

STEWARTSTOWN COMMUNITY SCHOOL

West Stewartstown, N H



STUDENT HANDBOOK

2017 – 2018

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DISCLAIMER

Keeping pace with changing laws and regulations is a very time consuming task. Should there be a conflict between Board policy and this handbook, the policy with the most recent date shall take precedent over all other policies. Should Board policy be enacted which alters the content of this handbook, students, parents, and staff will be notified.

MISSION STATEMENT

The Stewartstown Community School is a learning partnership of home, school, and community, which will provide successful experiences for each child to attain self-esteem and the knowledge, skills, and behavior necessary to function effectively, responsibly, and cooperatively in society.

VISION STATEMENT

We envision...

- A school where students will become self-motivated, life-long independent learners.
- A school where students will strive for achievement and success.
- A school where students will think critically and make informed decisions in demonstrating good citizenship.
- A school where everyone is physically and emotionally safe in a collaborative environment.
- A school in which everyone is able to develop a healthy lifestyle.

NEW STUDENT ADMINISTRATION PROCEDURE

When a new student registers at Stewartstown Community School, a minimum of a one-day waiting period will take place before the student begins classes. This waiting period is necessary to allow the teachers involved to prepare the necessary materials for the incoming student.

Parents/Guardians are asked to follow the procedure below:

1. Parents/Guardians will need to provide the school with the child's immunization record. This needs to be checked by the school nurse **BEFORE** any child can enter a New Hampshire public school, as well as a copy of the child's birth certificate. In the case where parents are divorced, documentation of custody rights must be provided to the school.
2. The new student and parent/guardian will meet with the school official (principal, administrative assistant) to fill out the registration form, sign a release so that records can be obtained from the students previous school, receive a copy of the Parent/Student Handbook, and receive any other forms (i.e., emergency medical card, free and reduced meals forms, school insurance, etc.).
3. The new student and the parent/guardian will tour the school with a school official.
4. The new student and parent/guardian will meet the principal if they have not already done so.
5. The principal will notify the appropriate school staff of the student's enrollment to begin the following day.

CHANGE OF ADDRESS

If at any time during the school year any of the emergency card information changes, the school should be notified **immediately**.

STUDENT TRANSFERS

Please notify the school when your child will be leaving Stewartstown Community School for another school. All library books, school books and school material must be returned to the school prior to leaving. The student's academic and health records will be forwarded upon receipt of a written request from the enrolling school.

ATTENDANCE, ARRIVAL, AND DISMISSAL

Attendance:

RSA193:1- The state law on school attendance states that the child shall attend school full time while school is in session unless the child has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Parent is defined as "a parent, guardian, or person having legal custody of a child."

Parents should call school, preferably by 8:30 AM, to notify us that your child is absent. If a student is absent and the school is not notified by 8:30 AM, the school will contact the parent/guardian at home or work.

Arrival:

Upon arrival to the school in the morning, all students are to report to the school multi-purpose room for the breakfast program. There shall be no loitering in the hallways. Students walking to school shall not enter the building until 7:50 a.m. unless they are eating breakfast, then they may enter at 7:40 a.m. If prior arrangements have been made with a teacher to obtain extra individual help they may enter earlier than 7:30 a.m. Breakfast must be completed by 8:00 am due to the commencement of classes. Students will have the opportunity to join a breakfast club in the morning, prior to the start of class.

Dismissal:

If school is dismissed early because of bad weather or for some other emergency, local businesses and radio stations will be notified. If you work in the local area, your employer may tell you if school has been dismissed.

School is rarely canceled. If school is canceled due to bad weather, the announcement will be made over the radio (103.7 and 92.9) Television (channels 3 & 9). Channel 9 website www.wmur.com You will also be notified using our "One Call" messaging system with details pertaining to cancellations, early dismissals and other school news. The messaging system will call all staff and students and leave a recorded message.

Students will not be dismissed from school during the school hours without written permission from the parent or guardian. The student must be signed in and out of school by the parent/guardian in the office. Any student leaving the building prior to the end of day, or at the end of the day without parent or guardians, must send in a prior written note. Notes should be in the office prior to 8:00 AM the day of the dismissal for announcement purposes. Notes should include the name of the student, date(s) of the absence, and reasons for absence, including any appointment cards or any letters from doctors, etc. that verify the absence. **If we do not receive a note, the absence will be considered UNEXCUSED. Phone call requests will be discouraged.**

Any student who is dismissed prior to 2:50 p.m. will be considered an early dismissal. Such student will not receive credit for a complete day of school.

Students who are absent are responsible for speaking to their teachers about missed assignments, and will have two days for every one-day absent to make up missed work. All missed work is expected to be made-up, regardless of whether the absence is excused or unexcused.

Walkers and bus students will be dismissed at the end of the school day and will leave the building in an orderly fashion. Walkers must leave the school grounds after dismissal and may not re-enter the building without teacher permission. High school students must not wander in the hallways. They should remain in the front area immediately upon dismissal between 1st & 2nd buses.

Parents, as you arrive to pick up or drop off children, please park to the left side of the entrance. Do not block fire/bus lane.

TARDINESS

It is critical for your child to arrive at school on time, in order to receive all of the benefits of the academic school day. Please do your part in helping your child to experience success every day by having them **arrive no later than 8:00 AM**.

