law enforcement officials.

Alcohol Use on School Property:

Controlled drugs are defined to be those drugs prohibited by New Hampshire State Law as defined in RSA Ch. 318-B. Alcoholic beverages will not be permitted on school property at any time. Any student in possession of or under the influence of alcohol will be immediately suspended from school for not less than five days. The New Hampshire State Statute states: "No person shall drink or have in his/her possession any intoxicating beverage while in attendance as a spectator or otherwise at any place where a school interscholastic contest is being conducted. Whoever violates the provisions of this section shall be fined not more than fifty dollars or imprisoned for not more than thirty days or both."

Statutory / Case Law / Regulation References:

RSA Ch. 318-B

Sexual Harassment

The Rye School Board has adopted a clearly defined policy regarding sexual harassment. Anyone who suspects an incident of sexual harassment or violence within the school community should refer to school board policy GBAA and/or contact the Director of Pupil Services who oversees all such reports.

As stated in Section II of Policy GBAA,

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, for obtaining or retaining employment or of obtaining an education; or
 - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or,
 - That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Any sexual harassment as defined, when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

- B. Sexual harassment may include but is not limited to:
- verbal harassment and/or abuse of a sexual nature
 - subtle pressure for sexual activity;
 - inappropriate patting or pinching;
 - intentional brushing against a student's or an employee's body;
 - demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 - any sexually motivated unwelcome touching; or
 - sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose

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Student Safety and Violence Prevention

The School Board believes students are entitled to learn in a safe and secure school environment. Students are expected to conduct themselves with respect for others in accordance with this and other School Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

A. Prohibited Conduct

Students are prohibited from bullying and cyberbullying actions or communications directed toward other students which:

1. Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying.

Protection of all Pupils

This policy shall apply to all students on school district grounds and participating in school district functions, regardless of their status under the law.

B. Definitions

For the purposes of this policy, the following definitions shall apply:

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another which:
 - a. Physically harms a student or damages the student's property;
 - b. Causes emotional distress to a student
 - c. Interferes with a student's educational opportunities;
 - d. Creates a hostile educational environment; or
 - e. Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in items (a) through (e) above.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the School Board's Student Discrimination and Harassment Complaint Procedure.

"Cyberbullying" means conduct defined in Paragraph B (1) that takes place through the use of electronic devices.

"Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

"Emotional distress" means distress that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies a differing viewpoint.

"Perpetrator" means a student who engages in bullying or cyberbullying.

"School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

"Victim" means a student against whom bullying or cyberbullying has been perpetrated.

See the website for the Reporter Form: www.ryejrhigh.org

SECTION III: STUDENT LIFE AND ACTIVITIES



ATHLETIC PROGRAMS

Philosophy

The athletic program is part of the overall educational process. As educators, we view the playing field as an extension of the classroom. Accordingly, the athletic teams should provide an avenue for all students to be challenged to learn skills and concepts such as, sport specific physical skills, theory of the game, team work, sportsmanship, respect, responsibility and commitment.

Interscholastic Athletics Offerings:

Fall Season: Sign ups / practices begin during the first week of school and the season is completed by the last week of October. The teams meet for a practice or game 4 or 5 days per week (depending on the sport) usually 3 PM and 6 PM. The fall season sports are:

Boys' soccer Co-ed Volleyball
Girls' soccer Co-ed Cross Country
Field Hockey

Winter Season: Practices begin mid-November and the season is over before February vacation. The teams have a practice or game 4 or 5 days per week. Practice times are between 3PM and 9 PM. Sixth grade teams practice twice per week and play on Saturday mornings at Portsmouth Middle School from December to the February vacation. The winter teams are:

6th Grade Boys' Basketball
6th Grade Girls' Basketball
7/8th Grade Boys' Basketball
7/8th Grade Girls' Basketball

Spring Season: Practices begin in early April and the season is over by the first week of June. Practices and games are 4 to 5 times per week after school. The spring sports are:

Baseball Softball
Co-ed Track & Field

Physicals: Athletes must have a physical prior to the beginning of their sixth grade year and their eighth grade year in order to participate in school athletics. This must be documented. The NHIAA also requires physicals of all high school freshmen in order to participate in high school athletics.

Forms: Before any student can participate in interscholastic athletics, the parent or legal guardian must sign two forms. These will be sent home with the student / athlete. The forms are:

The Medical Treatment Consent Form
The Acknowledgment of Participation / Physical Form

and are available on our website.

For more information please see the Athletic Handbook on our website at: www.sau50.org/rye/rjh/



BICYCLES, SKATEBOARDS, AND SCOOTERS

Bicycle racks are provided by the side of the school building. Bicycles are to be left in the racks throughout the entire day. We strongly recommend that students lock their bicycles and they

must wear a helmet when riding a bicycle. The school is not responsible for any damage incurred to bicycles on school property.

