

Pittsburg School

2022-2023

Elementary Handbook



Mission

All students will achieve success.

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*** This handbook may not be complete and may be modified or added to at any time.

School Administrative Unit #7													
2022-2023 School Year Calendar													
Administrative Day / No School							Early Release						
Holiday / No School / Offices Closed							First & Last Day of School						
No School / Offices Open													
July 2022							August 2022 (2)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31							August 25/26: Admin Day						
July 4: Independence Day							August 30: First Day of School						
October 2022 (20)							November 2022 (18)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												
October 14: Admin Day							November 4: End of Quarter 1						
							November 11: Veterans Day						
							November 23-25: Thanksgiving Recess						
January 2023 (20)							February 2023 (18)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28				
January 2: New Year's Day observed							February 10: Early Release						
January 13: Early Release							February 27- March 3: Winter Recess						
January 20: End of Quarter 2, Semester 1													
January 16: Civil Rights Day													
April 2023 (15)							May 2023 (22)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													
April 14: Early Release							May 12: Early Release						
April 24-28: Spring Recess							May 29: Memorial Day						
September 2022 (20)							October 2022 (20)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
September 2 and 5: Labor Day							October 14: Admin Day						
September 16: Early Release													
December 2022 (16)							January 2023 (20)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				
December 9: Early Release							January 2: New Year's Day observed						
December 23-January 2: Holiday Recess							January 13: Early Release						
December 25: Christmas Day							January 20: End of Quarter 2, Semester 1						
March 2023 (19)							February 2023 (18)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28				
February 27- March 3: Winter Recess							February 10: Early Release						
March 17: Admin Day							February 27- March 3: Winter Recess						
March 31: End of Quarter 3													
June 2023 (10)							May 2023 (22)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3		1	2	3	4	5	6
4	5	6	7	8	9	10	7	8	9	10	11	12	13
11	12	13	14	15	16	17	14	15	16	17	18	19	20
18	19	20	21	22	23	24	21	22	23	24	25	26	27
25	26	27	28	29	30		28	29	30	31			
June 14: End of Quarter 4, Semester 2, Last Day of School, and Early Release							May 12: Early Release						
							May 29: Memorial Day						

SAU #7 School Board: Adopted April 7, 2022

subject to change if school cancellations occur

Introduction

The faculty and staff at Pittsburg School would like to extend our welcome to the families in all SAU #7 communities. The staff members at Pittsburg School look forward to working with you to make this a successful year for students. We hope that you find this handbook useful. It is filled with important information about expectations for student behavior. The policies and procedures contained in this handbook are the results of a concerted effort between faculty, administration, and school board.

The ultimate purpose of education is to help each student become an effective member of society. Accepting the responsibilities and obligations of a good citizen supports this purpose. We hope that students will participate in our varied activities that will help guide them toward being successful as a society member and in the workforce. Student success at the Pittsburg School and within the local community is directly related to student effort while attending.

Philosophy

Pittsburg School educates children from pre-kindergarten through grade twelve. Our unique size facilitates a student-centered learning environment. Staff members value each student's strengths, needs, and interests. Small class sizes promote a familial feeling between students, faculty, and staff members. This ensures that each student feels important and supported at our school. While we are a small school, we have a large school spirit. This school spirit is fostered by student participation in sports, drama, academic challenges, and community service. Our teachers demonstrate service-minded leadership, and our students follow their example. Our students, faculty, and staff recognize that our school is bigger than any one person, and much of what makes our school unique is its respect for tradition while preparing our students for the future. The community, administration, staff, and school board support a positive environment which:

1. Stimulates educational curiosity.
2. Encourages enthusiasm for learning as a lifelong process.
3. Enables individuals to become capable of making informed decisions.
4. Enables individuals to develop a sense of personal worth and accomplishment.
5. Recognizes different rates and styles of learning.
6. Ensures respect for varied points of view and acceptance of all individuals as unique valued members of the community.
7. Enables individuals to adjust to a rapidly changing world.
8. Encourages individuals to evaluate social and environmental issues and to react to those issues responsibly.
9. Encourages communication between the school and the community.
10. Encourages students to recognize that Parents, community, and school are all important factors in a child's education.
11. Treats all students will be treated fairly, no matter what the situation.

12. Recognizes that students must be an active part of the learning process for them to learn effectively.



Registration Information

Emergency Card Information

Student registration packets are handed out on the first day of school. This paperwork must be returned by Tuesday September 6th. This paperwork is important because it helps make communication between school and home efficient. If you have more than one child enrolled, please, fill out an emergency card for each child. Keep in mind that your child will not be released to anyone who is not listed on their emergency card unless written permission is provided by you, the parent, or guardian.

During the school year, parents/guardians have the responsibility to notify the school of any change in their student's address, phone number, or name. Any legal name change must be accompanied by a copy of a lawyer's letter or legal court document. It is critical that we have up-to-date emergency contact information in the event the school needs to contact you quickly. This also keeps our telephone notification system (One Call Now) up to date. In addition to phone numbers of parents, guardians, and emergency contacts, we would like email addresses of parents and guardians on file so that we may also send notifications and letters home in an email via the One Call Now system. This system allows us to send out written notifications to parents and guardians efficiently.

Free and Reduced Lunch Program

If your child is eligible for free and reduced lunch, you will still need to complete the paperwork that will be included in the first-day packet. Free and Reduced Meals must be reapplied for each year for all households that are eligible. If your application is not submitted before the end of September, your family runs the risk of not being eligible for the program. If at any time during the school year, your financial situation changes, you may apply for the Free and Reduced Lunch Program. Please contact the Administrative Assistant, [Holly Paquette](#).

