

2025-2026

**Florence Rideout Elementary School/Lyndeborough Central School
Parent and Student Handbook**



Florence Rideout Elementary School
18 Tremont Street
Wilton NH, 03086
(603) 732-9229

Lyndeborough Central School
192 Forest Road
Lyndeborough NH, 03082
(603) 732-9228

Stacy Maghakian, Principal
www.sau63.org

Welcome to the 2025–2026 School Year!

Dear Families,

Welcome to a new school year at FRES and LCS! We are excited to partner with you in supporting your child's growth and development during these important elementary years. Our shared goal is to nurture students who are not only successful learners, but also confident individuals prepared to become lifelong learners and contributing members of their communities.

The elementary years lay a crucial foundation. At FRES and LCS, we strive to build students' academic skills while also helping them develop a strong sense of self-worth, responsibility, and motivation to reach their full potential. This work is most successful when done in partnership—with families, educators, and the broader community all working together.

This handbook is intended to keep you informed and engaged. Please take time to review its contents carefully and refer back to it throughout the year. Open communication and collaboration between home and school are essential. We strongly encourage you to stay involved: talk with your child about their learning, reach out with questions or concerns, and take part in the many events and opportunities offered at both schools.

We also invite you to stay connected with us by bookmarking our district website, following our Facebook page, and reading our newsletters and school updates. Your involvement plays a vital role in building school pride, a strong sense of community, and most importantly—your child's success.

Thank you for your continued support. I look forward to a great year ahead, working together to help every student grow, thrive, and succeed.

Warmly,

Stacy Maghakian

Principal

Florence Rideout Elementary School & Lyndeborough Central School

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JLDBB - Suicide Prevention and Response	Linked Here
JICD -Student Discipline and Due Process- <i>Safe School Zone</i>	Linked Here
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ACAA-R -Student Discrimination and Harassment Complaint Procedure	Linked Here
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The Wilton-Lyndeborough Cooperative School District reserves the right to revise its policies in accordance with the law and this handbook may be amended. For all current policies visit the Policy Page [linked here](#).

Wilton-Lyndeborough Cooperative School District

Vision of The Graduate

The WLC Graduate will be an effective communicator, a strong collaborator, a creative problem solver, a self-directed learner, and a responsible citizen.

Mission Statement

Wilton-Lyndeborough Cooperative School District will provide a safe and educational environment that promotes student exploration, critical thinking, and responsible citizenship.

Florence Rideout Elementary School & Lyndeborough Central School provide an active, versatile, and challenging learning environment that helps students develop to their fullest academic, social, physical, and emotional potential. We aim to foster individual responsibility and develop an understanding of others, the community, and the world. We promote a cooperative and interactive partnership between the school and the home.

Our schools will strive to accomplish this mission by committing to:

- Encourage students to reach their potential and become responsible and productive citizens.
- Prepare, challenge, and empower our students to be life-long learners.
- Provide a safe and diverse learning environment.

C.A.R.E.S Learning Habits

C.A.R.E.S. is a school-wide philosophy that promotes positive learning behaviors for lifelong learning and success. This philosophy empowers students and develops their social and emotional growth in the classroom, school community, and beyond.

Cooperation:

- I can listen attentively
- I can follow school and classroom rules
- I can work productively in a group
- I can find positive solutions to problems
- I can follow oral directions

Assertion:

- I can seek help when needed
- I can share my feelings appropriately
- I can work to my ability
- I can show initiative

Responsibility:

- I can complete assigned tasks
- I can participate in class
- I can organize my materials and space
- I accept ownership of my choices

Empathy:

- I can show respect for others and their opinions, feelings, and property
- I can value the community of the classroom and school

Self-Control:

- I can make positive choices in various school settings
- I can work independently
- I can stay on task

School Administrative Unit 63
District Staff Directory
192 Forest Road
Lyndeborough, NH 03086

Phone: (603) 732-9170

Fax: 603-654-6691

Superintendent	Peter Weaver
Executive Assistant.....	Kristina Fowler
District Curriculum Coordinator.....	Samantha Dignan
Business Administrator.....	Kristie LaPlante
Human Resources and Payroll Specialist.....	Lori Spurrell
Facilities Manager.....	Ben Hofstetter

Special Education Office
Phone: (603) 732-9175

Director of Student Support Services.....	Ned Pratt
Student Support Services Administrative Assistant.....	Mary Jane Ryan

Food Service

Director of Food Services.....	Megan Nantel email: m.nantel@sau63.org
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School Bus Transportation

Butler's Bus Service.....	Phone: 603-213-6401
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Wilton-Lyndeborough School Board Members

Dennis Golding School Board Chairman Wilton	Jonathan Lavoie Member Lyndeborough	Darlene Anzalone Member Lyndeborough
Cynthia Diane Foss Member Wilton	John Zavgren Member Wilton	Paul White At-Large Lyndeborough Lyndeborough
Michelle Alley Member Wilton	Brianne LaVallee Vice Chair, At-Large Member Lyndeborough	Erin Collins Member Wilton

Florence Rideout Elementary School Staff Directory

Principal.....	Stacy Maghakian
Curriculum Coordinator/Student Services Coordinator.....	Samantha Dignan
Administrative Assistant.....	Christina Gauthier
Administrative Assistant.....	Patsy Berube
School Counselor.....	Patti Donaldson
Nurse	Marissa Hofstetter
Technology Coordinator.....	
First Grade Teacher	Jessica Hill
First Grade Teacher	Laura Seale
Second Grade Teacher	Heather Desmarais
Second Grade Teacher.....	Julie Lemire
Second Grade Teacher	Kristen Lindquist
Third Grade Teacher	Kristin Dame
Third Grade Teacher	Allison Hayden
Third Grade Teacher	Emeria Longval
Fourth Grade Teacher.....	Valarie Bemis
Fourth Grade Teacher.....	Sandy Reid
Fourth Grade Teacher.....	Andrea Lawner
Fifth Grade Teacher	Suzanne Tetrault
Fifth Grade Teacher	Melanie Zabloutny
Fifth Grade Teacher	Jessica Radloff
Art	Greg Lamers
Music	Morgan Kudlich
Physical Education	Fritz Shenk
Media Specialist.....	Stephanie Loiselle
Reading Specialist.....	Tammy Cargill
Title1/WIN Coordinator.....	Bridgette Fuller
Special Education Teacher	Meghan Levesque
Special Education Teacher	Gisele Dailey
Special Education Teacher	Heather Roberts
Paraeducator.....	Stephanie Gilbert
Paraeducator.....	
Board Certified Behavior Analyst.....	Lisa Boalen
ABA Therapist	Roxanne Charlton
ABA Therapist	Allie Fernau
ABA Therapist	Chrissy Morrissy
ABA Therapist	Marissa Zimmerman
ABA Therapist	Abby Ellis

ABA Therapist	Chelsea Cummings
ABA Therapist	Stacy Matte
ABA Therapist	Tracy Aucoin
ABA Therapist	Shannon Pirkey

Food Service	
Food Service	Kristi Costello
Custodian	Peter Stephenson
Custodian	Bill Carey
Custodian.....	Eric Bouldin

Florence Rideout Elementary School consists of 14 classrooms for students in Grades 1 through Grade 5, a full-sized Gym, a Cafeteria, and a Library, plus additional rooms for support programs such as Speech, Special Education, and Title I Tutoring.