Tardiness will be tracked quarterly. Parents of students having two (2) or more tardy arrivals will receive a letter explaining the importance of arriving at school on time. After a student in grades K-4 has five (5) tardy arrivals, a meeting will be set up between the principal, parents, and School Resource Officer. Students in grades 5-8 who are tardy five (5) times in a quarter will receive a detention. Each subsequent tardy arrival will result in another detention. After three (3) detentions, the student will receive an in-school suspension (ISS). As this will be tracked quarterly, previously received consequences for tardiness will not affect a new quarter's attendance (students will be given an opportunity to "start over" each quarter). If the principal notices a child is frequently tardy, you will be notified for a meeting so the issue can be resolved.

OFFICE HOURS

The Stewartstown Community School office is available from 7:00 AM to 4:00 PM daily.

NURSE'S HOURS

Stewartstown Community School is fortunate to have a full-time nurse.. She is available daily from 8 AM to 3 PM. The school nurse is responsible for evaluating students in need and communicating with parents. In case of an emergency, 911 will be called and parents/guardians will be contacted. Parents are responsible for communicating with the school nurse regarding any medication their child is taking and/or other medical information the nurse needs to be aware of.

GENERAL EXPECTATIONS OF STUDENTS / PBIS (Positive Behavioral Interventions and Supports)

All students are expected to come to school ready to learn and participate in a respectful way. Disobedience, disrespect, and disruptions will not be tolerated. Teachers at Stewartstown Community School will address these concerns, if they arise, in an appropriate manner. Appropriate consequences for inappropriate behavior, as stated on the Stewartstown Conduct Referral Form, will be issued as necessary.

Our school has adopted the PBIS practice. There is an SCS Universal Team, consisting of a variety of staff members, parents, and students. The purpose of this team is to implement

PBIS in our school and monitor/evaluate progress. The team meets regularly and utilizes data to make decisions about interventions at all tiers. Part of PBIS is developing consistent, school-wide expectations for student and staff behavior. These expectations, called “**PAWS**,” will be posted in classrooms and common areas, and will focus on **P**racticing respect, **A**ccepting responsibility, **W**orking together, and **S**afety.

All members of our school community are expected to follow these basic expectations, in order to provide consistency and to create a positive, caring, learning environment. Notification of these expectations will be sent home to parents via the student handbook and our school wide monthly newsletter. Expectations will be taught to students during the first week of school using the matrix that will be available for student reference around the building.

Incentives/Recognizing the Positives

One aspect of PBIS is the expectation that teachers and staff will acknowledge positive student behavior. Positive reinforcement tells students that we are noticing their good behavior. Staff members will use the incentives that have been put in place by the PBIS Universal team as the SCS team works toward achieving success. Additional classroom incentives may be also utilized.

Major vs. Minor Behaviors

All staff members are expected to help in the maintenance of school discipline. Minor behaviors are to be dealt with in the classroom, while major behaviors should be dealt with by the principal. Conduct Referral Forms will be completed for both types of behaviors. See the following chart for descriptions of what behaviors are major and which are minor.

Minor Infractions
(to be handled by the teacher or adult in charge)

Possible Consequences (including but not limited to): Warning, apology, loss of privileges, change in seating, time out, parent contact, lunch detention, restitution, after-school detention.

Behavior	Definition
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students including but not limited to talking back, ignoring, strong body language, and walking away from the teacher who is talking.
Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.
Disruption	Student engages in low-intensity, but inappropriate, disruption.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact or is out of control/unsafe with their body causing harm or potential harm to those around them.
Horseplay	Student engages in inappropriate play-fighting behaviors.
Inappropriate Language / Gestures	Student engages in low-intensity instance of inappropriate language or gestures.
Property Misuse	Student engages in low-intensity misuse of property, either belonging to oneself, the school, or another person, including but not limited to marking on another’s work, up to two times per day.
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined

	by school policy.
Behavior in PBIS terms	Definition of Behavior
Leaving Class w/o Permission	Student leaves the room or supervision of the adult in charge without permission.
Technology Violation	Student engages in non-serious, but inappropriate use of technology (iPads, iPods, cell phones, cameras, computers, etc.)
Reporting to Class w/o Materials	Student repeatedly reports to class unprepared; this includes repeatedly missing homework. 3 late homework assignments = detention.
Inappropriate Pictures / Drawings	Student engages in low-intensity instance of inappropriate pictures or drawings ("hand-made" or photographs).
Skipped Detention	Student fails to report to detention with no prior notice or parent contact.
Throwing Objects	Student engages in inappropriate and unsafe behaviors of throwing objects.

Major Infractions
(to be sent to principal)

Possible Consequences (including but not limited to):

Removal from class/area, time in the office, student conference, after-school detention, apology, counseling, meeting with SRO, parent contact, restitution, community service, change of clothing, loss of privilege(s), confiscation of devices, police contact, suspension, and/or other consequences as the administrator(s) see fit

Behavior in PBIS terms	Definition of Behavior
Tardy	Student is late for the start of the school day. Consequences will follow policy in student handbook.
Disrespect	Student delivers three or more socially rude or dismissive messages, including ignoring or back-talking, to adults or students.
Defiance / Non-Compliance	Student engages three or more incidents of refusing to follow directions.
Behavior in PBIS terms	Definition of Behavior
Disruption	Student engages in three or more behaviors causing an interruption in class or activity. Disruption includes, but is not limited to, sustained loud talk, yelling, screaming, unnecessary noise with materials, horseplay or roughhousing, and out-of-seat behavior.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name-calling.

