

2024/2025



Stewartstown

Community School



Student



Handbook

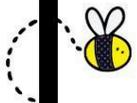


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School Administrative Unit #7

School Calendar

2024-2025 School Year

Pittsburg/Stewartstown/SAU #7

	Administrative Day / No School
	Holiday / No School / Offices Closed
	No School / Offices Open

	Early Release
	First & Last Day of School
	Parent Conference

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4: Independence Day

October 2024 (22)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 11: Admin Day

January 2025 (21)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 1: New Year's Day
 January 10: Early Release Day
 January 20: Martin Luther King, Jr./Civil Rights Day
 January 17: End of Quarter 2, Semester 1

April 2025 (19)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 4: End of Quarter 3
 April 18: Early Release
 April 28 to May 2: Spring Recess

August 2024 (3)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 22/23: Admin Days
 August 27: First Day of School
 August 30: Labor Day Holiday

November 2024 (17)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 1: End of Quarter 1
 Nov. 7 Parent/Teacher Conference;
 Nov 8 Early Release Nov. 11: Veterans Day
 November 27-29: Thanksgiving Recess

February 2025 (15)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 14: Early Release
 February 24 to 28 Winter Recess

May 2025 (19)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 9: Early Release
 May 26: Memorial Day

September 2024 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2: Labor Day
 September 20: Early Release

December 2024 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 13: Early Release
 December 23-January 1: Holiday Recess
 December 25: Christmas Day

March 2025 (20)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 21 Admin Day

June 2025 (9)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12*	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 11: End of Quarter 4, Semester 2
 June 12 Last Day of School & Early Release
 6/13 to 6/20 inclement weather days

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 precedence over all other policies. Students, parents, and staff will be notified if Board policy is enacted to alter the content of this handbook.

SAU #7 MISSION STATEMENT

To prepare every SAU #7 student for success in whatever path they choose.

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, lifelong independent learners.
- where students will strive for achievement and success.
- where students will think critically and make informed decisions in demonstrating good citizenship.
- where everyone is physically and emotionally safe in a collaborative environment.
- in which everyone can develop a healthy lifestyle.

NEW STUDENT ADMINISTRATION PROCEDURE

When a new student registers at Stewartstown Community School, a minimum waiting period of one day occurs before the student begins classes. This waiting period allows the teachers 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 student's 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 any of the emergency card information changes at any time during the school year, the school should be notified **immediately**.

STUDENT TRANSFERS

Please notify the school when your child will leave Stewartstown Community School for another school. All library books, school books, and materials must be returned to the school before 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 parent's request for purposes agreed upon by the school authorities and the parent. The parent is defined as "a parent, guardian, or person having legal custody of a child."

It is very important that each student make every effort to be in school every day. Attending school helps reduce stress, build peer relationships, and improve his/her education. School attendance laws and policies make it absolutely necessary that we have accurate records for all absences or days tardy. **Chronic absence** is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused and unexcused absences.

Parents should call the school, preferably by 8:30 AM, to notify us that their 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.

Special Absences: On occasion, due to vacation and special family situations, we receive requests for students to be excused from school for periods ranging from a few days to a few weeks. Naturally, this presents a problem in maintaining the continuity of instruction. It is essential that prior to any requests of this sort (except in emergency situations), a parent conference with the teachers be held. At that time, it should be mutually decided how disruptive the student's leave would be to his or her school program and to determine if there are appropriate activities and assignments the student might complete outside the classroom. It should be noted that instruction cannot be repeated in many cases, and some curricula will simply be missed. Please carefully note vacations listed on the school calendar and plan your travels accordingly.

Arrival:

Upon arrival at the school in the morning, all students are to report to their classroom for the breakfast program and to prepare for the day. There shall be no loitering in the hallways. Students walking to school shall not enter the building until 7:45 AM unless they are eating breakfast, in which case they may enter at 7:40 AM. If prior arrangements have been made with a teacher to obtain extra individual help, they may enter earlier than 7:30 AM. Breakfast must be completed by 7:50 AM due to the commencement of classes.

School begins at 7:55 am for 2024/2025.