FRES SCHOOL HOURS

Grade 1 through Grade 5: **7:40 AM to 2:35 PM**

FRES DAILY SCHEDULE

7:40	Entrance to Building (breakfast is offered in the cafeteria until 7:52)
7:55	Instruction Begins
2:35	Dismissal for Buses
2:40	Dismissal for Parent Pick-Up Begins

FRES ARRIVAL

Students **should arrive at 7:40 AM.** **Note:** No supervision is provided for students on the playground at this time, and they should not be left unattended. Parents may drop their child off at school at the supervised parent pick-up/drop-off zone at the rear of the building along Livermore Street. Students will enter the building and proceed straight to their classroom. Please do not drop off after 7:50 AM, when there is no on-site staff to supervise this location.

Students arriving after 7:55 must be escorted into the building by their adult to be signed in. Please park in the visitor parking spaces and walk to the main office with your student; the front gated driveway is for buses only. Students are marked tardy after 7:55 AM.

FRES DISMISSAL

Dismissal begins at **2:35 PM.** Students riding the bus will be dismissed from their classrooms first. Walkers will be dismissed from the front of the building by grade with their teacher. Parents are asked to wait on the Flat (park facing the school building) for their student(s).

Lyndeborough Central School Staff Directory

Principal.....	Stacy Maghakian
Student Services Coordinator	
Administrative Assistant.....	Sherry LeBlanc
Guidance	Patti Donaldson
Nurse	
Kindergarten Teacher	Nicole Albee
Kindergarten Teacher	Vicki MacPherson
Kindergarten Teacher	Kirsten Rourke
Art	Greg Lamers
Music	Morgan Kudlich
Physical Education	Fritz Shenk
Media Generalist.....	Stephanie Loiselle
Board Certified Behavior Analyst.....	Lisa Boanen
Instructional Aide.....	Kayla Hodgen
Instructional Aide.....	Jamin LaPonsie
Custodian	Thiago Ferreira

Lyndeborough Central School consists of 3 classrooms for kindergarten students, a multi-purpose room used for many purposes, including a physical education, lunch, etc., and additional rooms for support programs such as Speech and Special Education. There is also a Preschool located in the building.

LCS SCHOOL HOURS

Kindergarten: **8:05 AM to 2:15 PM**

LCS DAILY SCHEDULE

8:05	Entrance to Building (breakfast is offered in the cafeteria until 8:17am)
8:20	Late Bell
2:15	Dismissal for Buses and Parent Pick Up Begins

LCS ARRIVAL

Students **should arrive at 8:05 AM**. No supervision is provided on the playground at this time, and students should not be left unattended. **Students arriving after 8:20 AM must be signed in by an adult in the front office.** Please park in the visitor parking spaces and walk to the main office with your child.

Parents may drop their child off at school at the supervised parent pick-up/drop-off zone at the front of the building near the main entrance. Students will enter the building and proceed straight to their classroom.

LCS DISMISSAL

All students are dismissed at **2:15 PM**. Students riding the bus will be dismissed first. Students picked up will be dismissed by their teachers from the front of the building. Parents are asked to exit their cars in the pick-up/drop-off zone to receive their students and buckle them in safely to leave the parking lot.

FRES BICYCLE RULES

1. A student must bring a written letter from a parent stating that the student has permission to ride their bicycle to and from school.
2. **Students are not to arrive on school grounds until after 7:40 a.m.**
3. A student who rides a bicycle is expected to place their bicycle in the bike rack as soon as they arrive at school. The bicycle should be locked and remain in the rack until the student is dismissed with the walkers to leave the school grounds.
4. Students are expected to obey all traffic rules while riding. Failure to do so will immediately suspend bicycle riding privileges at school.
5. Students must walk their bicycles across crosswalks and continue to walk their bikes when they reach the school property.
6. Students are required by state law to wear a bike helmet.



FRES/LCS WALKERS

For the safety of your children, please review the following pedestrian rules.

1. Students are encouraged to form a group or patrol when walking to and from the school grounds.
2. Students should stay single-file and use crosswalks.
3. **Students are not to arrive on school grounds until after 7:40 a.m.**
4. Kindergarten students can only walk home if an adult accompanies them.



Who to Call

Below are your “first point of contact” names for common issues and topics.

If you have questions about ...	Contact:
Classroom Activities Classroom Behavior Classroom Standards, Expectations, & Curriculum Homework Assignments Student’s Academic Performance Assessment Test Results	Classroom Teacher or Special Education Teacher • (603) 732-9229 (FRES) • (603) 732-9228 (LCS)
Building Usage School Events Student Enrollment/Withdrawal Class Scheduling	Administrative Assistant • (603) 732-9229 (FRES) • (603) 732-9228 (LCS)
Administrative Decisions Attendance Policy Bus Conduct Harassment or Student Conflicts Implementation of School Policies	Building Administrator (603) 732-9229
Busing (schedule routes) School Board Agenda/Minutes School Board Meeting Times	Superintendent’s Office (603) 732-9227
Budget Issues School Policies	WLC School Board – Phone # available upon request
Counseling Services Student Support Team (SST/MTSS) Academic 504	School Counselor (603) 732-9229
Special Education Testing/Eligibility	Special Education Teachers (603) 732-9229
Health Screening (eye, ear, scoliosis) Medical Policies Use of Medications In-School Vaccination Requirements	School Nurse • (603) 732-9229 (FRES) • (603) 732-9228 (LCS)
Reduced/Free Lunch Eligibility	Food Service Director (603)732-9230 x2159

School Special Classes

Art (Gr K-5)

Art is a regular part of the instructional program at both schools. Painting, drawing, printmaking, weaving, sculpting, and constructing will challenge your child's imagination and creativity. Art history is taught by studying various artists' paintings, drawings, and sculptures. Every child will have artwork displayed throughout the school year.

Physical Education (Gr K-5)

In Physical Education Class, cooperation, effort, and good sportsmanship are emphasized along with your child's physical skills. Classes are held outdoors during good weather in spring and fall. During winter months, classes are held in the Multi-Purpose Room/Gymnasium. Areas of activity include ball games, tumbling, endurance and cooperation, strength work, strategy planning, flexibility activities, etc.

All students should have proper attire (sneakers and either pants or shorts) to participate. Your child may be excused from physical education classes if they provide the school with a written excuse from either a parent or physician.

Music (Gr K-5)

Instruction covers the basics of rhythm, singing, listening, simple notation, and music composers and styles. In addition to age-appropriate classroom instruction, an annual musical program is prepared for the enjoyment of the entire school community.