Physical Aggression / Fighting	Aggression: Student engages in actions involving <u>serious physical contact</u> where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). Fighting: Student is involved in mutual participation in an incident involving physical violence.
Inappropriate Language / Gestures	Student delivers verbal messages that include but are not limited to swearing, "near swearing," sexually-oriented comments, racial slurs, taunts, name calling, or use of words in an inappropriate way.
Inappropriate Pictures / Drawings	Student takes or draws pictures that are offensive, obscene, and/or inappropriate.
Forgery / Theft / Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Lying / Cheating	Student delivers message that is untrue and/or deliberately violates the rules.
Threatening	Student issues a threat in a physical, verbal, written, or technology-based form.
Leaving School Grounds w/o Permission	Student leaves the school grounds without the permission of an adult.
Arson / Vandalism	Student plans and/or participates in malicious burning, disfigurement, or destruction of school property.
Other	Student engages in problem behavior not listed.
Behavior in PBIS terms	Definition of Behavior
Use / Possession of: Tobacco Drugs Alcohol Weapons	Tobacco: Student is in possession of or is using tobacco. This includes "e-cigarettes." Drugs: Student is in possession of or is using illegal drugs/substances or imitations. Alcohol: Student is in possession of or is using alcohol. Weapons: Student is in possession of knives, guns (real or look alike), or other objects readily capable of causing bodily harm.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.

SCS EXPECTATIONS	Classroom	MPR	Playground	Bus	Hallways	Bathroom
P actice Respect	<ul style="list-style-type: none"> - Kind words, actions, and tones - Respect others' opinions - Follow staff directions 	<ul style="list-style-type: none"> - Indoor voices - Manners matter! - Appropriate table talk - Watch others' bubble space 	<ul style="list-style-type: none"> - Include everyone - Take care of all equipment <ul style="list-style-type: none"> - Positive sportsmanship - Follow the rules 	<ul style="list-style-type: none"> - Low voices - Listen to bus driver - Appropriate talk - Back to back, bottom to bottom 	<ul style="list-style-type: none"> - Keep hands and feet off the walls and each other - Quiet voices - Listen to all staff 	<ul style="list-style-type: none"> - Eyes to yourself - Give others privacy - Be in your own space
A ccept Responsibility	<ul style="list-style-type: none"> - Own your actions and words - Do your best work - Be attentive and prepared - Keep classroom clean 	<ul style="list-style-type: none"> - Raise your hand and wait for an adult to answer - Clean up after yourself - Use quiet voices - Push in your chair 	<ul style="list-style-type: none"> - If someone falls down, help them up - Line up and walk calmly - Be prepared for the weather 	<ul style="list-style-type: none"> - Be ready and on time - Keep bus clean - Follow bus rules 	<ul style="list-style-type: none"> - Move to and from the destination you asked to go to in a timely manner. - Do the right thing, even when no one is watching. 	<ul style="list-style-type: none"> - Knock on stall door - Flush toilet - Throw trash in can - Return to class quickly and quietly
W ork Together	<ul style="list-style-type: none"> - Cooperation - Positive, hopeful, and helpful - Include others - Treat others the way you want to be treated 	<ul style="list-style-type: none"> - Help others when needed - Be polite and include others <ul style="list-style-type: none"> - Give kind reminders - Treat others the way you want to be treated - Use the Buddy Seat & include those on the Buddy seat 	<ul style="list-style-type: none"> - Use respectful methods to solve problems - Take turns & share <ul style="list-style-type: none"> - Use the Buddy Bench & include those on the Buddy Bench - Treat others the way you want to be treated 	<ul style="list-style-type: none"> - Kindly remind each other of the bus rules - Older students set the example - Treat others the way you want to be treated 	<ul style="list-style-type: none"> - Hold doors for each other - Use kind words and actions - Treat others the way you want to be treated - Leave space between yourself and the person in front of you. 	<ul style="list-style-type: none"> - Keep the bathroom clean - Wait patiently for your turn - Report low supplies to an adult - Treat others the way you want to be treated
S afety First	<ul style="list-style-type: none"> - Hands and feet to yourself - Walking feet - Use equipment & supplies safely - Know emergency procedures - "Four on the floor plus two" 	<ul style="list-style-type: none"> - Walking feet - Sit safely - Use utensils appropriately 	<ul style="list-style-type: none"> - Use equipment appropriately - Play safely <ul style="list-style-type: none"> - Dress appropriately 	<ul style="list-style-type: none"> - Use each step on and off the bus - Stay seated while bus is moving - Hands, feet, and belongings to self - Know emergency procedures 	<ul style="list-style-type: none"> - Single line - Walking feet - Watch where you're going (Heads up!) 	<ul style="list-style-type: none"> - Wash hands - Use equipment appropriately - Feet on the floor - Turn off the water

Students caught trespassing on and/or stealing school property will be subject to an investigation and could face consequences, including a police report.

