

Pittsburg School

2023-2024

High School Handbook



Mission

All students will achieve success.

Table of Contents

Academic Information	Page 7-8
Arrival	Page 8
Attendance	Page 9-10
Backpacks	Page 12
Behavior	Page 14-19
Calendar	Page 3
Cell Phone Use	Page 11-12
Dress Code	Page 19
Early Release, Dismissal, Cancellation	Page 11
Early Release Schedule	Page 26
Extracurricular Activities	Page 13
Field Trips	Page 20
Free and Reduced Lunch Program	Page 5
Grade Reporting	Page 5
Guests	Page 20
Homework	Page 21
Lost and Found	Page 22
Nurse	Page 22-23
Office Hours	Page 7
Parent Communication	Page 5-6
Philosophy	Page 4
Policies	Page 28
Press Release	Page 5
Registration Information	Page 5
Report Cards	Page 6
School Meals	Page 23-24
School Property	Page 24
School Sponsored Activities	Page 12-13
Tardiness	Page 10
Two-Hour Delay Schedule	Page 27

School Administrative Unit #7 2023-2024 School Year Calendar

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

	Early Release
	First & Last Day of School
	Early Release Parent Conference

July 2023						
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 2023 (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				
October 6: Admin Day						
October 9: Columbus Day						

January 2024 (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 12: Early Release Day						
January 19: End of Quarter 2, Semester 1						
January 15: Martin Luther King, Jr. Civil Rights Day						

April 2024 (16)						
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 8: No School (Full Solar Eclipse)						
April 19: Early Release						
April 22-26: Spring Recess						

August 2023 (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 24/25: Admin Day						
August 29: First Day of School						

November 2023 (18)						
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 3: End of Quarter 1						
Nov. 9 Parent Conference; Nov. 10: Veterans Day						
November 22-24: Thanksgiving Recess						

February 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		
February 9: Early Release						
February 26 - March 1: Winter Recess						

May 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	
May 10: Early Release						
May 27: Memorial Day						

September 2023 (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
September 1 and 4: Labor Day						
September 15: Early Release						

December 2023 (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 8: Early Release						
December 22-January 2: Holiday Recess						
December 25: Christmas Day						

March 2024 (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						
February 26 - March 1: Winter Recess						
March 15 Admin Day						
March 29: End of Quarter 3						

June 2024 (10)						
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 12: End of Quarter 4, Semester 2,						
Last Day of School, and Early Release						
6/14 to 6/20 inclement weather days						

SAU #7 School Board: Adopted 4/13/2023

subject to change if school cancellations occur

SAU #7 Mission Statement

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

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. With this in mind, 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 and 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 in order for them to learn effectively.



Registration

Emergency Card Information

Student registration packets are handed out on the first day of school. These will also be available online. This paperwork must be returned by Tuesday September 5th. If you have more than one child enrolled, please, complete 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 or reduced lunch, you will still need to complete the paperwork that is included in the first-day packet. Free and reduced meals must be applied 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, lisa.kurtz@psd.sau7.org or 603-538-6536.

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

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 8 times per year. Parents may also access their child's grades any time they choose via ALMA. 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.

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 Reports	Grades Close	Report Cards sent home
September 29 th	November 3 rd	November 10 th
December 8 th	January 19 th	January 26 th
February 16 th	March 29 th	April 7 th
May 10 th	June 7 th	June 21 st (Mailed)

ALMA Parent Portal

Parent ALMA Portal is a secure electronic grading system that allows parents to access their child’s academic information. Teachers update their electronic grade books weekly.

Letters Home

Teachers and the school send home classroom letters and school notices either through ALMA, One Call Now, 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 for additional information: <https://www.pittsburgschool.sau7.org/>

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 603-538-6536. 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 Administrative Staff: 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.

Office Hours

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

ACADEMIC INFORMATION

Grading System

The grading system in all areas and at all levels requires students to earn a numerical score of 70% to pass. The following information presents the correlation between numerical and letter grade standards.

A = 93% – 100%

B = 85% – 92%

C = 75% – 84%

D = 70% – 74%

F = Below 70%

Exams – Midterm and Final

Teachers will assign midterm and final examinations as part of their courses in grades 7-12. These exams will be given for all classes. Students will not have more than two midterms or final exams scheduled for any given day.