Library (Gr K-5)

The school library provides students with resources for reading, writing reports, and learning library skills. The lower grades have a reading circle during part of their library time. Teachers also use the library to help provide children with research skills. Books are available at the public library to supplement and complement the school's collection. The students can check out materials from either library.

Library materials are loaned to students one week at a time. If needed, materials can be renewed for up to two more weeks. Lost or damaged materials are the student's responsibility for the total replacement cost. Only after payment is received may further materials be borrowed. At the end of the year, students with outstanding library books or fines will have their report cards withheld until the books are returned or paid for.

Health Education (Gr. K-5)

Students will become familiar with concepts related to health promotion and disease prevention. They will demonstrate a functional knowledge of the most important and enduring ideas, issues, and concepts related to achieving good health and the ability to practice health-enhancing behaviors. Injury prevention, nutrition, personal hygiene, positive self-image, and drug/alcohol/tobacco use prevention will be covered.

Technology/Media Education (Gr. 1-5)

Students familiarize themselves with Google Suite products, digital media software, basic keyboarding skills, Internet research, and cyber safety. Both schools commonly use technology to enhance instruction in the regular classroom.

Guidance (K-5)

The school counselor's role is to provide professional support to children, parents, and teachers in assessing learning and behavior problems and developing strategies to promote our students' social and emotional well-being. The guidance counselor works with students individually, in small groups, and classrooms and is also available to staff and parents for consultation on school-related matters. The guidance counselor leads the Student Support Team (SST/MTSS) meetings and is the 504 Coordinator.

Reading Specialist (K-5)

The reading specialist works with teachers and students to develop developmental reading programs for individual students and classroom reading groups. The reading specialist also regularly evaluates students' reading skills to assist in the diagnosis of learning disorders, develop remediation plans, and monitor student progress.

Student Support Team (SST)/Multi-Tiered System of Support (MTSS)

SST/MTSS is a multistep process that our school utilizes to provide services and interventions to help all students, including those struggling with learning. An integral part of the SST/MTSS model is progress monitoring and data collection, which are the foundations of making informed instructional decisions for students. This process improves the early identification and support of students with learning and behavior needs. It provides our teachers with vital information so that they can deliver instruction and interventions that match individual students' needs.

If your child requires intervention through the SST/MTSS model, our SST/MTSS coordinator will contact you to discuss our plan for your child's supplemental support and growth. Our shared goal is for all students to reach their full potential.

WIN/Title One

Title I provides federal funding to local school districts for tutorial programs that offer children extra assistance in the basic skill areas. Funding eligibility for individual schools is based on the enrollment level in the free and reduced lunch program. Eligibility is determined on an annual basis by the Department of Health and Human Services.

In SAU #63, the program is primarily designed to provide supplementary help to eligible students with difficulty in Language Arts and Math. Difficulties may include reading comprehension, written mechanics, grammar, vocabulary, spelling, phonics, math problem-solving, and computation.

WIN/Title I is a supplementary program. Students receive regular classroom instruction with their teacher(s) and support and reinforcement in specific skills from the Title I tutor. Students participate in Title I for approximately 20-45 minutes daily, two to five times weekly. Schedules are arranged with classroom teachers so students miss as little as possible of classroom instruction.

Students are usually referred to WIN/Title I by teachers, parents, or school counselors. Eligibility is primarily based on individualized academic testing, classroom performance, and teacher/parent observations.

If your child has received WIN/Title I in the past, either here or in another location, it does not automatically make them eligible for Title I services this school year. Please check with your child's school if you wish new eligibility to be considered.

If you have questions regarding the WIN/Title I Program or wish to make a referral, please do not hesitate to contact Bridgette Fuller, the WIN/Title I Coordinator, at b.fuller@sau63.org.

Special Education

Once a child has been found eligible for Special Education Services, a team of the child's parents, teachers, district evaluator(s), special education coordinator, and the Local Education Administrator develops an Individualized Educational Plan (IEP).

Students work with a special education teacher in small groups or individually. Following the inclusionary model, they may receive direct instruction from the special education teacher or paraprofessionals, who may support the student in the regular classroom. Special education teachers supervise the work of the special education paraprofessionals.

Rights of All Handicapped Persons

"No qualified handicapped person shall, based on handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which is offered to non-handicapped persons..." (Section 504, Support A, 104.4(a).)

School Nurse

The school nurse carries out various nursing activities and has professional relationships with teachers and administrators in the educational field. The nurse contributes directly to the public's understanding of academic and health needs. The nurse works closely with medical professionals and must cooperate with the programs of local, state, and federal agencies in health, education, and welfare.

The school nurse shall act as a specialist in all matters about the physical health of the students and school staff of the buildings to which they have been assigned. Responsibilities shall be advisory rather than diagnostic. All treatment given by the nurse shall be in the form of first aid or temporary relief. The responsibility for further treatment will rest with the child's parent/guardian or the individual staff member requiring attention.



Nurse/Health Office Procedures & Policies

Immunizations for School Entrance

According to the New Hampshire State Public Health Agency, all students must be immunized before school entrance. Evidence from a health care provider or completion of these requirements must be submitted to the school nurse before the student enters school. Children must present an immunization record or a medical or religious exemption to be enrolled in school.

Any student may be exempt from the above regulation if a healthcare provider presents evidence that immunization harms the child's health. The exemption must state the duration of the exemption. Exemption from immunization for one disease shall not affect other required immunizations.

A student may be exempt from immunization for religious reasons upon receipt of the New Hampshire Childcare/School Immunization Religious Exemption Form on the district website.

Physical Examinations

All students entering Florence Rideout Elementary School and Lyndeborough Central School for the first time must show proof of completing a medical examination by a healthcare provider within one year of their first entry. Kindergarten and first-grade students must show proof of completion of a medical exam by a healthcare provider within a year prior to school entrance.

Students transferring into Florence Rideout Elementary School and Lyndeborough Central School must also submit proof of physical examination by a health care provider completed within one year preceding first entry to the school and immunization information at the time of registration and before school entry.

Medication Policy

The following have been adopted for the administering of medication at school:

1. Parents must bring all medication into school in the original pharmacy or manufacturer-labeled container, clearly marked with the child's name and instructions on administering it. Along with written permission from the parent and a written order from the provider, no more than a 30-day supply of the prescription for a student shall be stored at the school.
2. **PRESCRIBED MEDICATIONS** should not be taken during school hours unless achieving a medical regimen at home is impossible. Medications to be given three times a day can be given every eight hours and thus will not have to be given at school.