Bicycles are not to be ridden on school property. Students should walk their bicycles to the rack. **Skateboards, scooters, and other similar devices are not permitted on school property, whether school is in or out of session.** RJH does not accept liability for any person operating or using these devices.

BOOK BAGS / BACKPACKS

Lockers are provided for storage of book bags / backpacks.

BOOK CARE

Books are the responsibility of the student and must be paid for if lost or damaged. A second textbook will not be issued until payment is made for the lost or damaged book. All textbooks must be covered. This requirement extends the life of the book. Please take proper care of books. We need them for other students.



BUS TRANSPORTATION

Students who live beyond certain limits designated by the Rye School Board are permitted to ride buses. Bus pupils may ride on the bus to which they are assigned. Emergency changes in bus assignments must be cleared through the RJH office. Elementary students are to ride in the front of the bus. The orderly, courteous, and respectful behavior that is expected in school is also expected of the student at the bus stop and on the bus. If there is an issue on the bus and/or concern, please call the principal at (603) 964-5591.

IMPORTANT: If a student is planning to ride a different bus (other than the one assigned) or be dropped-off at a location other than their regularly scheduled stop, the student must have a parent/guardian phone the school or the student must bring a signed note from the parent/guardian, to the front office with the drop-off information to receive a bus slip. The student will give this slip to the bus driver.



CAFETERIA INFORMATION

Milk and school lunch are available daily. Parents/guardian may submit an application for eligibility for free or reduced price lunches at any time during the school year and for any needed length of time.

Students may charge a lunch if they do not have money with them, but should try to clear the charge within two school days.

Any questions should be directed to the Food Services Director.

Co-Curricular & Extra Curricular Opportunities

Some of the clubs and activities offered to the students of RJH are:

- Art Club
- National French Exam Competition

- Students may not wear pajamas, casual flannel pants, or slippers to school.
- Students may not wear hats, caps or hoods in the building during the school day, unless that head apparel is part of a student's customary religious attire or there are medical reasons.

PLEASE NOTE: by signing the agreement at the beginning of this book you are also agreeing that should your child be in violation of the dress code and you are unable to provide appropriate clothing for him/her to change into, clothing will be provided by the Guidance Counselor or School Nurse.

ELECTRONIC DEVICES

RJH does not promote students bringing electronic devices to school, but understand they can be convenient for a student to have after school hours. These devices are NOT to be used during school. They may be accessed before school begins or after dismissal. They include: cell phones, iPods, MP3 players and other similar electronic devices.

EVACUATION PLAN

We hope that there will never be an emergency in our school that necessitates an evacuation, but we must be ready if there is a need. Each student is expected to:

- o Know the proper exit from any part of the building. This is posted in each room.
- o Walk in a quiet, orderly manner.
- o Stay with the classroom teacher.
- o In a silent and orderly manner, exit the building and remain outside in the designated locations until requested to return to the building.
- o Refrain from all talking.
- o Listen and follow directions from adults.

FIELD TRIPS

Field trips are considered an extension of the school's curriculum and instructional program. The expectations for behavior on a field trip are identical to those for behavior in school. Students are representatives of Rye Junior High School and appropriate decorum is expected. All students participating in the field trip must have written parental / legal guardian permission. Pertinent information regarding the field trip will be sent home with a permission slip or available online. The school's written permission slip must be returned to the teacher sponsoring the trip.

GUIDANCE PROGRAM

Rye Junior High School guidance counselor provides many services for students, parents/guardian and school staff. Specific services include: academic guidance, personal and social counseling, student assessment, and referral to outside sources. Parents/guardians are encouraged to contact Mrs. Dunn, RJH school counselor, if you have concerns or questions at 964-5591 Ext. # 303 or at adunn@sau50.org.

GUM CHEWING AND FOOD

Gum chewing is not allowed in the building. Eating in the cafeteria is allowed at snack time and lunch only or in the classroom when as part of a classroom activity. There should be no consumption of food or beverages in the hallways. Students may carry and consume water in their classes. No glass containers.

INSURANCE

Students are eligible to participate in an insurance plan that gives coverage around the clock or while attending school, and while traveling to and from school and school sponsored activities. Forms are available at the beginning of the school year with complete information about the insurance program, provided by a local agency for a low annual premium. All students who intend to participate in athletics are expected to have health insurance. Students who are covered by personal health insurance should use that coverage first. Insurance coverage may be purchased any time throughout the year.



LIBRARY / MEDIA CENTER

The library / media center is a central resource of our school. Students are encouraged to consult with our librarian, Ms. Mary Coombs, for research assignments, to find interesting leisure reading materials and to meet other information needs. The library is equipped with books, magazines, newspapers, video and audiobooks, online databases, encyclopedias and Internet access. Students may use the library individually, with scheduled classes, during lunch or in small groups with permission from their teacher or with a pass to the library. The library / media center is to be used for reading, checking out books, studying and research.