Honor Roll

Three different honor roll awards are given:

- a. **High Honors** is a Grade Point Average (GPA) of 93% or above with no more than one “B”.
- b. **Honors** is a GPA of 85% with no more than one “C”.
- c. **Effort Honors** is receiving positive comments in at least three (3) out of four (4) courses, not receiving any negative comments in a course, and passing all courses. Please note that to be considered for Effort Honors, a student must be taking at least four (4) courses and not exceed two (2) unexcused tardies per quarter.

Students who receive an “incomplete” for a marking period will have **two (2) weeks** to make up their incomplete work. This also includes VLACS courses. Students can complete the work and receive a grade at any time before the two (2) week period is over.

Students who have an “incomplete” grade cannot be considered for academic honors until their grade is finalized. For student athletes, NHIAA rules state that an incomplete will be viewed as a failing grade.

Class Rank

High school student class rank is weighted. Courses designated as general will be weighted as 4.00, courses designated as challenging will be weighted as 4.50, and E-Start or Running start will be weighted as 5.0. The student's GPAs will determine their class rank. In the event that student's numeric GPAs are the same, we will compare their GPAs up to and including the thousandth place (3rd number to the right of the decimal point). Students and their parents will be notified of their graduating class rank by the close of the third quarter of their senior year.

Valedictorian/Salutatorian

To be considered for these awards students must have attended Pittsburg School their junior and senior years. Currently, the candidate for the honor of Valedictorian and Salutatorian must have maintained no less than an **88% average** throughout their high school careers. These honors will be determined by class rank for Valedictorian and Salutatorian, respectively. The student's weighted GPAs will determine their class rank. In the event that student's numeric GPAs are the same, we will compare their GPAs up to and including the thousandth place (3rd number to the right of the decimal point). If there are no candidates who meet these qualifications, then the students will be recognized as 1st and 2nd honors in the class.

Summer School

If summer school is not offered at Pittsburg School and the student needs credit recovery to move to the next grade, a student may take a course in the content area at a summer school program, at another institution. The Guidance Counselor and/or Principal will evaluate and approve the course curriculum. This ensures the course taken matches the material taught at Pittsburg BEFORE a student enrolls in a summer course. The grade received for the summer course will replace the lowest quarterly grade and the student's average recomputed. Correspondence and virtual courses must be approved by the school to ensure the student will receive credit for the course. This must be done before registration for the course. Students are responsible for all costs associated with any of these courses.

Students in grades seven and eight can expect to be retained if they fail two or more subjects. Promotion requirements for grades 9 – 12 are included in the guidance section.

Age of Majority

All students who make the age of majority (18 years old) while enrolled at Pittsburg School are still subject to all policies and regulations of the school (Students are not allowed to sign themselves out of school or give themselves permission to attend field trips.). If a student is a **legally** emancipated student, he or she will be able to sign documents themselves upon proof of emancipation by a court.

Arrival

Upon arrival at the school in the morning, students are to remain outside until 7:55 am. In the event of inclement weather, students will wait in the gym. If prior arrangements have been made with a teacher to obtain extra individual help, they may enter earlier than 7:30 AM.



Attendance

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 Administrative Assistant and the Principal, by 8:30 AM, to notify us that your child is absent. Dismissal notes should be sent into the office prior to 8:30 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 School Resource Officer (SRO), local police department or both will be notified of the student's absence.
- If a student is absent for three (3) or more days without a doctor's note, the SRO, local police or both will be contacted.
- Upon returning to school, the student will present a note to the office written by the parent.
- All work will be required to be made up.

The note should include:

- ✓ Name of the student
- ✓ Date(s) of the absence
- ✓ Reasons for absence, including any appointment cards or any letters from doctors, etc. that verify the absence. This will help us determine whether the absence is excused or unexcused.