3. **NON-PRESCRIBED MEDICATIONS** will not be encouraged for students' use. Non-prescribed medication will not be available to students unless the parent or guardian gives written permission. An over-the-counter medication checklist is available on the annual Student Health Assessment record completed by the parent or guardian.
4. The school nurse or designee, assigned by the nurse, shall assist all students in the School District who must take medication prescribed by a health care provider during the school day.
5. The school nurse or designee assigned by the nurse shall be responsible for administering and observing medication intake.
6. All medication shall be stored in a locked cabinet in the nurse's office. At the end of the school year, unused medications shall be picked up by a parent or guardian or disposed of by the school nurse.
7. All medication shall be recorded daily in the school nurse's database.
8. The school nurse may keep an updated Epi-Pen on hand in an emergency. All school personnel have been instructed in its use. As the provider prescribes, students with severe allergies can carry an Epi-Pen or inhaler to recess and on field trips.
9. Medication prescribed for asthma and severe allergic reactions (inhaler, Epi-Pens, or other medications) may be kept in the student's possession provided the health care provider's prescription for the medication, the directive for self-administration, and written permission from the parent/guardian are on file in the Health Office.
10. **EMERGENCY CARE and FIRST AID** (School Board Policy [JLCE/EBBC](#)). If any person in good faith renders emergency care at the place of emergency, or while in transit in an ambulance or rescue vehicle, to a person who is in urgent need of care as a result of the emergency, and if the acts of care are made in good faith and without willful or wanton negligence, the person who renders the care is not liable in civil damages for his/her acts or omissions in rendering the care, as long as he/she receives no direct compensation for the care from or on behalf of the person cared for. Any person rendering emergency care shall have the duty to place the injured person under the care of a physician, nurse, or other person qualified to care for such person as soon as possible and to obey the instructions of such a qualified person.

Illness at School

We will contact you if your child becomes ill at school. You will receive an "Emergency Information/Health" form [JLCE-R](#) at the beginning of the school year. We ask for your cooperation in furnishing a name and telephone number to call in case you are not at home. It is important to inform us of any changes so that we have the most current contact information during the school year.

A child sent home with a fever of 100 degrees or higher, vomiting, or diarrhea may not return to school for at least 24 hours AND after their temperature is normal and vomiting or diarrhea has stopped without using fever-reducing medications.

Food Allergies

Florence Rideout Elementary School and Lyndeborough Central School are allergy-aware schools. Classrooms will be designated peanut or nut-safe, as needed, for children with an allergy to peanuts or nuts. Students may bring lunches or snacks that contain peanuts or nuts or products labeled "manufactured in a facility that contains peanuts or nuts.". An allergy-safe table is provided in the cafeteria for students who

must sit away from allergens (see Accommodating Students with Special Dietary Needs in the School Nutrition Program linked [here](#), pg. 10-11).

Head Lice (Pediculosis)

The school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal or written instructions for treatment will be given to the family of each identified student. Instructions will include treatment recommendations consistent with NH Department of Health and Human Services recommendations. The affected student will be sent home after the school day. Based on the school nurse's recommendation, other children most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

Criteria for return to school: Students will be allowed to return after proper treatment as the school nurse recommends. The Board recognizes that the American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies. In alignment with these recommendations, no student will be excluded from attendance solely because nits may be present. The school nurse may recheck a child's head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

Asbestos Notification

A report is available in the school's maintenance office. FRES and LCS have asbestos management plans available for review in both buildings.

Accident Insurance for Students

Insurance is available at a minimal cost, and all parents are encouraged to take advantage of this offer. Notices will be sent home regarding the price and procedure for obtaining coverage.

School Registration & Transfers

Any child who will be five years of age on or before September 30 is eligible to enter kindergarten, and six years of age by September 30 is eligible to enter first grade. All registration forms can be accessed through our website [here](#).

To register a child for school, you must have:

1. A copy of the child's birth certificate.
2. A copy of the child's immunization record, verifying that the Mumps and Measles vaccine (or a verified case, Polio, Diphtheria, Pertussis, Tetanus, and Rubella vaccines are up to date.
3. A copy of a physical examination done within one year before school entrance.
4. A signed record release for any preschool attended.
5. Proof of Wilton/Lyndeborough residency (i.e., utility bill, lease agreement, property tax bill).

Transferring Into Florence Rideout Elementary School/Lyndeborough Central School

To transfer a student into the Florence Rideout Elementary or Lyndeborough Central Schools, the following forms must be completed before admitting the child:

1. Permission for verbal communication with the previous school.
2. Emergency information/health.
3. Special medication (when applicable).
4. Request for release of records.

5. Emergency release.
6. A copy of the child's immunization record and a copy of the last physical exam (given within the last year).
7. Proof of Wilton/Lyndeborough Residency (i.e., utility bill, lease agreement, property tax bill).

Transferring Out of Florence Rideout Elementary School/Lyndeborough Central School

If you are moving out of the Florence Rideout Elementary or Lyndeborough Central Schools, please inform the principal in person or by phone and complete and submit the Student Moving Out of District form found on our district website [here](#). When you register your child at the new school, you will sign a request to release records. Our secretary will send all the records to the school that receives them.

Daily Attendance

Reporting an Absence

Students absent from school must have their absence verified by a written excuse from a parent or guardian. Students may only participate in afterschool activities on the day they are present. When a child is going to be absent, please call the school office before 8:15 a.m. that day to alert us. If no one can answer your call, you may leave a message. If we have not heard from you, we will call your home and try reaching you via the phone numbers on the child's emergency form until each child is safely accounted for.

Students who miss school for five consecutive days must furnish the school with a doctor's note stating that such absences are necessary. Exceptions may be granted in consultation with the school nurse and school principal. Students are considered habitually truant when unexcused from school for ten half-days.

We appreciate you scheduling medical and/or dental appointments at times that do not interfere with school hours. When a student is absent, he/she is expected to make up for work missed during the absence. A school calendar is published by the school and distributed to all parents. Vacations and extended trips during the school year are discouraged and should be planned during regular school vacation periods. If a student must leave school to accompany his/her parents on an extended trip, a request must be submitted in writing to the principal at least two weeks in advance. Students will be required to make up all assignments upon return to class.

A child can never make up a day missed at school, even though the assignments may be completed later. The interaction and instruction that take place in the classroom are equally as valuable as written assignments. The complete school board policy on Student Absences/Excuses can be found [here](#).

Tardiness

Students arriving after 7:55 AM (FRES) and 8:20 AM (LCS) are considered late and will be recorded as tardy. You must escort your child to the office to sign them in.

When a child is going to be tardy, please call the school office before 8:15 am that day to alert us. FRES: (603) 732-9299 LCS:(603) 732-9228. If no one can answer your call, you may leave a message. For your child's safety, we will call your home and try reaching you via the phone numbers on the child's emergency form until each student is safely accounted for. The principal will notify parents if tardiness becomes excessive. Please make an effort to have your child arrive on time to ensure a smooth start to the day.

Changes in Dismissal

Please notify the school if your child is to be dismissed early or if there is a change in transportation (e.g., a different bus stop or a parent pick-up). To avoid confusion, we expect all dismissal plans to be in place well before **2:00 p.m.** that day.