Student Press Release

Also included in the packet of papers is a form to be completed granting the school permission to release certain student information. We ask permission to release student information to the local newspapers, the school website and the school's Facebook page. The student information we release is limited to "directory information, "which includes the student's name, classes he or she may be taking, graduation date, school activities, clubs in which the student is active and other information that is not considered to be private as outlined in Policy JRA – Student Records- FERPA

Communication

Office Hours

The Pittsburg School office is available from 7:15 AM to 3:45 PM daily



Grade Reporting

Communication between the school, teachers, and parents is vital to student learning and participation in co-curricular activities. One form of communication is the report card. Each child will receive a grade for each class he or she takes during the school year. These grades will be reported to parents eight times per year. Parents of students in grades 3-6 may also access their child's grades any time they choose via our Focus Parent Portal. Please be sure to sign up for the Parent Portal at the beginning of the year. This is a secure electronic grading system that allows parents to access their child's academic information. Students in PK-2 will also receive Progress Reports.

Your child's teacher may contact you if your child's grades are a cause for concern. If you notice upon checking your child's grades that he or she is not doing well, and you have not heard from their classroom teacher, please, contact your child's teacher as soon as possible so that the necessary steps can be taken to get your child back on course.

Report Cards

Progress Grades Available On-line		
Grades Close	Grades Due	Report Cards
November 4	November 10	November 18
January 20	January 27	February 3
March 31	April 7	April 14
June 14	June 16	Last day of school

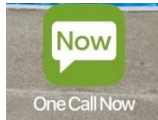
Letters Home

Teachers and the school send home classroom letters and school notices either by the One Call Now platform or with the student. We expect that students will bring home this communication and share it with their parents. Additionally, our website has up-to-date information about upcoming events and activities. Please visit our website.

<https://www.pittsburgschool.sau7.org/>

Parent/Teacher Conferences

Parent/teacher conferences are offered as an option on K-6 grade report cards. A parent may opt for a conference even if the teacher does not indicate that one is necessary. If you have concerns, Parent/Teacher conferences are encouraged at all grade levels and may be scheduled through the office or with the teacher directly.



One Call Now

Pittsburg School subscribes to a computerized phone and email system called One Call Now. This notification system allows us to keep in contact and to update parents via recorded phone messages, email, and text. It allows us to send up-to-date information regarding school events and school cancellations. Parents can decide which phone numbers or emails the One Call Now system uses. In the event of an emergency or early school closing, automated phone calls are placed to all phone numbers in our computer system. The One Call Now information is based on the contact information provided by parents. Parents may change their One Call Now phone numbers or email information at any time by contacting the office at 538-6536. The changes will go into effect within 48 hours.

Parent Communication with the School

The faculty, staff, and administration at Pittsburg School look forward to working with you, and we want to hear from you. If you have questions, concerns, or suggestions, please contact the school office. It is most helpful to bring your suggestions or concerns to the proper person. To help you with the process, we would like to offer the following guidelines:

- Classroom Teachers: Suggestions, questions, or concerns about a classroom issue, academic progress, or a specific grade level or class curriculum.
- Office Secretaries: Questions dealing with attendance, changes in transportation, changes in custody, or registration,
- Principal or Assistant Principal: Questions regarding student discipline, unresolved issues related to classroom concerns only after an attempt has been made to work it out with the classroom teacher, *questions*, school wide issues or facilities use.
- Special Education Case Manager: Questions concerning IEPs or 504.

If you are not sure whom to call, please call the office, and we will direct your

call to the person best suited to assist in resolving any questions or concerns you may have.

Arrival:

Upon arrival at the school in the morning, students will wait outside until the bell rings at 7:50 am. If prior arrangements have been made with a teacher to obtain extra individual help they may enter earlier.



Attendance

Attendance/Absences/Tardiness/Dismissals: Per the state law on school attendance, RSA 193:1, states that the child shall attend school full-time when the school is in session unless the child has been temporarily excused by the parent for purposes agreed upon by the school authorities and parent. Parent is defined as “a parent, guardian, or person having legal custody of a child.”

Absences: Parents should:

- Call or email the Admin Assistant and the Principal, preferably by 8:30 AM, to notify us that your child is absent. Dismissal notes should be into the office prior to 8:00 AM the day of the dismissal for announcement purposes.
- 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. If the school is unable to contact the parent/guardian, the local police department will be notified of the student's absence.
- If a student is absent for three or more days without a doctor's note local police will be contacted.
- Upon returning to school, the student will present a note to the office written by the parent. The note and all the data submitted with it will help us determine whether to label the absence, excused, unexcused, or to be determined if there were extenuating circumstances. If the student returns without a note, the absence will be considered an unexcused absence.
- All work will be required to be made up.
- **The note should include:**
 - o Name of the student
 - o Date(s) of the absence
 - o 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 which will be dealt with as a disciplinary matter.***
- ***If you have a question or concern about an absence, please contact the office. However, it should be noted that the final decision regarding whether or not the absence is excused or unexcused will be made by the principal or assistant principal.***

Types of Absences:

Excused Absences, for which students are entitled to make up work missed, will be granted for medical reasons, such as an illness, **including school issued COVID**

requirements to quarantine or an appointment with a doctor, dentist, optometrist, or counselor. School sponsored activities such as field trips or athletic events. Absence will also be excused for a death in the family, appointment with a lawyer, court appearance, or other extenuating reasons approved by the principal. Extenuating reasons for an absence **MUST** be approved by the principal and documentation provided. Students who have excused absences are allowed two days for every one day absent to make up missed work.