LOCK DOWNS

When a lock down is announced, all students, staff and visitors are to clear the hallways and bathrooms immediately and report to the nearest classroom. Teachers are to close windows, pull down shades, turn off lights, and lock doors. All persons must stay in the classroom and await further instructions.

LOST AND FOUND

If students have lost any articles, they should inquire about it at the office and check the Lost & Found area.

MEDICATIONS

Medications during school hours carry explicit rules and regulations. Students are not permitted to carry any medications on their person. All medications, prescription or non-prescription must be given to the nurse. The exception is that possession and self-administration of asthma inhalers and Epinephrine Auto-Injectors are permitted only if there is specific documentation and written approval of the student's physician and parents/guardian.

Parents/guardians, please be aware that **all** prescription medicine must be delivered by the responsible adult to the school nurse in a pharmacy labeled container listing the student's name, the physician's name, the name of the medicine and the instructions. Not more than a 30-day supply will be accepted. Upon receipt the nurse will count all medication.

Over-the counter medication may be given, if needed, with the written request of the parents/guardian. The medication must be supplied by the responsible adult in its original container. Dosages given will never exceed label directions without a prescribing order. Student should not carry over-the counter medication. It will be made available through the school nurse.



NURSING, HEALTH SERVICES and IMMUNIZATIONS

A registered nurse provides assessment and care of ill and / or injured students. Vision screenings are performed for all 7th grade students and upon request. Height and weight screenings are performed on all students once each year.

A student must obtain a pass from a teacher to visit the nurse. All dismissals from school due to illness or injury require verbal consent from a parent/guardian. Parents/guardians work numbers and emergency numbers are kept in the Health Office and the Front Office. Please call the office with any updates / changes to those numbers.

All children attending Rye Junior High School must be in compliance with the New Hampshire's current immunization laws and regulations.

Students will be excluded from school until the student provides verification of the immunizations received, has a scheduled plan signed by the physician, or obtains an exemption signed according to the provisions of the law. State law requires that all children be immunized for school attendance (Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Varicella, Hepatitis B). Children must have proof of all required immunizations, or valid exemptions, in order to attend the first day of school. Documentation of immunity by confirming laboratory test results is acceptable.

One dose of Tdap vaccine is required for entry into the 7th grade. A Tdap vaccine given on or after the 7th birthday meets the Tdap requirement for 7th grade.

More information is available at” <https://www.dhhs.nh.gov/dphs/immunization/schools.htm>

A child shall be exempt from immunizations if (1) a licensed physician certifies that immunization against a particular disease may be detrimental to the child's health, or (2) a parent or legal guardian objects to immunizations because of religious beliefs. It is required by letter from the physician is provided explaining reason for exemption or a religious exemption form be completed by the parent and notarized. A copy must be provided to the school nurse. Children who have not been immunized under these exemptions shall not attend school during an outbreak of a communicable disease for which immunization is required.

NO SCHOOL ANNOUNCEMENTS OR DELAYED OPENINGS

Announcements regarding school cancellation or delayed opening will be made by *our notification system*; an automated phone messaging system as well as announced on radio or television. If a delayed opening is called, please be alert to the fact that school may still be cancelled if conditions do not improve.

If conditions cause a two-hour delay (10:10 start time), students should be at their bus stop two hours later than usual. Walkers should arrive two hours later as well. Lunch will be served on these days, and students will be dismissed at the regular time.

PRIVATE SCHOOLS: APPLICATION PROCESS

Students applying to a private school need to notify the school counselor. The student must

- complete the “Recommendation Questionnaire” form,
- personally ask a teacher to write a letter or recommendation,
- provide an addressed, stamped envelope to the school for each application,
- request that a transcript be sent, and
- meet all Rye Junior High School and private school deadlines.

It is our procedure to send all materials directly to the school. *For more information visit our website under guidance.*

RECESS

During recess we expect students to act safely and respectfully. In order to insure their safety, **no activities involving body contact are permitted**. Pupils may re-enter the building only by permission of one of the teachers on duty. We make every effort to have outdoor recess



SCHOOL HOURS

| | |
|-----------------|---------|
| Opening ----- | 8:00 AM |
| Tardy----- | 8:10 AM |
| Dismissal ----- | 2:50 PM |

TELEPHONE USE

Telephones in the office are for school business and emergencies. All students are to turn off their cell phones upon entering the building at 8:00, turn in their cell phones in homeroom and only used with teacher permission. We have phones in each room that students may use with permission of their teacher.

WITHDRAWAL FROM RJH

If a student is going to transfer to another school during the school year, please inform the office in advance. The student will be given a student withdrawal checklist, and the parents/guardian will be given an Exit Survey to be filled out before the student leaves. School records will be sent by us to the student’s new school when we have received a records release form from the child’s parents/guardian.