Parent PickUp Patrol

PickUp Patrol is our online system for parents to communicate dismissal plan changes to the school. Parents receive an email with PickUp Patrol account set-up and login instructions. Changes can be entered from a smartphone, tablet, or computer, days, weeks, or even months in advance and at any time up until **1:00 pm (LCS)** and **1:30 pm (FRES)** on the day of the change.

Changes will not be accepted after 1:00 p.m. (LCS) and 1:30 p.m. (FRES), except in an emergency. Such changes can be made directly by phone to the main office. The end of the school day is a busy time, so please plan accordingly and limit these exceptions to emergencies **ONLY** to ensure the safety of all students.

Written notes communicating dismissal changes signed and dated by parents/guardians are also accepted. If you have made arrangements for any other person to pick your child up at school, the note must contain the name(s) of the people you have designated to pick up your child. The individual may be asked to provide proper identification. **We do not allow the child to leave with anyone other than the parent or guardian without a written note signed and dated by the parent or guardian.**

Students dismissed before the regular dismissal time must be signed out in the main office.

Delayed Opening and Cancellations

In the event of inclement weather, parents/guardians will receive notification from the service at PowerSchool. This may occur before school or during the school day if necessary. In addition, announcements may be heard on the following radio and television stations:

WZID 95.7 FM

WMUR-TV Channel

Schools will open two (2) hours after the regular starting time, and morning bus pick-ups will be two (2) hours later than the regular time.

Should conditions continue to pose a transportation risk, Parent Square will notify you of the changes, and the **No School** announcement will be made by 8:30 AM on the same radio and TV stations.

Our superintendent consults with the road agents and the bus company before deciding whether to operate as usual, delay school opening, or close school for the day.

Emergency Early Dismissal

PowerSchool will call the first contact on the emergency information form for each student to alert parents to the early dismissal. If you must be away on inclement weather days, please:

- Call the school secretary or have your child bring in a note these days to inform the school where/how to contact you.
- Ensure that your child knows where to go in case of early dismissal.

General Policies and Procedures

Administrator's Discretion

All issues not specifically named in this handbook may be determined at the discretion of the Administration and/or School Board.

Video and Audio Surveillance on School Property

The Wilton-Lyndeborough Cooperative School Board authorizes the use of video and/or audio devices on Wilton-Lyndeborough Cooperative School District property to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment. The placement of the video cameras will be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

Reference School Board [Policy EEAA](#)

Telephone and Email Messages

Each teacher has a district e-mail address (i.e., j.doe@sau63.org) and a voicemail that may be accessed through the main office. Your phone message will be returned within 24 hours. We encourage using email as an efficient and timely way to connect with staff. You may go to the SAU 63 website, click on FRES under the school's menu, and go to teacher emails. Teachers are not interrupted from classroom instruction during the school day to take phone calls.

Students are not permitted to use the office phone for **social or non-emergency purposes**.

Legal Guardianship/Child Custody/Restraining Orders

Should typical custodial arrangements for your child/children change, the Principal must be informed as soon as possible. A letter specifying such from the adult with custodial rights and a copy of the corresponding legal documentation must be sent to the Principal for adherence. A copy will be placed on file, and associated personnel will be informed of the change.

The same procedure is required should a restraining order be in effect relative to the child. Each time such an order is extended or altered, the legal documentation verifying it must be provided to the Principal for adherence.

School Property Damage

Harmful or malicious damage to school property must be reimbursed by the persons responsible or, in the case of minors, by their parents or guardians.

School Lunch

The guidelines for free and reduced-price lunches will be sent home at the beginning of the school year. Those who believe they are eligible should complete an application.

Recess

Whenever possible, and in the best judgment of school personnel, recess time will be spent outside the building. Of course, when conditions such as extreme cold (“feels like” temperature 12 degrees or lower) or soaking rains are evident, recess will be held inside. All children will participate in outdoor recess activities unless excused for medical reasons with a note from a physician. When there is snow, students must dress from head to toe to play in the snow. A winter jacket is required if it feels like the temperature is 32 degrees or below. Please label child’s clothing.

Parents are responsible for ensuring a child is appropriately dressed for prevailing weather conditions, including boots, mittens, etc. Please refer to page 29 for playground expectations and etiquette.

Items from Home

Toys, playing cards, electronic equipment/devices, recess items, expensive jewelry, etc. are not to be brought to school. Toys, devices, cards ,etc. are frequently a distraction and are challenging to monitor. Having cell phones, audio equipment, and other valuables in a backpack or cubby does not guarantee their safety, and the school is not responsible for keeping these items safe. “Show and Tell” items are an exception.

Invitations

Please contact your student’s teacher if they are planning to bring party invitations to school unless the whole class is invited. Classroom teachers can arrange for students to distribute invitations in a manner that does not cause distress among class members who have not been invited.

School Attire/Dress Code

Students are expected to dress appropriately at school and in a way that does not disrupt the learning environment. Students not in compliance with the dress code will be asked to correct the violation or face disciplinary consequence, parents maybe contacted. Some clothing can be made available and borrowed at school to correct the problem immediately.

Violations include but are not limited to clothing or jewelry that depicts, promotes, or expresses:

- Violence or weapons
- Profanity
- Drugs, alcohol, and/or tobacco use
- Sexual innuendos
- Intolerance or a lack of respect to others
- Gang affiliation

In addition:

- Students must wear clothing including a shirt with pants or the equivalent (for example dresses, skirts, leggings, or shorts).
- Students must wear shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides.
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric must cover the stomach, torso, genitals, and buttocks and must be opaque (not see through).

- Hats and hoods may not be worn inside the school building during the school day. This policy helps ensure clear visibility for safety, supports positive communication and engagement, and maintains a respectful and distraction-free learning environment.
- Appropriate footwear must be worn to play on playground equipment safely. Sneakers or athletic shoes are required for participation in PE class.

Books--Lost, Damaged, Forgotten

Parents will be responsible for replacing lost or damaged books and school materials.

Students are required to cover textbooks that are regularly taken home. Brown paper bags or similar material will suffice.

Lost And Found

****Please mark your all clothing and footwear with your child's last name.****

We do maintain a Lost and Found, which is located in the main hallway within each building. Items found in shared areas are displayed in this area. Unclaimed clothing is brought to donation centers during each school vacation throughout the year.

Field Trips

Field trips are educational and related to classroom learning. Every effort is made to have students back at school in time to take the bus home. Parents are notified if they are expected to pick their child up after hours.

Each student will be provided with a permission slip prior to the field trip, which must be signed by a parent or guardian. No student will be allowed on a field trip without a permission slip on file.

Parents may arrange for bag lunches to be purchased from the school for their student(s).

Volunteers and Field Trip Chaperones

Volunteers help students and teachers directly, gain firsthand knowledge about the school, and show the children that adults consider school an important place. Volunteers help with classroom preparation, student aid, and classroom demonstrations.