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, school-issued COVID requirements to quarantine, medical or counseling appointments, school sponsored activities such as field trips or athletic events, 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 (2) days for every one (1) day absent in order to make up missed work. College visitations for seniors (3 days) and juniors (2 days).
- Assignments that are due on the day of an absence are due upon the return to class.
- ***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 8:30 AM on 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 has to leave
- The reason(s) for the dismissal
- A parent signature

Attendance is taken in each 55-minute period class for junior high and high school students. A student must be in class for at least 55 minutes respectively, in order to receive credit for the class. Unless the parent can provide the Principal substantial, justifiable reasons, the maximum absences allowed before losing credit for the class is: ***five (5) days for quarter courses, ten (10) days in a semester course and twenty days (20) in a yearlong course.***

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.

If a student is absent from school (unless it is for an excused appointment), they will not be allowed to attend after school events, (games, dances, concerts, plays, etc.). Please call the school with any questions.

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, in order to receive all of the benefits of the academic school day. Please do your part in helping your child to experience success every day by having them arrive to school no later than 7:48 AM.

- After reaching the first three (3) tardies, an administrative letter will be mailed to the parent or guardian.
- Students in grades 7-12 who are tardy three (3) times each quarter will receive a detention. Tardiness or dismissals that fall into the "excused absences" categories listed above will be excused. Each subsequent tardy arrival will result in another detention. Seniors who are tardy will not be allowed to leave early that day.
- After three (3) detentions, the student will receive remediation with the *guidance counselor*.

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.

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.

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.

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 Administrative Assistant. 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.

Backpacks

Students are allowed to carry their backpacks during school hours from class to class. Backpacks must be on the backs of chairs or a designated area, and not on the floor.

Bell Schedule

7:55: Bell rings to enter the building - Go to locker, bathroom, etc. to prepare for the day

8:00: Bell rings to go to Period 1 class (attendance will be taken)

8:55: Pass to go to Grab and Go

9:00: Period 2 Attendance

9:55: Pass to Period 3

10:52: Pass to WIN

11:18: Pass to Lunch

11:48: Pass to Period 5

12:45: Pass to Period 6

1:42: Pass to FLEX

2:33: Day Ends

Cell Phone Use - Mobile Devices: Policy JICJ [Cell Phones/Mobile Device](#)

Designated times for mobile device use are as follows: before and after school, Grab & Go, between classes and during lunch. Mobile devices are not permitted during WIN or FLEX. Students are to place their phones in the basket within the classroom or leave them in their backpacks on silent. In the classroom, instructors may permit mobile devices only during structured, preplanned, and teacher-monitored educational activities that require the use of a mobile device. In addition, there are to be no headphones or air pods at any time during class time. All students must sign the mobile device contract prior to having their phone in school. [Cell phone contract](#)

The following consequences will be applied to students who do not comply with the mobile device policy:

First offense: the student will be required to hand the mobile device into the office with a phone lock function applied. The device will stay in the office for the remainder of the school day and the student may pick up the mobile device at the close of the school day.

Second Offense: the student will be required to hand the mobile device into the office with a phone lock function applied. The device will stay in the office for the remainder of the school day and the student may pick up the mobile device at the close of the school day. The parent(s) will be notified, and the student will lose his or her mobile device/cell phone privileges for 5 school days.

Third Offense: the student will be required to hand the mobile device into the office with a phone lock function applied. The student may pick up the mobile device at the close of the school day. Parents will be required to meet with the principal and the offending student before the student will have privileges reinstated. The loss of mobile device privileges will be a minimum of one month.

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

Course Safety

Each teacher will have class safety procedures. The teacher shall brief all students on safety hazards and emergency procedures within three (3) school days from the start of school. When the teacher determines it appropriate, students will be tested on safety procedures. Each student is expected to comply with teacher safety rules at all times. 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.**

Dances and 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 to go 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 dance or school event (on campus or off) must have prior written approval from the Principal or Assistant Principal at least forty-eight (48) 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 dances or 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.
- d. The amount of lighting for the given function will be determined by the chaperones. This will be based on student behavior.
- e. Dance groups/DJ's must keep their bands or music sound down to a level deemed

reasonable by the chaperones and the music must be school appropriate. Groups/DJ's who ignore the request of the chaperones will be asked to leave and not be allowed to perform again at school functions.

- f. Advisors may place restrictions on strobe lights if they determine the strobe lights are causing headaches or causing supervision problems.