Unexcused absences: *Students will be expected to make up all missed work.* It is the student's responsibility to ask the teacher for all missed assignments. Any student who does not submit the proper documentation indicated in the sections above, in the prescribed amount of time will be considered unexcused for purposes of attendance.

Students absent for reasons such as: out- of- school suspension, truancy, haircuts, and anything else not categorized above as an extenuating unexcused absence shall be considered unexcused.

Assignments that are due on the day of an absence are due upon the return to class.

Parents Requesting Dismissal: The student should bring a note to the office prior to 8:00 AM the day of the dismissal. The note should include the following:

- The day of the dismissal
- The name of the student
- The time the student must leave
- The reason(s) for the dismissal
- A parent signature



TEMPORARY TRANSPORTATION CHANGES

If your child's after school transportation changes, you must notify the office in writing and not less than one hour before student dismissal time. If the office does not receive a note from the student in the morning, then the parent must call the school and follow said phone call with an email to the school secretary. If we do not receive a handwritten note or a phone call followed by an email notification regarding the change from a parent, the student will be dismissed according to their usual routines. Students may call home and have the office talk to a parent to gain approval.

Preplanned trips, such as family vacation, must be pre-approved in the office by the principal. Requests should be made two weeks prior to the trip. Students are requested to receive assignments in advance and have work completed upon return from said pre-planned trip. The length of the family trip is limited to five school days. Any other length must have prior approval by the principal.

Attendance Appeals

Parents who wish to schedule an attendance hearing with the School Board will, first, notify the principal. The principal will schedule requests for appointments through the

Superintendent. The principal will notify the parents of the date and time of the hearing.

Tardiness

It is critical for your child to arrive at school on time, 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 7:48 AM.

- After reaching the first two tardies, an administrative letter will be mailed to the parent or guardian.
- After a student in grades K-6 has five (5) tardy arrivals, a meeting will be set up between the principal, parents, and guidance counselor.

****In accordance with COVID-19 health & safety procedures, students who take the bus will be picked up and dropped off at their residence only.**

Any student who is dismissed prior to 2:33 PM. will be considered an early dismissal. Such students will not receive credit for a complete day of school

Delay, Early Dismissal and Cancellation

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) 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 and leave a recorded message.



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. If a child is running a fever or exhibiting symptoms that coincide with COVID-19, a temperature of 100 degrees or higher, the child will be sent home until they have been fever free for at least 24 hours without the aid of a fever reducer.

Homework

The purpose of homework is to practice concepts and skills learned in the classroom, to study for tests and quizzes, and to allow students to reinforce independent learning skills. Failure to complete homework is a cause of poor student achievement. How homework is factored into a student's grade is up to each individual teacher. Each teacher will clearly explain to students, and share with parents, the process they use for checking and grading homework.

The average amount of time a student spends on completing his or her homework varies by grade level, subject area, and student ability. However, a general rule of thumb for grades 1-6 is ten (10) minutes per grade level. So, a first grader could expect ten (10) minutes of homework and a sixth grader could expect sixty (60) minutes of homework. Parents and guardians have a strong influence over a child's attitude toward homework. By showing an interest in what the child is learning, a positive message is sent to the child about the value of homework. Asking questions about what your child learned in school causes them to think about the skills and concepts they practiced. According to brain research, this thinking reinforces learning.

Another way to help a child with homework, is to designate a special place in your home that is free from interference. This space should be equipped with pencils, a dictionary, a ruler, and good lighting. Every student in grades three through twelve will receive an assignment notebook meant to be used to keep track of their assignments and upcoming tests, quizzes, and class projects. Please review this with your child every night and help them organize their time so that they can complete homework, study, and finish larger projects without feeling overwhelmed.

Retention

Students must meet teacher determined academic standards and must be emotionally prepared for promotion.



CONCEPT OF DISCIPLINE

Prevention of misbehavior is the best disciplinary policy. We believe it is only fair that the school establishes "reasonable rules" and the students are given an opportunity to be aware of those rules and the consequences associated with those rules. We believe in a progressive disciplinary system. There are several levels of discipline.

Graduated and age-appropriate system of supports and intervention strategies, such as:

- Student conferences
- Parent conferences
- Counseling
- Peer mediation
- Restorative practices
- Instruction in conflict resolution and anger management

Graduated and age-appropriate disciplinary consequences such as:

- Restriction from extra-curricular activities
- Temporary (same day) removal from class or activity
- Detention
- In-school-suspension
- Out-of-school suspension
- Expulsion

Special Education students will be treated the same as regular education students

unless there is a Behavior Plan in his/her Individualized Education Plan or specifications in the IDEA law.

[PittsburgSchoolBehaviorMatrix2016.docx](#)

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 Assistant Principal and/or Principal. Conduct Referral Forms will be completed for both types of behaviors. See the chart page 18 for descriptions of what behaviors are major and which are minor and possible graduated consequences.

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

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

Note: Students in kindergarten through grade five may NOT lose recess time unless the incident is related to recess.

Major Infractions *(to be handled by the assistant principal/principal)*

Per our school MOU with the Pittsburg Police Department, any threatening language, threatening behavior, or any violation of any State Law will be turned over to the police; however, the Board expects the principal to use some discretion in choosing when to refer or not refer an incident to police.

Safe School Zone Referenced Policies

The Safe School Policy pursuant to RSA 193:13 **requires that the school officials report to the Pittsburg Police Department** incidents of theft, vandalism, and actions involving drugs/ alcohol, firearms/ other weapons, sexual acts, robbery/theft, arson, criminal mischief/ vandalism, and assaults/ threats. If your son/daughter has been involved in one or more of these behaviors, the school administration will share this information with the police who may take additional action.