Volunteers must fill out a Consent and Release Form. Volunteers and chaperones who work with students are required to submit fingerprints and provide a criminal records check.

Please consider volunteering your help. If you wish to volunteer, you may notify your child's teacher, school secretary, or principal.

Florence Rideout Elementary School/Lyndeborough Central School PTO

The FRES and LCS parents and staff have a very active and involved PTO. The PTO supports our students and staff with additional educational programs and events throughout the year.

Membership is ongoing. A membership drive is held every fall. New participants are always welcome to provide fresh ideas. You may contact the school at any time to become more actively involved.

The Board of Directors consists of *the president, Vice President, Secretary, and Treasurer*. Meetings are held monthly at the school (specific dates and times to be set yearly). They are open to the public and are held to plan upcoming events, review past events, and discuss other topics. More information about the PTO can be found on the school website.

Report Cards

Competency-based report cards will be available quarterly on PowerSchool. The school uses report cards to communicate with parents regarding their child's progress and achievement toward competencies, learning habits, and/or behavior in school. Parents are urged to call the child's teacher for any questions regarding their child's progress.

Quarter	Report Cards go home
1	~~Distributed at Conferences (Early November)~~
2	~~January 24, 2025~~
3	~~April 4, 2025~~
4	~~June 12, 2025, or on the last day of school~~

Parent-Teacher Conferences

Parent conferences are arranged at the end of the first quarter in November. Parents or teachers may request conferences at other times if needed. The Parent-Teacher Conference offers the opportunity to ask questions about your child and to build an avenue of communication between home and school to better assist your child's progress.

Parents are encouraged to communicate with their child's teacher throughout the school year whenever necessary. Please call the office and ask the secretary to contact the teacher to schedule an appointment or check the teacher's availability. If it becomes clear that the issue is more serious, please schedule a meeting when both parties are prepared to give their full attention to the concern. Each teacher has a district e-mail address (i.e., j.doe@sau63.org) and a voicemail that may be accessed through the main office.

Transitions

We recognize that transition activities are essential in helping children move from home to the school setting. Various activities are planned to build connections between home and school. In the spring, we offer a "*Kindergarten Parent Orientation*" meeting to give parents an overview of our kindergarten program. Over the summer, students in Grades 1-5 will receive a note or letter from their teacher to strengthen the connection between teacher and child. In the fall, incoming kindergarten students are invited to spend time with their teacher in their new kindergarten classroom during "*Kindergarten Visit Day*," and students in grades 1-5 are invited to a "*Meet and Greet*" where they can meet their new teacher, view their classroom, and tour the building before school starts. When children have completed kindergarten and 5th grade, they are transitioned to grade one at Florence Rideout Elementary School or sixth grade at WLC Middle School as part of our "*Step-up Day*" event in late May/early June.

Snacks

Each student should bring in **one** healthy snack each day. Please contact your student's teacher if you want to bring in a special snack to celebrate a birthday. Students **may not bring soda and caffeinated beverages to school**. Candy and sugary treats are strongly discouraged.

Kindergarten Screening

Early screening in the school year provides the Kindergarten teachers and staff with valuable information about your child's individual development and learning skills. Screening results will help teachers determine the best possible programming options for each child.

Assessments

Staff utilize several assessments to provide insight and information regarding your child's learning progress. Individual student results from these assessments are shared with parents.

- iReady Diagnostic: Reading and Math
- Acadience Math and Reading
- Heggerty or PAST Phonemic Awareness Assessment

Homework

Homework is designed for students to practice skills already taught at school and enrich the learning activities initiated in class. It allows our students to develop self-discipline, responsibility, and initiative. The work may be to study math facts, do an activity sheet, finish a project that was started in class, prepare for a test, or read. An effective homework program also supports the conviction that learning is not limited to the typical classroom experience but an extension that works to expand the vital home/school connection.

As students mature, they should assume the responsibility of ensuring their assignments are completed on time and making an effort to develop effective study habits. This is not an easy task. Students who do not have the necessary study skills or completed homework assignments may fall behind in their work.

The following is the suggested average for homework per grade level:

<u>Grade</u>	<u>Time Guideline</u>	<u>Frequency</u>
First	20 minutes	four times a week
Second	20 minutes	four times a week
Third	30 minutes	four times a week
Fourth	30 minutes	four times a week
Fifth	45/60 minutes	four times a week

- Parents are asked to read to their child for 30 minutes (minimum) every day.
- If you feel your child consistently spends more time than these recommended guidelines, please contact your child's teacher.

Electronic Devices

To support the learning process and avoid disruption, ALL electronic devices including cell phones, iPods, MP3 players, smart watches, switches, tablets, etc. are only permitted in school within the following parameters:

- Electronic devices, including phones and earbuds, are not to be used or visible during the school day
- Students are responsible for the security of their electronic devices.

During the school day, personal devices are to be off, put away, and not used during the school day. In the event a student needs to make a call, they are to go to the office to obtain permission to do so. It is requested that parents not text or call their child(ren) during the school day. If it is necessary to reach their child(ren), parents should call the main office.

The safest place for personal devices is at home. However, if the decision is made to bring personal devices to school, students are accepting responsibility to keep their device safe.

Students can store personal items and other valuables in their backpack during school day. Students violating the electronic device rules will have their devices secured for the duration of the school day and receive disciplinary action.

Discipline

Florence Rideout and Lyndeborough Central School use a positive approach to discipline that draws upon children's ability to demonstrate behavior in constructive, friendly ways and the teacher's ability to empower them to do so. Children behave and learn best when they know that their parent(s)/guardian(s) communicate regularly with school staff and support the teachers and school administration. If you have any concerns or questions about a school or classroom practice, please share these concerns with the appropriate school personnel.

Classroom rules are created with the children during the first few weeks of school in an effort to foster a sense of ownership and responsibility. Teachers continually discuss and model appropriate behaviors and expectations with students in a calm, respectful manner. Teachers use a variety of techniques and strategies when responding to student misbehavior. Teachers use positive language to remind, redirect, and reinforce expectations. Logical consequences are often utilized.

Progressive Discipline

We have established school rules that reflect a caring environment and protect the learning environment. Students who choose not to follow these rules while on school grounds, in the building, on the bus, on field trips, or at school-sponsored events will be disciplined fairly, consistently, and progressively. Throughout the year, time is spent practicing, modeling, and revisiting the art of conflict resolution. Younger children (Kindergarten and Grade 1) are encouraged to "use their words" and to solve problems that arise rather than resorting to aggressive behaviors. We use these teachable moments to process and model self-control strategies with younger students. As older students develop greater self-control and understanding of what is expected, they are held to higher expectations and may receive more significant consequences.

Behavior Infractions/Safe Schools (Removed logical consequence replaced with page 47-52 of wlc)

Smoking/Tobacco Use

New Hampshire State law prohibits:

- Possession of any tobacco products and smoking by persons under the age of twenty-one (tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, vaporizers, or similar products.)
- Smoking in school buildings or on school property
- The use of/possession of E-cigarettes are included in this policy.