Dismissal:

For 2024/2025, the dismissal time is 2:45 p.m. Walkers, and Parent Pick-up will be dismissed first, followed by bus riders.

Local businesses and radio stations will be notified if school is dismissed early because of bad weather or for some other emergency. If you work locally, your employer may tell you if the 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) and on television channels 3 & 9. The Channel 9 website is 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, leave a recorded message, and send an email. We will also use our Facebook page to notify families of cancellations.

Students will not be dismissed from school during 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 the 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 7:55 AM the day of the dismissal for announcement purposes. Notes should include the name of the student, the 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 2:30 p.m. will be considered an early dismissal. Such students 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 the teacher's permission. High school students must not wander in the hallways. They are to 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 on the left side of the junior high side entrance. Do not block the fire/bus lane. Stay in line until the car in front of you pulls ahead. Please do not pull around, as this is unsafe for students and staff walking from the building to vehicles.

TARDINESS

Your child must 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 experience success every day by having them **arrive no later than 7:55 AM.**

Tardiness will be tracked on a monthly basis and, when deemed necessary, will be appropriately managed by the principal. Parents will be contacted, and a solution discussed. If tardiness continues the principal and or assistant principal will implement appropriate measures. All students will be held accountable to arriving on time so that the educational process will not be disrupted.

OFFICE HOURS

The Stewartstown Community School office is available from 7:00 AM to 3:30 PM daily.

NURSE'S HOURS

SAU #7 schools are fortunate to have a full-time RN on staff all day, every day, in each building. 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.

STUDENT CONDUCT / MTSS-B (Multi-Tier System of Support for Behavior)

All students are expected to come to school ready to learn and participate respectfully. 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 MTSS-B practice. The purpose of this is to implement a system of support in our school and monitor/evaluate progress. The staff meets regularly to utilize data and make decisions about interventions at all tiers. Part of MTSS-B 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 first.

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 MTSS-B is the expectation that teachers and staff will acknowledge **positive** student behavior. Positive reinforcement tells students that we are noticing their good behavior. Restorative practices have a crucial role in early childhood education and the Multi-Tiered System of Support (MTSS) framework, as they can support modeling, teaching, and enforcing appropriate problem-solving and social-emotional strategies. Staff members will use the incentives and restorative practices that have been put in place by the MTSS-B Universal team as the SCS team works toward achieving success, for example “Caught Being Buzz Worthy”. Additional classroom incentives may be also utilized.

Major vs. Minor Behaviors

All staff members are expected to help maintain 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 (TIER I)

(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, and 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 (Refusal)	Student engages in brief or low-intensity failure to follow directions or talk back.
Disruption	Student engages in low-intensity, but inappropriate, disruption.
Physical Contact/ Physical Aggression (Safety)	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 (Safety)	The student engages in inappropriate play-fighting behaviors.
Inappropriate Language / Gestures (Safety & Disruption)	The student engages in low-intensity instances of inappropriate language or gestures.

Property Misuse (Disrespect)	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.
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Behavior in PBIS Terms	Definition of Behavior
Dress Code Violation (Refusal)	Student wears clothing that is near, but not within, the dress code guidelines defined by school policy.
Leaving Class w/o Permission (Safety)	Student leaves the room or under the supervision of the adult in charge without permission.
Technology Violation (Refusal)	Student engages in non-serious, but inappropriate use of technology (iPads, iPods, cell phones, cameras, computers, etc.)
Reporting to Class w/o Materials (Refusal)	Student repeatedly reports to class unprepared; this includes repeatedly missing homework. 3 late homework assignments = detention.
Inappropriate Pictures / Drawings (Safety)	Student engages in low-intensity instances of inappropriate pictures or drawings ("hand-made" or photographs).
Skipped Detention (Refusal)	Student fails to report to detention with no prior notice or parent contact.
Throwing Objects (Safety)	Student engages in inappropriate and unsafe behaviors of throwing objects.