Level I Classroom Rules

Teachers and students will work together to create clear expectations and consequences for their classrooms; however, these rules apply to all classrooms.

Grades K-6 communication/electronic devices are not allowed to be brought to school.

To leave a classroom, students must have permission and a pass signed by the teacher.

The **only** reasons a student may sign out from a class are:

- To go to the bathroom
- To go to the nurse's office.
- To speak with guidance or administration

In addition, the following items are all teacher discipline issues and the classroom teacher

will deal with these issues according to their classroom expectations.

- a. Work Refusal
- b. Homework not completed
- c. Talking out of turn
- d. Swearing or inappropriate verbal or nonverbal language
- e. General horseplay
- f. Violation of classroom rules not listed above

Consequences:

1. Verbal reprimand: Verbal counseling by a teacher or staff member. These are generally warnings or simply “on the spot” corrections.
2. Teacher detention: These are detentions issued by a staff or faculty member and are to be served with that staff or faculty member. These may be assigned for lunch time. The teacher will send home A Notice of Detention detailing when the student is to serve the detention. This will be sent home giving one day’s notice. These can also be assigned during lunch.
3. Teacher/Parent Conference: Students who continue to exhibit behaviors that impede the learning environment for themselves, or others will be requested to come in for a conference with the classroom teacher and the school principal or assistant principal in an effort to resolve the behavior issues.



Level II Administrative Referral

If a student’s behavior is not able to be dealt with effectively in the classroom and the student is referred to the principal’s office or to the assistant principal, he or she will be given a few minutes to calm down. The student will be expected to process why he or she was sent to the office, and to apologize for his or her behavior. The student may also be expected to write a plan in order to be allowed back into the classroom depending on the offense. This plan must be agreed to by the sending teacher. The student will re-enter the classroom once all the prescribed steps, which will be determined by the principal, are completed.

Students **may** be sent to the assistant principal (or principal) for any of the following:

1. Swearing or inappropriate verbal or nonverbal language that is beyond a simple curse word and is directed toward others (In addition, please see level IV for possible consequences that could be applied for this item)
2. Continuous disruption of class or continuous and documented rule (school or
3. classroom) infraction that has not been successfully addressed with the application of teacher consequences and parental involvement via written or verbal communication
4. Rudeness and disrespect directed at the teacher or other students that continue after the student has been spoken to by the classroom teacher and consequences applied.
5. Unprivileged physical contact. Unprivileged physical contact means one person touching another person without that person’s permission. Examples of this could be pinching, slapping, or rubbing someone’s head
6. Failure to comply with the reasonable requests of a faculty or staff member and
7. disciplinary action is not successful. Even if the student is sent to the office, a plan of action needs to be in place by the instructor. The parents will be notified by the

classroom instructor.

Consequences:

The consequences for the above infractions are progressive. The progression below is the typical progression of consequences.

1. Write an apology letter to the person the inappropriate action was directed at, and create a plan to return to the classroom without further inappropriate action
2. Office Detention and contact parents
3. Saturday School Detention
4. In School Suspension (ISS)
5. Out of School Suspension (Meeting with teacher and parents)

Please note: In school suspension and out of school suspension would be reserved for only severe infraction at the elementary school level.

LEVEL III

In School Suspension (ISS) is used for serious offenses where the student requires a safe, structured, supervised, and socially isolated environment. The administrator assigning the ISS, will notify the parent (telephonically and in writing), why the student is receiving an ISS and when the ISS will be served. Various behavior that would warrant an in-school suspension are listed below.

1. Verbal or nonverbal intimidation or threat to either a staff and faculty member or a peer. This includes unprivileged physical contact where one student touches another without his or her permission.
2. Bullying or harassment **. (Further action will be taken if bullying and/or harassment is founded)
3. Profanity directed toward a faculty or staff member.
4. Destruction of school or personal property (not belonging to an offending student).
5. Leaving campus without permission.
6. Chronic documentation of cutting class. (Defined as cutting any class four or more times).
7. Physical assault or attempted physical assault.
8. Throwing objects that present a safety issue (throwing scissors, chairs, books, etc.).
9. Chronic documentation of PDA (see Level I).

Please note: In school suspension and out of school suspension would be reserved for only severe infraction at the elementary school level.

Expectations for students assigned to ISS

1. Report to the Principal's Office at the start of school (at the first bell) and remain there until the dismissal bell.
2. Students who are tardy, absent, or are dismissed from school early will make up the missed ISS time upon the student's arrival of the next school day.
3. Bathroom breaks: Students will use the Nurse's bathroom as needed.
4. Lunch: Students will eat lunch with a designated staff person.
5. Locker: Students will not be allowed to visit their locker and are expected to bring all necessary work and items to ISS. Instructors will provide work.

6. Students will complete all assignments provided by regular classroom teachers.
7. A staff member may aid the student in the completion of their work as deemed necessary. The office will collect all completed work and return it to the teacher. The principal may assign additional work as deemed necessary and appropriate.
8. Students will positively reflect on their behavior and why they were assigned ISS.
9. Based on their reflection, students will complete a plan for not earning an ISS again.
10. Students will be responsible for maintaining their area in the Principal's Office and will be expected to clean up their area.
11. Students will behave in a responsible and respectful manner. Students who will not behave in a respectful manner may be sent home and assigned a "do over" ISS.
12. Students who are assigned an ISS will not be allowed to participate in co-curricular or extracurricular activities for the days their ISS is assigned. If an ISS carries over a weekend, holiday or vacation, the student will not be permitted to participate in co-curricular or extracurricular activities until the student has fully completed the ISS assignment and has returned to the regular classroom.