School policy reflects these laws with the goal of making WLC a healthy environment for both students and staff. Students are prohibited from smoking on school property and at any school-related event that takes place off school property, regardless of their age.

For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless

tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

In accordance with R.S.A. 78:12-b, all incidents of possession of tobacco products or smoking involving students under the age of eighteen will be reported to the Wilton and/or Lyndeborough Police Department. Under R.S.A. 169-B:32 the student will be issued a district court complaint by the Wilton and/or Lyndeborough Police Department.

- 1st Offense: Out-of-school suspension 1-5 days with possible addition of in school suspension.
- 2nd Offense: Out-of-school suspension 5-10 days with possible addition of in school suspension.
- 3rd Offense: Ten days out-of-school suspension with recommendation to the Superintendent of Schools for additional disciplinary action

Reference School Board Policy JICH

Drug and Alcohol Use

Because of the serious consequences, legal and otherwise, that may result from the use of alcohol or other drugs, a student may not attend school, or participate in, or be present at any activity sponsored by the school if the student shows evidence of having used alcohol or any other drug. Violators will be suspended at once. In addition, any student in the possession of, or any student selling or distributing alcohol or drugs, will be subject to disciplinary action up to and including expulsion from school. It should also be noted that students who are in possession of look-alike drugs or in the presence of others who use or possess drugs are subject to disciplinary action. All drug and alcohol related violations will result in police notification.

Possession and/or Use of Drugs or Alcohol:

- 1st Offense: 1-5 days out of school suspension with possible addition of in school suspension
- 2nd Offense: 5-10 days out of school suspension with recommendation to the Superintendent of Schools for additional disciplinary action. This additional action could be a recommendation to the Wilton-Lyndeborough School Board by the Superintendent that the student be expelled from school for the remainder of the school year.

Selling, Transferring or Distributing Alcohol or Drugs:

Ten days out-of-school suspension with recommendation to the Superintendent of Schools to take additional disciplinary action. This additional action could be a recommendation to the Wilton-Lyndeborough School Board by the Superintendent that the student be expelled from school for the remainder of the school year.

Reference School Board Policy JICH

Bullying and/or Cyberbullying

Bullying or cyberbullying is 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 student which:

- Physically harms a student or damages the student's property
- Causes emotional distress to a student
- Interferes with a student's educational opportunities
- Creates a hostile educational environment
- Substantially disrupts the orderly operation of the school.

The Wilton Lyndeborough School Board is committed to providing a safe and secure environment in which all members of the school community are treated with respect. Any insult, taunt, negative comments, verbal challenges, and physical challenges that are likely to intimidate others or provoke a violent or disorderly response will not be tolerated. This includes communications that occur through electronic media, whether at WLC or in the community at large. Such offenses will be dealt with in accordance with school and district policy and may result in disciplinary action including but not limited to detention, suspension, and restriction from participation in school activities. This policy is intended to comply with RSA 193-F, which specifically identifies bullying as a form of student harassment. Conduct constituting bullying or cyberbullying will not be tolerated and is prohibited by this policy in accordance with RSA 193-F.

Reporting Bullying or Cyberbullying

Any school employee, or employee of a company under contract with a school in the district or the district itself, who has witnessed or has reliable information that a student has been subjected to bullying or cyberbullying, as defined above, shall report that incident to the Principal or his/her designee, who shall in turn send a copy of the initial report to the superintendent of schools. This report shall be investigated by the principal or his/her designee. A final report in writing detailing the status of the incident shall be submitted to the Superintendent of Schools. If an investigation concludes that a student has engaged in bullying/ cyber bullying conduct prohibited by this Policy, that pupil shall be subject to appropriate disciplinary action. This may include, but is not limited to, loss of privileges, detention, suspension, expulsion, or other actions determined to educate/inform persons about the ramifications of bullying/cyber bullying behavior. Any such disciplinary action shall be taken in accordance with the applicable Wilton Lyndeborough School Board Policy and legal requirements.

Reference School Board Policy JICK

Fighting

Physical fighting for any reason will not be tolerated. Students involved in fights will be subject to suspension or expulsion from school. Students are encouraged to resolve disputes by talking the problem out or by seeking a disinterested third party (teacher, administrator, or counselor) to resolve the dispute.

Reference School Board Policies JIC, JICD, JICDD, KFA

Possession of Weapons

In compliance with New Hampshire RSA 193:13 and 193D (Safe School Zones and relative to school violence), and Federal Statute Improving America's Schools Act of 1994, "any student who is determined to have brought a weapon to school or who knowingly possesses a weapon in a safe school zone without written authorization from the Superintendent or designee shall be expelled for not less than one year (365 days). A 'weapon' means a firearm as defined in Section 921 of Title 18, United States Code, and in NHRSA 193:13. Weapons shall include, but not be limited to starter pistols, pellet guns, BB guns, rifles (NHRSA 193:13); and by any 'weapon' which will or is designed to or may readily be converted to expel a projectile by the action of an explosive' (Title 18), or any destructive device, including 'any explosive', incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device..." (Title 18).

Possession of Dangerous Objects/Other Weapons

The possession of a dangerous object in the school building or on school property and school buses and including school functions is prohibited and will result in suspension, police intervention, and possible expulsion from school. Dangerous objects include but are not limited to knives, slingshots, pepper spray, and other similar chemicals and/or sprays. In addition to these expressly prohibited dangerous objects, almost any object can be potentially dangerous depending upon its usage. Any object used in an aggressive or reckless manner shall fall under the consequences of this section. All students are permitted to turn in “dangerous objects/other weapons” which may have been accidentally brought to school as soon as they are discovered thus averting the serious consequences described by the regulations.

Note: Look alike and/or toy weapons will be included in the category of “other weapons,” and will result in serious consequences for students who intend to use them to frighten, harass, or intimidate others and then use the disclaimer “it was only a toy.”

Reference School Board Policy JICI

Students who threaten serious harm (to property, oneself, or others) **must** receive a safety assessment by a counseling professional before returning to school. Please refer to Suspension and Expulsion policies in School Board policy [JICD](#).