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.

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 7-12, a student is placed on academic probation when he/she fails two or more courses in a quarter. Academic probation status means that a student loses the privilege to participate in school sports. Parents are notified via 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 the days of games and practices and players must arrive on time to school on the day 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 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.

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 transportation will be provided for the students. Students wishing to ride home with their parents must turn in a written request to the Principal or Athletic Director for his/her signature. A signed copy will go to the student and the advisor or coach 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.



BEHAVIOR

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.

Major vs. Minor Behaviors

Minor Infractions (*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.

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

Major Infractions (*handled by the Assistant Principal/Principal*)

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.

Consequences:

The consequences 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. In School Intervention (ISI)
4. Out of School Suspension (Meeting with teacher and parents)

Additional Natural Consequences:

1. Students will make up work missed
2. Students may receive a zero for participation, but not on the assignment.
3. Student's work will be accepted late following the guidelines for absence due to illness
4. Student's work will be graded in accordance to the teacher's grading policy for a late assignment, which may mean that the student will not receive full credit

Office Detentions:

1. Swearing or inappropriate verbal or nonverbal language that is beyond a simple curse word and is directed toward others.
2. Continuous disruption of class or continuous and documented rule (school or classroom) infraction that has not been successfully addressed with the application of teacher consequences and parental involvement via written or verbal communication.
3. 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.
4. Unprivileged physical contact. Unprivileged physical contact means one person touching another person without that person's permission. Examples of this could be pinching, PDA, or rubbing someone's head.
5. Failure to comply with the reasonable requests of a faculty or staff member. 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.

In School Intervention

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

1. Verbal or non-verbal 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 that is 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/skipping class. (Defined as cutting/skipping any class four (4) or more times).
7. Physical assault or attempted physical assault. Physical contact such as shoving, tripping, hitting, kicking, punching, tackling, slapping.
8. Throwing objects that present a safety issue (throwing scissors, chairs, books, etc.).
9. Chronic documentation of PDA (see Level I).

Expectations for students assigned to ISI

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 ISI 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. Students 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 ISI. Admin will discuss this with the student and devise a plan for not earning an ISI again. If Counseling is necessary, student will meet with one of the counselors.
9. Based on their reflection, students will complete a plan for not earning an ISI 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" ISI.
12. Students who are assigned an ISS will not be allowed to participate in co-curricular or extracurricular activities for the days their ISI is assigned. If an ISI 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.

Out-of-School Suspension:

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 via telephone and in writing.
2. Days missed for OSS will be counted as Unexcused Absences and additional consequences may apply (see Section II Attendance).
3. Students are not allowed on school property while serving the OSS, nor are they allowed to attend school sponsored events or activities off campus.
4. Students are responsible for all assignments and learning missed while on OSS.
5. Students will receive credit for assignments completed during OSS.
6. Students will be allowed to make up tests, quizzes, etc. for credit.
7. Students will be permitted to make up midterm or final tests.
8. 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.

****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.

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

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.

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. (consequences for

both students)

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 or not 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 ISS, and in repeated cases within the same course loss of 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.

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 their 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 on the bus, and 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.

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 (5) 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 School Board. This is NOT to prevent a discussion, but to allow the Superintendent to comply with his/her responsibility to construct the agenda.

Dress Code

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. Sandals and flip-flops may be worn at your own risk. No slippers are allowed to be worn.

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. 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 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.

The only exceptions to these rules will be for special events approved in advance by the Principal or Assistant Principal. The Principal and Assistant Principal shall be the final authority on all judgments and rulings pertaining to the dress code.

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.

Elevator Use

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.

Emergency Evacuation of Pittsburg School

No longer can any school minimize the importance of emergency planning. Fire drills, “lockdown” procedures, and emergency location planning and practice are critical in successfully coping with emergency situations. The school district has a School Emergency Response Plan. 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.

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.

Guests

Any adult who is not employed by Pittsburg School District or is not a current student at Pittsburg School is 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.

- 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 (5) 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.



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 medication for a specific 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.

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.

High school students could expect twenty (20) to thirty (30) minutes of homework per class. Again, these are general rules of thumb and should not be viewed as hard and fast rules. 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.