Expectations for Saturday Detention

1. Students will check in promptly at 7:30 am and stay until 9:30 am. If needed, this time may be adjusted by the instructor, assistant principal or principal.
2. Students will work on schoolwork, or a special project assigned by a teacher or the principal. The student may also use this time to complete classroom work.
3. Students will not sleep, listen to music, engage in social media, or electronic games



**** Bullying and Harassment are not all-inclusive terms. Not every interaction between students automatically rises to the level of either bullying or harassment. Potential incidents of bullying will be reported in conjunction with state law and school board policy. A series of investigative steps will be taken to determine if bullying occurred. If it is determined that bullying did occur, offenders are subject to consequences up to and including expulsion. Current board policy JICK is attached as an appendix to this handbook.**

Level IV Major Infractions

It is the goal of Pittsburg School to keep all students engaged in school. We believe that students should be removed from the learning environment only for the most severe infractions or violent behavior. Out of School Suspension is used for extreme situations and as a possible last resort before a student is expelled from school. Only administrators will administer an OSS. In the event that an OSS is issued for fighting, both students who were involved in the fight will be sent home for the remainder of the day for a "cooling off period". Please note, defending oneself is not generally considered "fighting" unless the person initially defending himself or herself lashes out and continues the fight. For their safety and because their actions might be misconstrued, students should not physically try to break up a fight. If a situation did occur when a student helped control a fight, generally that student would not receive disciplinary action. In the Principal's absence, the Assistant Principal shall deal with major infractions immediately as permitted by the principal. Students who fight will be sent home for a "cooling off" even if the principal is not in attendance; the Assistant Principal has the authority to do so. Someone must be home

to receive the students that are sent home.

Major Infractions include but are not limited to:

1. Weapons.
2. Drugs/drug paraphernalia.
3. Alcohol.
4. Smoking/smoking paraphernalia (lighters, tobacco, wrapping papers).
5. Throwing objects that present a safety issue (books, scissors, pencils, chairs, etc.) in anger.
6. Bomb scare.
7. False setting of fire alarm.
8. Vandalism.
9. Damage or theft of personal or school property.
10. Severe or repeated (documented) bullying or harassment.
11. Threats of physical violence or actual physical violence.
12. Threatening the faculty and staff.

Consequences:

1. Parents will be notified telephonically and in writing.
2. Pittsburg Police will be notified as required by RSA 193 D, charges may be filed.
3. Days missed for OSS will be counted as Unexcused Absences and additional consequences may apply (see Section II Attendance).
4. Students are not allowed on school property while serving the OSS, nor are they allowed to attend school sponsored events or activities off campus.
5. Students are responsible for all assignments and learning missed while on OSS.
6. Students will receive credit for assignments completed during OSS.
7. Students will be allowed to make up tests, quizzes, etc. for credit.
8. Students will be permitted to make up midterm or final tests.
9. Students may be assigned community service as part of his or her restitution.
Oftentimes this means completing janitorial tasks around the school, but it could be other forms of community service. In either case, the student will be supervised. If law enforcement is involved, law enforcement will assign community service.

LEVEL V EXPULSION

At this point the student will normally have an extended history of major discipline infractions, have demonstrated flagrant disregard for the reasonable rules of the school, and have shown little response to other levels of rehabilitation. Should the board decide to expel a student, an expulsion hearing allowing the parent to have an opportunity to explain why their son/daughter should be allowed to continue in school or to provide proof of their child's innocence will be arranged

DISCIPLINE APPEALS PROCESS

Appeal Procedures: The only disciplinary action that may be appealed beyond the building level is an OSS. An OSS may be appealed to the Superintendent. The consequence will be held in abeyance until the Superintendent has made the decision. Any violation between the time the principal issued an OSS and the final decision of the Superintendent shall be considered a separate incident and will result in additional consequences.

After reviewing the case, the Superintendent may reduce or increase the punishment. The School board will only hear an appeal if the OSS is for more than five days. Although appeal rights only apply for significant deprivation of student educational property rights, parents or students may express their concerns about fairness and appropriateness of punishments to the Superintendent and/or the School Board. The Superintendent must be contacted before students or parents will be allowed to discuss the issue with the Board. This is NOT to prevent a discussion but to allow the Superintendent to comply with his/her responsibility to construct the agenda.

Academic Cheating

Integrity is always behaving in accordance with principles so that people will respect and trust you. It is important to maintain your integrity as a student and as a person. When a student is academically dishonest by plagiarizing, cheating, or otherwise presenting information under false pretenses, the principal will notify the student's parents.

Definitions:

Plagiarism: The process of taking another person's work, ideas, music, or words and using them as if they were your own or without explaining that you took them from someone else.

Cheating: The giving of or receiving of written, oral or pictorial information in a manner that is contrary to the teacher's instructions either implied or stated.

When a teacher finds reason to suspect that cheating is or has occurred, he or she will present the student with his or her evidence and inquire as to whether or not cheating has occurred.

If the student admits to academic cheating then the teacher will notify the principal who will in turn notify the parents and appropriate consequences will be applied.

If the student denies that he or she academically cheated, then the teacher will share the information with the principal. The principal will schedule a meeting about the matter and invite the student's parents to the meeting. The principal will then make the determination of whether academic cheating has occurred and notify the student and parents of his or her determination. If necessary, appropriate consequences will be applied.

Consequences: The consequences of academic cheating will be based on a variety of factors such as, the nature of the assignment, the extent of the student's dishonesty, and whether the student has a history of academic dishonesty. Students can expect that they will receive a zero for the work and will still have to appropriately complete the work.

Additionally, students may receive an in-school suspension or in the case of repeated offenses in the same course lose credit for the course.