SCHOOL MEALS INFORMATION

Students may bring breakfast or lunch to school or purchase school meals. Those students who bring food may purchase milk at school. In addition, students may purchase milk for snack time. Money for meals and milk **must** be sent to school **for the week** on the first day of the school week. **No Canadian money will be accepted. No charging is allowed** – See Policy EFC in School Board Policies section. Checks should be made payable to Stewartstown School District. Envelopes will be provided to the students. **Prices for this year's school breakfast, lunch and milk will be available on the first day of school.** Please fill out envelopes with name, teacher, student ID (will be provided the 1st day of school) and amount paid. Breakfast is served from 7:30-7:50 am. No breakfast will be served after 7:50 am. If late for school, students need to report to the kitchen to let them know they are here for lunch and snack. Lunch is served from 11:20-12:00 (5-8) and 12:00-12:30 (K-4).

All students are provided a break time at some point in the day during which they may eat a snack from home. **Parents are encouraged to supply a simple but nutritious snack for their child (see wellness policy). Snack milk is not part of the Free or Reduced Meals program.**

We do have a microwave that is available for students to use. Students in K-4 must have an adult heat food items; students in grades 5-8 must have an adult present in case of emergency.

Please be advised that only clear plastic water bottles will be allowed in school. Only water (non-flavored; no sweeteners; non-carbonated and non-caffeinated) will be allowed during class time. Students may drink milk or juice during snack or lunch. Soda is not allowed at school.

STUDENT PROPERTY

Each year we have boxes of unclaimed clothing and personal belongings. Please label your child's coat, backpack, etc. If articles are not claimed within a reasonable period of time, the school will discard the items as it sees fit.

Students are encouraged, with teacher permission to look for missing items in the Lost & Found. Parents are invited to come in and look through the Lost & Found articles at any time during the school day. The Lost & Found box is located in the reception area of the main office.

Toys are not permitted at school.

Students are not permitted to bring electronic devices for use in school. Some of these may include: Game systems, CD players, iPods, MP3 players, tablets, cell phones and similar devices or RC cars. Exceptions to this rule are: special occasions such as a school play or party, when a device may be required to supply music or sound effects; or on field trips, during which your child may bring some form of entertainment for the bus ride, or by permission of instructor for after school programs. Students may use personal music devices and/or game systems with headphones and reasonable volume on the bus ride to and from school. Students are not allowed to bring laser pointers to school under any circumstances. Students who do so and who behave with reckless disregard for the safety of others shall be disciplined.

In the interest of individuals who have a high sensitivity to smells/fragrances, students are not allowed to use body sprays or aerosol deodorants while at school. These items should not be brought into school.

Items not permitted at school will be confiscated from students and returned only at the end of the school year.

VISITORS TO THE SCHOOL

Your child's safety is important to all staff members at Stewartstown Community School. We ask that all visitors register at the office immediately upon entering and leaving the building. Parents who want to meet with an individual teacher for a conference should schedule an appointment. During the school day, the teacher has the responsibility of being with all the students, unless other arrangements have been made for teacher coverage.

Students are allowed to bring guests to school **only** with permission of the principal.

COMMUNICATION / CHAIN OF COMMAND

Clear, quick communication between home, school, and community is essential to a good school system. If you are concerned about any aspect of your child's education, **please follow this "chain of command"**.

- a. Notify the teacher about your concerns first.
- b. If you have discussed your concerns with the teacher and are not satisfied with the response, take your concerns to the next level – the principal. The principal shall discuss the matter and possible resolutions with you.
- c. If you have discussed your concerns with the principal and are not satisfied, the next level in the chain of command is the Superintendent of Schools. The Superintendent can be reached by telephone at 237-5571, Ext. 15.
- d. If you have discussed the matter with the Superintendent and are not satisfied, the next level of appeal is the School Board. The board can be contacted through the Superintendent's Office at the telephone number above.

TELEPHONES

Telephones are business phones **and may not be used by students** except for emergencies or at the direction of a teacher.

FIRE OR EMERGENCY EVACUATION

All students will use the designated exits, if possible, in the event of a fire or emergency evacuation. Students will immediately follow the directions of their teacher and proceed out of doors and away from the building in a quiet and orderly manner. Drills will be held regularly.

MEDICATION POLICY

Parents are strongly urged to administer all medications prior to the start of the school day or after school hours. If this cannot be done, the following policy is in effect:

Internal medications will be dispensed or administered to students by the school nurse or designee (or under her supervision) upon the written order of the physician who has examined and prescribed for a particular student.

Parents must also sign a written consent form or provide the prescription requesting school personnel to administer the medication during school hours. **All medication must be sent to school in the original prescription container with an identification label.** The label must

include the following information: name of the pharmacy, physician's name, the medication, dosage, and how to administer.

ACCIDENTS OR ILLNESS

If a student has an accident or is sick during the school day, every effort will be made to notify the parent. Parents should have an **updated** emergency card on file at the school **at all times**. The emergency card states where parents can be reached during the day. You must also include the names of two (2) relatives or neighbors who will assume temporary care of your child if you cannot be reached. Please include parents' full names on this card.

If you must be out of town for several days or more and are leaving your child with a friend or relative, please contact the office and leave a telephone number where you can be reached in an emergency.

INSURANCE

Accident insurance is available for all students. Homeroom teachers will hand out insurance envelopes to take home so parents may purchase this accident insurance if they choose to.