Major Infractions (TIER II or TIER III)

(to be sent to the principal)

Possible Consequences (including but not limited to):

Removal from class/area, time in the office, student conference, after-school detention, apology, counseling, 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. *Students caught trespassing on and/or stealing school property are subject to an investigation and could face consequences, including a police report.*

Behavior in PBIS terms	Definition of Behavior
Tardy (Disruption)	Student is late for the start of the school day. Consequences will follow the policy in the 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 (Refusal)	Student engages in three or more incidents of refusing to follow directions.

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.

Behavior in PBIS terms	Definition of Behavior
Physical Aggression / Fighting (Safety)	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: The student is involved in mutual participation in an incident involving physical violence.
Inappropriate Language / Gestures (Safety)	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 (Safety)	Student takes or draws pictures that are offensive, obscene, and/or inappropriate.
Forgery / Theft / Plagiarism (Disrespect)	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 (Refusal)	Student delivers a message that is untrue and/or deliberately violates the rules.
Threatening (Safety)	Student issues a threat in a physical, verbal, written, or technology-based form.
Leaving School Grounds w/o Permission (Safety)	Student leaves the school grounds without the permission of an adult.
Arson / Vandalism (Safety)	Student plans and/or participates in malicious burning, disfigurement, or destruction of school property.
Other	Student engages in problem behavior not listed.
Use / Possession of: Tobacco Drugs Alcohol Weapons (Safety)	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
Practice Respect (Be Kind)	<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 - Positive sportsmanship - Follow the rules 	<ul style="list-style-type: none"> - Low voices - Listen to the 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
Accept Responsibility	<ul style="list-style-type: none"> - Own your actions and words - Do your best work - Be attentive and prepared - Keep the 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 the 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 the stall door - Flush toilet - Throw trash in the can - Return to class quickly and quietly
Work 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 - 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 - 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
Safety 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 - Dress appropriately 	<ul style="list-style-type: none"> - Use each step on and off the bus - Stay seated while the 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

SCHOOL MEALS INFORMATION

Students may bring breakfast and/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 the 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. Students have the option of signing up for a “Grab and Go” breakfast, available at snack time (9:20 AM daily). Please be aware that students may be charged for this meal. Speak to the kitchen staff for more information.

Lunch is served from 11:20-11:40 (4-8) and 11:50-12:20 (K-3).

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.

At the beginning of the school year, families are encouraged to fill out the Free or Reduced Lunch Application. This application helps SCS with state and federal funding, programs like the after-school program, and other resources.

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, energy drinks, coffee (hot or iced) are not allowed at school. Students who bring these items to school will be asked to dump it out since we do not have the resources to store it.

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 call and inquire about 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. Toys include anything that becomes a distraction to learning.

Students **are not** permitted to bring electronic devices to school. Some of these may include game systems, CD players, iPods, MP3 players, tablets, **cell phones**, and similar devices, as well as 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 the instructor for after school programs. Students may use personal music devices and game systems with headphones and reasonable volume on the bus ride to and from school. If they do so, devices **must** be either kept in a backpack or in the office during the school day. 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. If a student's device is confiscated, it will be kept in the office until a parent can get it. It will be in a locked filing cabinet.

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 the building and get a Visitor's Badge. Please be sure to check out at the main office when 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.

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. 4100.
- 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 them 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 and should not be transported on the bus.** 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.

SCHOOL STORE

There is a school store available in the library throughout the year on Fridays 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. Items that become a distraction to learning, will be sent home or confiscated.

SOLICITATION BY STUDENTS

The Stewartstown School Board does not necessarily encourage solicitations of or by students. However, fundraising 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 fundraising 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 or 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 rollerblades will not be brought to school. Students will ride their bikes to and from school to the main entrance of the school building. A helmet is required for those under 16 years of age (RSA 265:144, X).

PLAYGROUND RULES

- No physical contact.
- Proper clothing is 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.
- Use the equipment correctly for fun and safety.
- Do not play on broken or damaged playground equipment.
- 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, walls, 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 the overhead ladder (monkey bars).
- Obey all the above rules and those of the duty teacher.

GRADING/GRADING PROFICIENCY SCALE

For the complete SAU 7 Common Grading and Reporting For Learning Expectations Document, please click on the following link: [SAU 7 website link](#). Students will be assessed both academically and on transferable skills.