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 PM. **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 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.

G. Students must be in 5th grade to be dropped off at their house unsupervised by the parent or guardian.



Dress Code

The school is an academic and professional environment. Your personal appearance reflects upon yourself, your home, and your school. When selecting school attire, it is the responsibility of the student to use good judgment allowing for both comfort and clean appearance. The dress code represents the values of Pittsburg School; respect for ourselves and others, the importance of community, and seriousness of academics.

Footwear: No footwear is to be worn that is destructive to school property. Footwear is required and expected to be worn in the building at all times. Footwear must be appropriate to the weather and climate. Sandals and flip-flops may be worn at your own risk. No slippers.

Messages on Clothing: No clothing is to be worn that displays words or pictures that may be construed as vulgar, inappropriate, or offensive in any way.

Tops: Tank tops may be worn as an undershirt only. Shoulder straps must be at least

two inches wide. Shirts must be worn that cover the midriff, sides, and chest. If you raise your hands above your head and flesh is showing, you need to change your shirt.

Bottoms: The length of dresses, skirts, or shorts shall be appropriate in length. (the tips of fingertips is a good guideline to follow) No short shorts, dresses or skirts shorter than mid-thigh. Pants should be worn at the waist or top of the hips. Spandex, tight-fitting pants or yoga pants will be permitted; however, they should only be worn by students when the tops meet the same height standards as the shorts, dresses, or skirts. Underwear or bare skin is not to show at any time.

Headgear: No headgear, including hoods, are to be worn in the school from the time the student enters the building until they leave the building at the end of the regular school day. Headgear includes, but is not limited to: baseball caps, bandanas and hats.

Sunglasses: Sunglasses shall not be worn unless a student has a prescription from an optometrist or ophthalmologist.

Specific classes or class activities will, on occasion, require that students dress in a special manner. For example, students need to wear gym shoes for PE class and may be precluded from participating if not dressed appropriately. Teachers will notify parents in written communication which outlines any specific dress code requirements pertaining to their class or activity.

If a student violates the dress code, he/she will be asked to turn shirts inside out if the shirt is inappropriate, change any other inappropriate article of clothing, or call home for a change of clothes. If this is not possible, then in extreme situations, the school will provide appropriate clothing for the student to wear. Further disciplinary action may be taken as appropriate.

GENERAL

Student Supervision Before and After School

Unless previously coordinated with a staff member, students are not to enter school before 7:50 a.m.

Unless under the direct supervision of a teacher, advisor, or coach, students are not allowed to be in the school after dismissal, at 2:33 pm for students who ride the bus. All other students must immediately depart after the buses have left unless prior arrangements have been made with an instructor, they are serving detention with administration, or involved in after school activities. Additionally, students will be supervised until their parents pick them up after practice, a game, or school event.



Field Trips

Field trips are meant to enrich student learning. These off-site school trips require parental permission for student participation. The student must have written permission to participate in a field trip prior to departure.



School Meals Program Managed by Abbey Group

The Food Service Program is provided to students and is intended to be a user funded enterprise; however, the program is supplemented by federal and state funding. **The costs for breakfast and lunch meals for the 2022-2023 school year are as follows: Snack milk -\$0.60**

Breakfast- \$1.60

Lunch- \$2.70 (K-5) \$2.95 (6-12)

Reduced breakfast and lunch- \$0

The school district offers a snack milk or juice program to students and payment must be received in advance to participate in this program, regardless of income eligibility.

The Abbey Group may provide the student with a card or the student may enter their account number on the keypad at the end of the lunch line.

See Policy 45 EFC for more detailed information regarding payment for school meals.

Prepayment

Prepayment for additional lunches and breakfast is encouraged. Parents may make payments online or by utilizing the school district payment envelopes when making payment by check or cash. Checks must be made payable to the Pittsburgh School District. Information about how to pay online will be sent home with price information for breakfast and lunch, on the first day of school. This information can also be found on our website.

Balance Refunds

Refunds due students will be paid to parents/guardians at the end of the school year when requested by the parent/guardian. Credit balances will be carried forward to the next school year.

Students who wish to bring their own lunch from home may purchase milk through the food service program. Elementary students are provided a break time during which they may eat a snack from home. Parents are encouraged to supply a simple, nutritious snack for their child. Milk may be purchased for snack break.

Breakfast Program

The Pittsburgh School has a breakfast program. Breakfast will begin at 7:45 upon entrance to the building. Students will eat breakfast in their classrooms.

Cafeteria Rules

Lunch is a time for students to relax and socialize as well as enjoy their lunches. All elementary students will go to the cafeteria at 11:50. Additionally, the following rules apply:

1. Listen to the lunchroom attendant and follow all his or her directions

2. Wait patiently and quietly in line for lunch
3. Don't cut or save spaces for anyone either in line or at a table
4. Choose a place to sit and stay there
5. Don't play with your food and don't touch other student's food
6. Use your inside or two-foot voice. While in line, only people directly in front of you or behind you should be able to voice. While at your table, only people sitting with you should be able to hear your voice
7. No personal devices/toys, games, cards or computers/Chromebook are allowed in the cafeteria at lunch. Playground equipment may be placed near the stage, on the floor
8. Ask permission to use the bathroom. Line up one at a time
9. All food must be eaten in the cafeteria. No food is allowed to be finished out of the cafeteria
10. Clean up your lunch items and place all trash in appropriate containers
11. Wait to be dismissed

Visitors and Student Guests:

Any adult who is not employed by Pittsburg School District, or is not a current student of Pittsburg School is considered a Visitor. Any school aged child, who is not a current student is considered a guest. All visitors and guests are required to sign in and wear identification if going beyond the Office Alcove. The school expects all visitors and guests to abide by school rules while on school grounds. Any visitor who does not follow basic rules of decorum will be asked to leave.