LIBRARY

Most books can be checked out of the library for a two-week period. Please be sure to return the books by the due date. Lost books will have to be paid for by the student. There will be a parent computer station and information resource center available in the library. Parents are urged to visit this center.

SCHOOL STORE

There is a school store available in the library throughout the year for students to make minor purchases such as folders, pens, pencils and other miscellaneous items. We do encourage the lower grade teachers to monitor their students' purchases.

SOLICITATION BY STUDENTS

The Stewartstown School Board does not necessarily encourage solicitations of or by students. However, fund raising projects in which students sell candy, food, or other materials to the public off the school grounds and which are sponsored by the school groups or community organizations must be approved in advance by the School Board.

The purpose of the fund raising project shall be explained to parents PRIOR to any undertaking, planning, or commitment by the students, faculty, or community organization. Explanation to parents shall be in such a manner as not to cause them of their children embarrassment or put them in a compromising situation should permission to participate be denied. All participation by students shall be voluntary and prior written parent consent must be obtained.

CARE OF TEXTBOOKS

Textbooks are furnished by the school district and are issued at the beginning of the year. Students who lose or damage a book will be expected to pay for it.

BICYCLES/SKATEBOARDS, ETC POLICY

Bicycles may be ridden to school, but must be parked at the bike rack in front of the building. The School is not responsible for bicycle damages or stolen items at school. Skateboards and roller blades will not be brought to school. Students will ride their bikes to and from school to the main entrance of the school building.

PLAYGROUND RULES

- No physical contact (except tag).
- No toys on slides.
- Proper clothing needed in winter/cold weather.
- Footwear must be worn at all times on the playground.
- No spitting.
- No bats.
- Report all safety issues including damaged equipment.
- Obey all above rules and those of the duty teacher.
- Ask permission for sliding and use of the field.
- Take turns on all play equipment.
- No pushing, shoving or rough stuff.
- Be careful when equipment is wet.
- Use the equipment correctly for fun and safety
- Do not play on broken or damaged playground equipment. Report broken or damaged equipment to maintenance personnel immediately.
- Do not walk up or climb on slides. Slide feet first, face forward, in a seated position, one at a time.
- Do not climb on or over safety rails, wall, barriers, roofs or swing on frames.
- Do not run on jump off, or dive off playground equipment.
- Do not walk or climb on top of overhead ladder (monkey bars). Use overhead ladders one rung at a time.

GRADING

The following system is used for academic subjects:

A+ 99-100	A 95-98	A- 93-94
B+ 91-92	B 87-90	B- 85-86
C+ 83-84	C 77-82	C- 75-76
D+ 73-74	D 72	D- 70-71
F Under 70		

An incomplete may be given under special circumstances when illness, emergency, or pre-arrangement has caused the student to be unable to complete schoolwork.

PROGRESS REPORTS AND REPORT CARDS

Stewartstown Community School students receive report cards periodically throughout the school year. K-2 students receive four report cards per year (see below for this year's dates). They receive marks of E (Excellent), G (Good), S (Satisfactory), N (Needs Improvement), or I (Insufficient Progress). Grades 3 through 8 receive numerical grades.

<u>Progress Reports</u>	<u>Grades Close</u>	<u>Report Cards Sent Home</u>
September 29, 2017	November 3, 2017	November 9, 2017
December 8, 2017	January 18, 2018	January 25, 2018
February 23, 2018	April 6, 2018	April 13, 2018
May 16, 2018	June 14, 2018	Last Day of School

PROMOTION

For an eighth grader to be promoted onto the ninth grade the student may not fail one or more of the core academic courses for the academic year.

RETENTION POLICY

In some instances, school personnel will recommend that a student repeat a grade. Retention is beneficial in situations where a developmentally younger student has struggled to cope with the expectations of school socially, emotionally, and physically as well as intellectually. Failing grades and immature behavior are often warning signs that an extra year of school is indicated. Before a student is retained, the teacher and often the principal will have several conferences with the parent to discuss the benefits and drawbacks of retention. **Retention is intended to benefit, not to punish, a student, and to prepare them for the next grade.**

HOMEWORK

Revised Homework Policy

Homework is a necessary part of each student's educational program. Each student must be expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Guidelines for expected time spent doing homework, based on grade level:

Kindergarten- 5 minutes
1st Grade- 10 minutes
2nd Grade- 20 minutes
3rd Grade- 30 minutes

4th Grade- 40 minutes
5th Grade- 50 minutes
6th Grade- 60 minutes
7th and 8th Grade- 60 minutes

Communication between home and school is very important. If there is a problem (illness, frustration, family emergency) that prevents your child from completing homework, please contact your child's teacher.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. (1st Reading – 05/05/14; Second Reading & Adoption – June 2, 2014)

TIME OUT

A time out is a brief removal by the teacher of a disruptive student for up to 10 minutes from classroom activities. The purpose of time out is to allow the student to regain self-control. The student is then expected to return to class. If a student is asked to take one or more time outs from class for disruptive behavior, he/she may receive a disciplinary consequence from the teacher or principal, up to and including immediate suspension from school.