SAU 7 schools have replaced the traditional A/B/C letter 100 point scale for a 4 point scale at the assignment level. This increases the precision, objectivity, and reliability of grades, allowing our teachers to offer more honest, sensible, and reliable evaluations of students' performance at the assignment/assessment level.

MID-QUARTER CHECK-IN REPORTS AND REPORT CARDS

Elementary and Middle School Scale		
Level	What the Level Means	Rubric Score
Expanding	The student consistently and independently extends and transfers content knowledge and skills beyond essential competencies.	4
Proficient	The student demonstrates essential content knowledge and skills consistently and independently with ability to apply and transfer to real-world situations and/or a new task.	3
Approaching Proficient	The student demonstrates the emerging application and transfer of essential content knowledge and skills in familiar tasks.	2
Beginning	The student is initiating the ability to demonstrate the essential content, knowledge, and skills.	1
Insufficient Evidence Shown	The student has submitted an insufficient level of evidence yet to receive a grade.	0

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).

<u>Quarter Check-in Reports</u>	<u>Grades Close</u>	<u>Report Cards Sent Home</u>
Sept. 27, 2024	Nov.1, 2024	Nov. 8, 2024
Dec.6, 2024	Jan. 17, 2025	Jan. 24, 2025
Feb.14, 2025	April 4, 2025	Apr. 11, 2025
May 9, 2025	June 11, 2025	Last day of school

HONOR ROLL

Quarterly, Honor Roll will be presented for students in grades 3-8 as well on a quarterly basis to acknowledge and celebrate student successes. To be eligible for the honor roll, students must have a 3.0 or higher at reporting time. Pass/fail courses are not included.

- Honors With Distinction: 3.7 annual GPA or higher
- High Honors: 3.4-3.6 annual GPA
- Honors: 3.0-3.3 annual GPA

Transferable Skills Honor Roll: Students may receive recognition for demonstrating proficiency (“3” and above) in all assessed Transferable Skills each marking period.

PROMOTION

For an eighth grader to be promoted to the ninth grade, students must have an “AP” or “P” in five out of six subjects at reporting time to be eligible for grade 8 promotion to high school.

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, physically, and 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.**

NIGHTLY PRACTICE/CLASSWORK

Nightly practice (homework) is a necessary part of each student’s educational program. Nightly practice is a formative assessment that allows for the teacher and student to guide learning and is highly valued. Nightly practice and classwork may be called practice work. Formative assessments are individualized, allowing for further student success and decreasing “busy work” that causes stress and anxiety. The work students complete prior to a summative (a cumulative assessment of student mastery) is valued, assessed, and reported. If it’s essential for success, teachers work with students to ensure that they have opportunities to practice skills and apply knowledge.

Guidelines for expected time spent doing nightly practice, based on grade

level: Kindergarten- 5 minutes	4 th Grade- 40 minutes
1 st Grade- 10 minutes	5 th Grade- 50 minutes
2 nd Grade- 20 minutes	6 th Grade- 60 minutes
3 rd Grade- 30 minutes	7 th and 8 th 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/nightly practice, 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.

a. **Short-term suspension.** A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short-term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, destruction, or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that are not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short suspension over five days must conform to the standards included in the Code of Conduct.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

b. **Long-term suspension.** A “long-term suspension” is the extension or continuation of a short-term suspension for a period not to exceed an additional ten days beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction, or violence, as defined in RSA 193-D;
- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2),and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

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. **For the safety of the students, parents or designees must be home before the bus driver leaves students in kindergarten through grade five. The bus drivers will make every effort 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 the day's trips will be completed before the student can be removed from transportation service.
- E. Parents are responsible for the transportation of large objects, such as glass aquariums, 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 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 their heads, 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 a 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 only.
12. Pupils are permitted to ride on the bus **only** over the route between their home and the school in which they are enrolled.
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. Parents 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).**

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 the age and sex of the 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.

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 to 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 and take a Visitor’s Badge when entering the building. Throughout the year, the students will be involved in various drills to include fire, earthquake, evacuation, and intruder drills. 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 problems.