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. Students are to store athletic equipment in a locker in the locker room. 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.

Media Center/Library

Food and drinks are not allowed in either the library or any of the Computer Labs. 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 7 – 12 will be issued a network username and password 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. Please refer to the appendix for the detailed acceptable use agreement.

Military Recruiters and Junior and Senior Student Information

Since 2001, Congress has required schools to provide contact information and graduation year of students to military recruiters who request it. For more information visit <https://www.sss.gov/>



School Nurse

The district provides full-time nursing care for their students. 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.**

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.

- 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. **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 that 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

Phone Calls

Telephones in classrooms and the office area are business phones and are not to be used by students. 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.

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 cost for breakfast and lunch meals are:**

Snack milk: \$.60

Breakfast: \$1.60

Lunch: \$3.05

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 student will 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 Pittsburg 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 to 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. All milk purchases should be prepaid utilizing the lunch envelopes.

Breakfast Program

The Pittsburg School has a breakfast program. Breakfast hours are when the student enters the building until the student has had a reasonable amount of time to eat.

Cafeteria Rules

Lunch is a time for students to relax and socialize as well as enjoy their lunches. To help students move quickly through the lunch line, we will have a “phased” lunch. All students in grades 7-12 will go to the cafeteria at 11:18. Additionally the following rules apply:

1. Listen to the lunchroom attendant and follow all his or her directions.
2. Wait patiently and quietly for your class to be called. Seniors eat first every day then there is a rotation, so each class is able to go first.
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. Use your inside voice. While in line, only people directly in front of you or behind you should be able to hear your voice. While at your table, only people sitting with you should be able to hear your voice.
6. Ask permission to leave the cafeteria.
7. All food must be eaten in the cafeteria. No food is allowed to be finished outside of the cafeteria.
8. Clean up your lunch items and place all trash in appropriate containers.

School Property

Desks, lockers, textbooks, and other materials or supplies loaned by the school to the students remain the property of the school and may be opened by school employees for routine cleaning, maintenance, or emergencies. If prohibited items are found, they will be confiscated and a report will be made to the Principal (in his or her absence, the Assistant Principal), who will determine whether further investigation is warranted.

Searches of student's persons or vehicles 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.

Students must pay for books and materials lost and/or damaged. Invoices for any damage 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.

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.

Student Supervision Before and After School

Unless previously coordinated with a staff member, students are not to enter school before 7:55 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, or involved in after school activities. Additionally, students will be supervised until their parents pick them up after practice, a game, or school event.

Teacher's Room

Students are not allowed in the teacher's room for any reason. Students who need to have material copied may use the copier in the office. Students are not permitted to use the teacher's bathroom on the third floor.

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.

Pittsburg School Early Release Schedule
2023-2024

Friday, September 15, 2023
Friday, January 12, 2024
Friday, April 19, 2024

Period I – 8:00am – 8:55am
Grab N Go – 8:55am - 9:00am
Period II – 9:00am – 9:55am
Period III – 9:57am - 10:52am
Lunch (High School) – 10:52am-11:17am
Lunch (Elementary) - 11:25am-11:50am
Period V – 11:19-12:00
12:00pm – Dismissal

Friday, December 8, 2023
Friday, February 9, 2024
Friday, May 10, 2024
Period V – 8:00am – 8:55am
Grab N Go – 8:55am - 9:00am
Period VI – 9:00am – 9:55am
Period I – 9:57am - 10:52am
Lunch (High School) – 10:52-11:17am
Lunch (Elementary) - 11:25am-11:50am
Period II – 11:19-12:00
12:00pm – Dismissal

Pittsburg School
Two-Hour Delay Schedule
2023-2024

Period I – 10:00 am – 10:25 am

Period II – 10:27 am – 10:52 am

Period III – 10:54 am – 11:16 am

Lunch – 11:18 am – 11:48 pm

Period V – 11:50 am – 12:45pm

Period VI – 12:47 pm - 1:42 pm

Flex Time – 1:44 pm – 2:33 pm

There will not be a WIN Time.

Lunch for high school and elementary will not change.

All elementary specials will go on as usual in the afternoon, but morning specials will be canceled.

POLICY and 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

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