Level 1	Level II	Level III	Level IV	Level V
Classroom Behavior	Disruptive Behaviors	Rule Violations	Safety Violations	Gross Misconduct
Consequences at teacher discretion	Detention and/or Loss of Privilege	In-School Suspension (1-3 days)	Out-Of-School Suspension (1-10 day)	Out-of-School Suspension (10+ days)
-Excessive talking -Work habits & practices -Use of phones and other devices -Disruptive behaviors Teachers may assign teacher detentions for violations of classroom rules. Repeated classroom rule violations should be referred to administration.	Disruptive behaviors that include but are not limited to: -Skipping class -Tardies -Disrespect -Directed profanity -Insubordination -Classroom disruption -Skipped detention -Misuse of personal electronics/phones -Cheating/plagiarism -Being out-of-area -Bus behaviors -Dress code violations	Rule violations that include but are not limited to: -Excessive tardies (10+) -Failure to report to office when sent -Forgery -Leaving school grounds -Bullying -Racial Harassment -Sexual Harassment -Vandalism -Theft -Misuse of computers/networks -Misconduct	Safety violations that include but are not limited to: -Fighting -Assault -Possession, use, or being under the influence of alcohol or other drugs -Possession or use of drug paraphernalia, tobacco, vaping equipment, etc. -Threats -Abusive conduct or language -Possession or use of weapons or items to be	Behaviors that are deemed to be gross misconduct may be referred to the Superintendent of Schools for additional suspension and/or possible expulsion by the School Board

			used as such -Threatening behavior -Sexual Harassment -Racial Harassment -Unsafe driving on school property**	
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Progressive Discipline Plan

Office Referral:

Administrators will determine consequences that may include an office after-school detention, in-school suspension, out-of-school suspension or other appropriate positive reinforcement. A meeting between the teacher-student (and possibly parent) may be required prior to the student returning to the classroom.

Teacher Detention

The assigning teacher and student will utilize this time together to discuss the incident and create a plan so the incident is not repeated. Parents will be provided 24-hour notice prior to serving the detention and be released by 3:00 pm. Missed teacher detentions and/or repeated misconducts will be referred for administrative discipline. Note: phones and other electronic devices are not permitted during detention periods. Office phones are available if needed.

Administrative Detention

Students report to the main office at the end of the school day. Students should bring enough work or silent reading to occupy the designated detention period, either a half hour or a full hour. Note: Phones and other electronic devices are not permitted during detention periods. Office phones are available if needed.

In-School Suspension (ISS) - Level III

In-school suspension (ISS) is assigned for more serious or multiple discipline infractions. While serving an in-school suspension, students will report to the office and work on assignments given to them by their classroom teacher. Use of phones and other electronic devices is not permitted. Students will have their lunch in the ISS room.

Out-of-School Suspension (OSS) - Level IV and/or Level V

Students who commit severe violations of school safety are suspended from school and are not permitted on school grounds.

Suspension from School in Co-Curricular Activities

Participation in co-curricular activities is a privilege. Students who receive either ISS or OSS are also suspended from participating in any co-curricular activities during or after school. This suspension will last from the date of suspension through its duration. Any student sent to the office for any founded disciplinary reasons who is participating in a co-curricular activity may be excluded from participation on that day. Students who have continued disciplinary actions will be excluded from co-curricular activities.

Make-up work after an OSS

Students receive full credit for work completed during an OSS. Students should coordinate missing work

with individual teachers. **It is the student's responsibility to seek out the teacher's assistance and make up work.**

Suspension and Expulsion of Students (RSA 193:13)

- The Superintendent is authorized to suspend students from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, providing that where there is a suspension lasting beyond 10 school days, the parent or guardian has the right to appeal such suspension to the local school board. Suspension to continue beyond 20 school days must be approved by the local school board.
- Any student may be expelled from school by the local school board for gross misconduct, for neglect or refusal to conform to the reasonable rules of the school, for an act of theft, destruction, or violence as defined in RSA 193D:1, or for possession of a pellet or BB gun or rifle. The student shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year further; any parent or guardian has the right to appeal any such expulsion by the local school board to the State Board of Education.
- Any student who brings or possesses a firearm as defined in Section 921 of Title 18 U.S.C. in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent or guardian shall have the right to appeal any such expulsion by the local school board to the state Board of Education.
- Any student expelled by a local school board under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of the expulsion. Nothing in this section shall be construed to prevent the local school district that expelled student from providing educational services to such student in an alternative setting.
- A student expelled from school in another state under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in a school district in NH for the period of the expulsion.

Playground Rules and Student Engagement:

Students are free to play in a safe and socially acceptable way during recess and breaks. If necessary, the teacher or principal may provide informal instruction/redirection to encourage a safe environment free from exclusion, bullying, or harassment.

1. Students will play with each piece of equipment as intended by the manufacturer. They may not jump off benches, swings, climbing equipment, or hang from the soccer goals.
2. Slide down slides.
3. Sit on the swings.
4. Permit only one person to use each section of the climbing equipment.
5. Return balls/equipment to the bin or rooms where they belong.

Playground Etiquette:

1. Students will treat one another with respect. They will not engage in unwelcome physical contact or verbal harassment.

2. Students will play appropriately and safely and will not engage in activities that are hurtful to themselves or others.
3. Do not throw balls or other objects against the building.
4. In cold weather, wear hats, gloves, mittens, and coats. Dress “head to toe” to play in the snow.
5. Respect and obey school staff members.
6. Line up quietly.

School Grounds:

1. Follow the rules stated above.
2. Treat others with respect.
3. Do not throw rocks or any other item that is not intended to be thrown.
4. Weapons, matches, drugs, and alcohol are not allowed.

Buses – Student Conduct

Students using district transportation should understand that they are under the jurisdiction and code of conduct/disciplinary rules of the school from the time they board the bus until they are deposited at the stop nearest their home.

In accordance with its policies JICC and JICC-R, the WLC School Board is notifying all students that they are subject to being audio-videotaped on the school bus at any time. A sign will be conspicuously placed on the bus notifying riders that their conversations and /or actions may be recorded on tape. This applies to all students transported to and from Wilton-Lyndeborough Cooperative Middle School and High School WLC School District buses (as approved by the Wilton- Lyndeborough Cooperative School Board).

General Rules:

1. The school bus is an extension of the school, and all school rules and regulations which pertain to student conduct, behavior or discipline in the schools are applicable to student conduct on a school bus. Accordingly, in addition to specific rules of conduct and discipline provided below, the ordinary school and District rules and regulations regarding student behavior/conduct/discipline, will simultaneously apply to all students using District transportation, and may result in separate disciplinary actions as permitted under applicable statutes, School Board Policy, and any school based or District rules or procedures.
2. The school bus driver is in complete charge of the school bus and the pupils, and shall have the same authority in maintaining discipline as a teacher in the classroom.

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

The FRES/LCS Student Handbook is accessible on the school website, www.sau63.org

Print Student Name: _____ Grade: _____

MARK BOXES WITH “X” (unmarked boxes will designate opt-out) SIGN, AND **RETURN THIS FORM TO YOUR CLASSROOM TEACHER BY 9-12-2025.**

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I RECOGNIZE AS A MEMBER OF THE SCHOOL COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THE STUDENT HANDBOOK.

Student Signature: _____

Date: _____

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I RECOGNIZE AS A MEMBER OF THE SCHOOL COMMUNITY THAT I AM RESPONSIBLE FOR UNDERSTANDING AND RESPECTING THE EXPECTATIONS OUTLINED IN THE STUDENT HANDBOOK.

Print Parent/Guardian: _____ Date: _____

Parent/Guardian Signature: _____