TELEPHONE CALLS / EMAILS

You will be receiving periodic phone calls or emails (if you choose) from the staff regarding your child's academic progress.

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. Shelley Crossley, 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. Crossley 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, as determined by the principal. Repeated disciplinary referrals could result in removal or suspension from the team. In grades 5-8, student-athletes need to have an "AP" or "P" in five out of six subjects at reporting time to be eligible for athletics and extracurricular activities. 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 for school on 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 ALMA 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

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.

REDO/RETAKES

Summative Reassessment at the Middle School Level: Reassessment is a critical part of the learning process because it encourages students to practice the lifelong skill of continuous improvement in their learning. Depending on the circumstances, a teacher may designate reassessment as mandatory or optional for a particular assignment. See the SAU & Grading and Reporting Expectations and FAQ for details on mandatory and optional reassessments.

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. Crossley (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 not to repeat the offense, which could lead to further consequences.

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 parents. 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 participate 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 consist 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 schedule meetings as needed. 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 that 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-section 193:11

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

DRESS CODE - JICA

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

The following apparel is not to be worn during the school day: caps, hats, hoods, and other headgear*; clothing with offensive, vulgar, or racist language or pictures; tops that do not completely cover the mid-section; clothing that glorifies, encourages or promotes the use of alcohol or drugs (Ex. No shirts with brand names of beer, liquor, etc.). Sunglasses should not be worn unless the student has a prescription from an optometrist.

Tank tops, including dresses with tank-top-style tops, may be worn by students in grades K-4 only. Tops must be appropriate in length and size, and **“spaghetti strap” tops will not be permitted.** Skirts, shorts, and dresses must be appropriate in length, as well as age-appropriate.

Exposure of undergarments is not allowed. Males and females will not expose their bellies or behinds. If you have to keep tugging at your shirt or pulling up your pants to keep from exposing your midriff or behind, don't wear those articles of clothing. All shorts, skirts, dresses, etc., must be long enough so that the length is not shorter than mid-thigh.

No footwear that is destructive to school property is to be worn. Appropriate footwear should be worn for the season and/or activity (i.e., sneakers on gym day). **Flip flops may be worn at your own risk** and with teacher approval. Sturdy sandals with a back “should be” worn in warm weather instead of flip flops.

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face more severe punishment, including detention, in-school suspension, or out-of-school suspension.

*Exceptions may occur due to special events (Ex. Hat day, etc...).

Policy & Disclaimer

Should there be a conflict between Board policy and this handbook, the policy with the most recent date shall take precedence over all other policies. Should Board policy be enacted which alters the content of this handbook, students, parents, and staff will be notified.

Policy Code	Name of Policy
AC	Non-Discrimination, Equal Opportunity, & District Anti-Discrimination Plan
AC-E	Annual Notice of Contact Information
ACAC	Title IX Sexual Harassment and Grievance Process
BGAA	Policy Development, Adoption, and Review
EEAA	Video and Audio Recording on School Property
ECAF	Audio and Video Surveillance on School Buses
EFAA	Meal Charging
GBED	Prohibitions Regarding Use and Possession of Tobacco Products, E Cigarettes, and E-Liquids in and on School Facilities and Grounds
IHAMA	Teaching About Alcohol, Drugs, and Tobacco
IHBH	Extended Learning Opportunities
IKA	Grading System
IKE	Promotion and Retention of Students
JH	Attendance, Absenteeism, and Truancy
JI	Student Rights and Responsibilities
JIC	Student Conduct 2021
JICC/EEAE C	Student Conduct on School Buses
JICD	Student Discipline and Due Process
JICFA	Hazing
JICG	Tobacco Products in Facilities and on Grounds
JICI	Weapons on School Property
JICK	Pupil Safety and Violence Prevention - Bullying
JIH	Student Searches and their Property
JJA	Student Activities & Organizations
JLDBB	Suicide Prevention and Response
JLF	Reporting Child Abuse or Neglect
JRA	Student Records and Access - FERPA
JLCD	Administering Medication to Students