SUSPENSION

Suspension refers to the temporary removal of the student from attending regular school classes. Only the Superintendent of Schools or his/her designee usually the Principal) has the authority to suspend a student from school. There are two types of suspension: In-school suspension (ISS) and out-of-school suspension (OSS). Students may receive credit for work completed during suspensions. The principal determines the length of the suspension.

1. The first suspension will normally be one to three days.
2. The second time may result in a three to five day suspension. The Principal will meet with the parents and student before the student returns to school.

3. A third offense, depending upon the circumstances, may result in more than a five-day suspension. In this case, the student and his/her parents will be required to meet with the principal before the student comes back to school. The Superintendent will be made aware of the situation and may be asked to meet with the parents.
4. The fourth suspension will be from 11-20 days and will be issued by the Superintendent of Schools based upon the recommendation of the Principal.
5. Only the School Board can suspend a student for more than 20 days.
6. In the case of repeated suspensions, long-term suspensions, or behavior that puts students or school safety at risk, or disrupts the well-being of the school community, the student will remain out of school until a meeting of the school board. This meeting normally occurs not more than fourteen (14) school days from the latest suspension date. At the time, the board will conduct a hearing as outlined in the school expulsion policy.
7. If a student commits an act that is extremely harmful to the safety and the well-being of the school community, the administration may immediately impose a long-term suspension until the next board meeting.
8. Grades for out of school suspensions will be **0's**.

Any student who receives an in or out-of-school suspension will not be allowed to attend extra-curricular activities on the day(s) of suspension (i.e. dances and field trips.) In some instances where a student has been suspended several times or has repeatedly disobeyed school rules, the principal may take away the student's privilege of attending a school function for a period of time.

EXPULSION

Expulsion from school will usually be the result of a student having been suspended from school for repeated incidents during a school year. Weapons brought to school by a student will be cause for expulsion. Only the School Board has the authority to expel a student from school. Please ask for more information if it is needed.

BUS DISCIPLINE

The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from both parents and students is requested as we attempt to keep the buses safe for all concerned.

I. General rules and information:

- A. Students using bus transportation should understand that the school bus is an extension of the school all school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on a school bus.
- B. Students are under the jurisdiction of the school from the time they board the bus in the morning until they are returned to the stop nearest their home.
- C. Bus students will be admitted to and discharged from the bus at their homes and the school in which they are enrolled. Exceptions will be made only with notes to the principal. The principal will sign such notes and return them to the student who will give them to the bus driver. Notes must be given to the principal before 1:30 p.m. **For the safety of the students, parents or designee must be home before the bus driver will leave students in kindergarten through grade five. Every effort will be made by the bus drivers to determine that an adult is home.**

- D. No student shall be put off the bus while traveling to and from school. Parents shall be notified and that day's trips completed before the student can be removed from transportation service.
- E. Parents are responsible for the transportation of large objects, such as glass aquarium, large school projects, sleds and skis. This is a safety matter, since large objects can not only obstruct the driver's view of what is happening in the bus, but in the event of a sudden stop could cause injury to students.
- F. If a bus driver suspects that a student's bag or knapsack contains contraband such as a weapon, alcohol or tobacco, he/she will keep the bag at the front of the bus and turn it over to an administrator via the bus coordinator. The administrator may search the bag if he/she believes there is reasonable suspicion for the search.

II. Waiting for the Bus or Standing at the Bus Stop:

The school district is not responsible for student's behavior at bus stops. However, safe and appropriate conduct is expected of all students at bus stops. This includes, but is not limited to:

- a. standing at an appropriate distance from the edge of the road;
- b. refraining from hitting, wrestling throwing objects at other students or at the bus;
- c. being ready to board the bus when it arrives.

If students are not ready to board the bus when it arrives, the driver will not wait. If the driver observes students misbehaving at the bus stop, he/she will refer the matter to the bus coordinator and/or the local police.

III. Boarding the Bus or Riding on the bus.

1. Pupils must take a seat and remain in it until the bus reaches school or home. The driver is authorized to assign definite seats to pupils.
2. Pupils must not throw anything while they are on the bus.
3. Pupils should do nothing to distract the driver such as shouting, whistling or singing.
4. There is to be no fooling, fighting, profane language, obscene gestures, excessive noise, wrestling, or acts of physical aggression on the bus or while waiting for it.
5. Pupils are not to put head, hands or arms out of the windows of the bus.
6. Aisles are to be kept free from books, lunch boxes, and other objects.
7. Pupils shall refrain from eating and drinking on the bus.
8. Pupils who must cross the road should cross in front of the bus and on the signal of the driver.
9. Pupils should line up in single file to pass in or out of the bus.
10. Pupils must be ready to take the bus when it arrives. Drivers will not wait for pupils who are not ready.
11. Bus students will be admitted to and discharged from the bus at their home and the school in which they are enrolled. Exceptions will be made only with notes to the bus driver and principal from a parent.
12. Pupils are permitted to ride on the bus only over the route between their home and the school in which they are enrolled. Exceptions will be made only with notes to the bus driver and principal from a parent.
13. No smoking at all on any bus, including field trips. Smoking by persons under 18 years of age is in violation of State Law (effective August 18, 1995).
14. Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus. Stay in your seat until you reach your designated stop and the bus has stopped.
15. Emergency doors are for emergencies only.