Please note, due to COVID visitors and guests may be restricted.

- a. **Student Guests:** Students may have guests visit the school provided they fill out a Student Guest Form, obtain permission from their teachers and the principal at least five school days BEFORE they bring their guest. Failure to do this will result in the guest not being allowed entry into the building. The student hosting the guest is responsible for their guest. Any infraction by the guest will result in the guest's immediate removal from school and the host serving any penalty incurred by the guest. If the guest plans to eat in the cafeteria, they must bring cash to purchase their lunch.
- b. **Adult Visitors:** These individuals must register with the office before visiting any classrooms and obtain a visitors pass. Parents or guardians are considered visitors and after the start of classes, at 7:48, must have a visitors pass from the office if remaining in the building.



School Functions

In conducting school functions, such as dances, parties, entertainment, and sports events we want students to be a credit to their school and community. In addition to the regular school rules, Students will also abide by these following rules:

- a. Students are responsible for all tasks necessary for hosting the school function, including decorating and cleaning up after the event. If custodians must clean up after the students, then the club/activity will be charged the cost of cleaning. Future use of

the facility by the club or for the activity may be in jeopardy. Once students and guests have entered the building, if they leave, they will not be permitted back into the event. Students leaving prior to the end of the event must sign out and leave school grounds immediately and will not be readmitted to the function.

- b. All exits must remain clear in case of emergency. Students who wish to bring one guest to a school event (on campus or off) must have prior written approval from the principal or vice principal at least 48 (forty-eight) hours in advance of the event. The forms are available in the office.
- c. Students or guests who are asked to leave because of their behavior may not be allowed at future school events and other disciplinary actions may be taken. Law enforcement officials will be notified about any behavior which endangers others or is suspected of being illegal.

Extracurricular/School Sponsored Activities:

Pittsburg School is home to many clubs, leadership organizations, sports teams and other co-curricular activities. A list of these school sanctioned clubs, organizations, and teams, along with their basic requirements for participation and meeting procedures, can be found on the Pittsburg School's website: www.pittsburgschool.sau7.org.

School Sponsored Activities

Students participating in athletic trips, field trips, extracurricular activities, etc. are under the jurisdiction of Pittsburg School District. All school expectations apply during these events as they do in school. If there are any infractions, the students will receive the normal penalty for the infraction and may be deprived of their opportunity to participate in future activities.

Transportation: Transportation to events will be provided by Pittsburg School District buses or privately owned vehicles.

- 1. Bus: Bus transportation will be provided for the students. Students wishing to ride home with their parents must turn in a written request to the principal for his/her signature. A signed copy will go to the student and the advisor so they will have verification of the permission. One will be kept on file at Pittsburg School.
- 2. If the bus drives by the student's home or regular bus stop, on the return from any school related activity, the parent or guardian may request in writing that the child be dropped off at his or her regular stop. However, a parent or guardian must be visibly present. If the parent or guardian is not visibly present, then the child will be brought back to the school. No student will be left unattended.

School Property

Desks, textbooks, and other materials or supplies loaned by the school to the students remain the property of the school. Searches of students' persons will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Searches will be conducted by a school administrator and one other school employee and will be done only with the consent and knowledge of the superintendent of schools. School employees are not agents of law enforcement officials. Search and seizure by law enforcement, on school property, may occur when a warrant or other legal basis exists.

Food and drinks are not allowed in either the library or any of the Computer Labs.

AUP/Computer Use All students must have a signed Acceptable Use Policy on file with the tech department before using the computers and the Internet in this school. Students in grades 4-12 new to the school will meet with the technology coordinator to receive a network username and password. Any library user may use the computers provided they have received instruction from the technology coordinator in charge. Students must log off when finished using the computers. Students are reminded not to share passwords/accounts with other individuals.

Students in grades 4 – 6 will be issued a network username and passwords to operate the system. These network usernames will allow tracking of what a student has accessed. The school reserves the right to check these files at any time. The student has no expectation of privacy when using the school's internet. Refer to the appendix for the detailed acceptable use agreement. Students in K3 will access the Internet via a monitored temporary account provided by the school's Technology Coordinator.

Telephones in classrooms and the office area are business phones and are not to be used by students. Students may use the phone in the office during breakfast and lunch. Classes will not be interrupted for incoming calls. Please leave a message with office personnel and we will ensure the message is delivered to the student.

Only those students with a temporary or permanent medical condition, as determined by a doctor, will be allowed to use the elevator. Students assisting these students by carrying books or other items will use the stairs, unless the Principal or Assistant Principal deems it necessary.

Students who lose or damage textbooks or other materials will be required to replace them. Bills will be sent home. Should any student damage school facilities, they will be expected to reimburse the district for expenses associated with repairing what they damaged.

Lost and Found

Items found in the school will be turned into the main office and held for a two-week period. Items such as coats, boots, jewelry, etc. will be advertised in student announcements. At the end of two weeks, unclaimed items will be donated to the local thrift shop.

Pittsburg Cafeteria doubles as an auditorium for public events. We request students store athletic equipment in their locker. If this equipment cannot fit in their locker students may store it under the coat rack area, if it is not more than one bag deep. No equipment may be stored in the Cafeteria/Auditorium overnight. Items found in the Cafeteria/Auditorium will also be turned into the lost and found. Pittsburg Canaan Yellow Jacket athletic gear will be turned into the Athletic Director.