16. The law allows, and you are expected to sit, three passengers per seat.
17. No marking or defacing the bus. Students will be held responsible for any and all damage perpetrated by them.
18. Anything that creates a safety hazard for the passengers or vehicle will not be permitted.
19. The school bus driver is responsible for proper discipline while students are on the bus. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
20. No student shall be put off the bus while traveling to and from school. Parent shall be notified and the daily trip completed before the student can be removed from transportation service.
21. The school bus is an extension of the school, and all school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on a school bus.

***Any infraction of the rules will be brought to the attention of the principal. Repeated violations of rules and gross misconduct will be cause to exclude the student from transportation service for a stated period of time, including the remainder of the school year (see RSA 189:9-a).**

PEER MEDIATION

Peer mediation is a non-violent, problem solving approach to student conflicts and is an integral part of our discipline program. Students and staff are trained each year in the peer mediation process and are available to all students in the school. Referrals can be made through the Principal or through the classroom teacher. All mediation sessions are kept strictly confidential.

VANDALISM OF SCHOOL PROPERTY

Any student caught vandalizing school property may be suspended from school and made to pay restitution. Repeated acts of vandalism may result in a hearing before the school board.

PERSONAL SEARCHES OF STUDENTS AND CUBBIES

ON JANUARY 15, 1985, THE UNITED STATES SUPREME COURT DECIDED THE CASE OF NEW JERSEY V. T.L.O. THE DECISION ESTABLISHED THE FOLLOWING:

“[T]he legality of a search of a student should depend simply on the reasonableness, under all circumstances, of the search....Under ordinary circumstances, a search of a student by a teacher or other school official will be ‘justified at its inception’ when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objective of the search and not excessively intrusive in light of age and sex of student and the nature of the infraction. NEW JERSEY V. T.L.O 53 W.S.L.W. 4083, 4087-4088.”

Cubbies are considered the property of the Stewartstown Community School and may be searched at any time by the school administration.

The Stewartstown School District has purchased a portable metal detector. Given the events of school violence around the country, it is necessary for the district to use all possible means of prevention against violence in the school. All the school doors will be locked at all times in order maintain control over who is entering the premises. There is a visitor sign-in/out located at the office. We ask that all visitors sign in when entering the building. Throughout the year, the

students will be involved in various drills to include fire, earthquake, evacuation, and intruder drills. There will be random metal detector checks performed throughout the school year. It is important that everyone understands that these measures are being taken in order to provide a safe school environment for the students.

CONFERENCES

Stewartstown Community School encourages all parents to have conferences with our teachers. A conference early in the year gives you and the teacher a chance to discuss your child's strengths and weaknesses. This enables teachers to plan better for individual needs. It is also an opportunity for you to understand the teacher's methods and general expectations. Please refer to the staff directory for e-mail addresses or call 246-7082 to schedule an appointment. Parents will be contacted if there is any serious academic or discipline problem.

TELEPHONE CALLS / E-MAILS

You will be receiving periodic phone calls or e-mails (if you choose) from the staff regarding the academic progress of your child.

RECORDS

Records: A copy of your child's birth certificate, immunization record and physical exam must be on file with the nurse prior to enrollment. Your child will not be allowed to attend school without these documents. Divorced or separated parents will be asked to provide documentation of custody arrangements. The information is kept in a confidential file apart from your child's permanent record. If you wish to see or have a copy of any portion of your child's records, please submit your request in writing to the principal's office. The Stewartstown School District has policies regarding student information. A copy of these policies can be obtained from the SAU 7 office at 21 Academy Street, Colebrook, NH 03576 (237-5571).

STUDENT ASSISTANCE PROGRAM

Mrs. Dana Weir, who works closely with our guidance department, is available to talk with your child regarding any issues he/she might have. For more information, please call Mrs. Wei at 246-7082.

STUDENT ATHLETE ELIGIBILITY

Eligibility: Student athletes are required to maintain good grades and behavior. The academic policy states that a student must be in good academic and disciplinary standing determined by the principal. Repeated disciplinary referrals could result in removal or suspension from the team. In grades 5-8, a student is placed on academic probation when he/she fails two or more courses in a quarter. Academic probation status means that a student loses the privilege to participate in school sports. Parents are notified by mail by the principal's office if their child is placed on academic probation. Academic probation lasts for the duration of the quarter, and can be lifted the following quarter if the student's grades improve and are no longer failing grades.

Attendance: School attendance is required for all athletes on days of games and practices and players must arrive on time to school the days following games. This includes being present the Friday before a Saturday event. Unless given permission by the principal, a student who is not in attendance on the day of a game or practice will not be eligible to participate. Students with a valid excuse for being absent on a game day or practice day should contact the principal or athletic director prior to that day.

Detentions: Student athletes are expected to attend any and all assigned detentions. Any student athlete that skips an assigned detention to participate or attend a game or practice will be suspended from the next regularly scheduled athletic contest.

The principal has final determination as to eligibility under these rules.

WEBSITE

Stewartstown Community School maintains a website with general information about our school, including a calendar of events and the food service menus. The web page has links to the MMS student and parent portals to check grades; school board minutes; the Abbey Group for lunch information, and various classrooms around the building. The website's address is: www.stewartstown.sau7.org

WELLNESS COMMITTEE

New federal legislation has been enacted to help communities deal with issues of student health habits. The Stewartstown School District has a "wellness policy" which addresses good nutrition and adequate exercise during the school day and school activities. The school has made recent changes in school meals as well as the type of foods and drinks offered or sold at school functions. If you are interested in learning more about the district's wellness policy, please ask at the school office.