HEALTH / SAFETY

Medical items

The district provides full time nursing. Treatment is limited to first aid. Parents/Guardians must be notified through the nurse's office before a student may be released to go home due to illness.

- a. Medications: No prescription medications will be administered by the school nurse (or office personnel in the absence of the nurse) except upon the written

- order of the physician who has examined and prescribed for a particular child.
- b. All Parents must also sign a written consent form or provide the prescription requesting school personnel to administer the medication during school hours.
 - c. Accidents requiring medical attention are to be reported to the school nurse who will notify parents/guardians and the school administration.
 - d. Physical examinations will be required for all children upon entry into school unless evidence of examination is provided by the sending school district.
 - e. Illness: **Students who are ill should not report to school**, but if they do, the student will need to report to the office. If the school nurse is in, the student will see the nurse. If the nurse is not in, office personnel will attempt to help the student. If the nurse determines the student should not be in school, parents will be notified, and the student will be dismissed. **No student will be excused from school unless his/her parent or guardian is notified.**
 - f. Insurance: Students are required to show proof of insurance to participate in athletics. See Athletic Contract for additional information.
 - g. The nurse or designee may offer “over the counter” medication as authorized. For instance, Tylenol, cough medicine, or throat lozenges. A Parental Consent Form must be on file for this to occur. Students are not permitted to have over the counter medications in their possession without written permission from the school nurse.

Any student providing others with such medications is subject to disciplinary action as outlined in the SAU #7 Alcohol and Drug Policy.

- h. The nurse will monitor the number of student visits. Should any individual student request excessive medication parents will be notified.

Student Control Policy:

This section refers to actions taken by staff members to intervene in a verbal or physical assault. Based on their assessment of the situation, staff members may exercise reasonable physical restraint of students to bring the situation under control. Staff members shall **not** put themselves or other students in jeopardy. Guidelines for these situations are as follows:

- a. Staff members must attempt to resolve the disturbance in the event the disruption is creating a danger to any student(s) and/or staff member(s). If the student who is creating the disturbance presents a danger to himself/herself, to other students, and/or to the staff member, the staff member shall have the right to use only such physical force as is necessary to prevent injury.
- b. In the event the staff member is unable to resolve the disturbance, the staff member shall contact another staff member or the principal for immediate assistance.

Course Safety

Each student is expected to always comply with teacher safety rules. Failure to comply with safety rules may place the student, other students, or staff members at risk, which is unacceptable. **A student's failure to comply with the established rules and procedures set for each course may result in disciplinary action and may be justification for their removal from the course.**

Emergency Evacuation of Pittsburg School

Fire drills, “lockdown” procedures, and emergency location planning and practice are

critical in successfully coping with emergency situations. Staff members will be familiar with their role in this plan and ensure students are briefed on their roles. These plans may be practiced with or without notice. When an emergency situation occurs, real or practice, students are expected to take the situation seriously and comply with staff directions. Staff members will ensure students know proper evacuation procedures. Parents and students may review a copy of the School Emergency Response Plan (SERP) located in the office.

Firearms

Any student who is determined to have brought a firearm to school under the jurisdiction of Pittsburgh School District **will be expelled** from school for a period of not less than one year and may suffer criminal penalties as well. Firearms are defined as any instrument that uses gunpowder to propel a projectile.

Dangerous Weapons (See Policy JICI)

Dangerous weapons, such as, but not limited to, firearms, BB, Pellet or paintball guns, explosives, incendiary or gas devices, martial arts weapons (as defined in RSA 159:24 – *any kind of sword, knife, spear, throwing star, throwing dart, or nunchaku or any other object designed for use in the martial arts which is capable of being used as a lethal or dangerous weapon.*) electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles or at school sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

ELECTRONIC/ENTERTAINMENT COMMUNICATION DEVICES

Student use of all electronic devices is strictly prohibited during the school day (7:50 am-2:33pm). This includes lunch periods. Such devices are to be kept in your backpack with the power off. **The administration recommends that these devices not be brought to school.**

The school district is not responsible for loss, damage or theft of electronic devices brought to school.

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.

[Policies.Handbook.Student](#)

Policy Code	Name of Policy
AC	<u>Non-Discrimination, Equal Opportunity, & District Anti-Discrimination Plan</u>
AC-E	<u>Annual Notice of Contact Information</u>
ACAC	<u>Title IX Sexual Harassment and Grievance Process</u>
BGAA	<u>Policy Development, Adoption, and Review</u>
EEAA	<u>Video and Audio Recording on School Property</u>
EFAA	<u>Meal Charging</u>
IHBH	<u>Extended Learning Opportunities</u>
IKA	<u>Grading System</u>
IKE	<u>Promotion and Retention of Students</u>
JH	<u>Attendance, Absenteeism, and Truancy</u>
JI	<u>Student Rights and Responsibilities</u>
JIC	<u>Student Conduct</u>

JICC	<u>Student Conduct on School Buses</u>
JICD	<u>Student Discipline and Due Process</u>
JICFA	<u>Hazing</u>
JICG	<u>Tobacco Products in Facilities and on Grounds</u>
JICJ	<u>Mobile Devices/Cell Phones</u>
JICI	<u>Weapons on School Property</u>
JICK	<u>Pupil Safety and Violence Prevention - Bullying</u>
JLDBB	<u>Suicide Prevention and Response</u>
JLF	<u>Reporting Child Abuse or Neglect</u>
JRA	<u>Student Records and Access - FERPA</u>
JLCD	<u>Administering Medication to Students</u>

My signature below verifies that I have read and understand the Parent/Student Handbook.

Signature of Parents or Guardians

Date

Signature of Student

Year of Graduation

Date