BACKPACKS

Students will be provided with cubbies to store their backpacks and other items not needed for class. Junior High students may use their backpacks to carry necessary books and supplies to and from their classes.

EXTRA CREDIT

You must set up a conference with your child's teacher to discuss the possibility of extra credit. The final decision is at the teacher's discretion.

GRIEVANCE PROCEDURES

See Communication/Chain of Command

GUM CHEWING

Students who sign and follow the rules listed in the Gum Chewing Contract will be allowed to chew gum at school. Gum chewing will not be allowed on the playground, school bus, or during Physical Education and Music class. Consequences for misuse of gum chewing/disposal are listed on the contract that students and parents sign.

VERBAL WARNING COUNSELING

If necessary, the principal, Mrs. Weir (Student Assistance Program), and/or Mrs. Pettit (Guidance Counselor) can provide students with counseling regarding verbal warnings. Efforts will be made to encourage the student to not repeat the offense, which could lead to further consequences.

STUDENT ACTIVITIES - PARTICIPATION

School events are frequently held after school. Students in attendance all day that day may attend the event unless prior disciplinary actions restricts them. The school rules are in effect at all school sponsored events and events away from Stewartstown School. Inappropriate behavior

will result in disciplinary action. Students who are not in school by 8:15 the day of the event or who are dismissed early may attend or participate only with prior approval of the Principal or Assistant Principal. Advisors will check the daily notices to monitor student participation. Students who are not in school the day before a weekend or holiday activity may participate only with the prior approval of the Principal or Assistant Principal.

STUDENT COUNCIL

Two students are elected from each class, grades 5-8 each year to serve as the “voice of the students” on the Student Council. Students who are elected must meet the criteria for participation in co-curricular activities. These students are called upon to be leaders and representatives of the student body. The effectiveness of the Student Council is directly proportional to the respect they command from the student body, the teachers, and the administration. The function of the Student Council is to both plan activities, such as dances, and also to communicate the thoughts and opinions of the students to the teachers and administrators.

Elections will be held as soon after the start of the school year as is feasible and will be conducted as outlined by the Student Council Advisor. Meetings will be held at a time that will be determined by the Advisor after seeking input from the members. All members are expected to be at every meeting unless excused by the Advisor.

FIELD TRIPS

Field trips and class trips are taken to enrich the learning experience. As such, they are considered a part of a regular school day and attendance is required. Students going on field trips must supply, prior to the scheduled trip date, a permission slip form signed by their parent. A medical release form is now required for all trips. Students must follow school rules and regulations while on a field trip. Students, likewise, are required to bring a written excuse from their parents if, for good reason, they wish to be excused from attending a field trip. Students who do not attend a field trip are expected to come to school that day and will be assigned additional work to make up for the missed field trip.

1. Standards of conduct are the same for any school-related activity.
2. No student shall participant in an off-campus, school-related activity or field/class trip while under school suspension.
3. Any student, who violates the discipline policy during a field trip or off-campus, school related activity will not be allowed to participate in the next field trip or off-campus, school-related activity.
4. At the discretion of the Principal/Assistant Principal a student may be denied participation in school activities or field trips due to prior violations of the school district discipline policy.

V. ADMINISTRATION

INSTRUCTIONAL SUPPORT TEAM

The purpose of the Instructional Support Team is to meet and discuss individual students who are having educational difficulties in the regular education classroom. The team may be comprised of regular education teachers, a special education teacher, the principal, a school counselor (if available), and others deemed appropriate. The goal of the Instructional Support Team is to brainstorm strategies and interventions to be utilized in the regular education setting to allow the student to be successful. The Instructional Support Team will meet a minimum of once a week on

Tuesday's from 7:30 to 7:55 AM. This team will have the initial responsibility for assisting students who appear at risk.

SPECIAL EDUCATION - REFERRAL PROCESS

Any person who has concerns about a student's education can refer her or him to the special education team. The person can be the classroom teacher, parent, principal, or the student herself/himself. This is a confidential process, which is in the best interest of the student. You can receive a copy of the entire referral process or the referral form from the special education teacher. Any member of the team, the special education teacher, the principal or the nurse will be happy to answer any questions you may have.

NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-B, THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES

The state and federal education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free appropriate public education" to all educationally disabled children.

These statutes define educationally disabled children as children who meet criteria of certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A "free and appropriate education" consists of specifically designed instruction and educationally related services in accordance with an "individualized education program" developed by the school district in consultation with the student's parents.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine if your child is eligible. Such referrals should be addressed to the Special Education Coordinator.

EDUCATION LAW

Neglect and Abuse Reporting (JLF)

New Hampshire RSA 169-C is the law written to mandate reporting of suspected child abuse and neglect. Reports are submitted to the New Hampshire Division for Children and Youth Services (1-800-458-5542). Specifically, RSA 169-C29 requires school officials, or any individual with reason to believe a child has been abused or neglected, shall make a report to the division.

Chapter 193 Pupils...School Attendance-section193:11

Disturbance-Any person not a pupil who shall willfully interrupt or disturb any school shall be guilty of a misdemeanor.