

WHITE MOUNTAINS REGIONAL SCHOOL DISTRICT
JEFFERSON ELEMENTARY SCHOOL

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Student and Parent Handbook 2017 - 2018



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Christina Fontaine, Secretary
Lindsey Foss, Medical Advisor
Linda Gajowski, School Counselor
Karen Keller, District Social Worker

Bus Company: W.W. Berry's Transportation Co, Inc. (603) 636-6100

"A nice little school, in a nice little town, working together as one!"

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September 5, 2017

Dear Families,

Welcome to Jefferson Elementary School, whether you are new to our school or are a returning member of our community. **We** are all looking forward to another fantastic year here at Jefferson Elementary School☺.

“**We**” equates to the professional employees that are involved in educating your child, however when the topic is schooling, most parents/caregivers usually think only of the classroom teacher. Granted, teachers are key players and likely are the most visible professionals in the education process as they are the ones who meet daily with students, plan and deliver lessons, create tests, compute grades, and hold conferences with students and families about academic progress. Other adults, however, join forces with the classroom teacher in filling the important role of educating children. These adults make up three separate and distinct employee groups: administrators, specialists, and support staff-all who work under the policy-making direction of the White Mountains Regional School Board.

Building administrators, for example, serve a vital function in facilitating the work of the classroom teacher. The impact they have as instructional leaders of their schools can directly translate into increased academic achievement of students. By providing quality staff development activities and growth opportunities and becoming active proponents of instruction, principals play a dramatic part in educating your child. Specialists include special area teachers such as art, physical education, and music, and special education personnel such as school psychologists, speech therapists, school counselors, etc. Their involvement makes the difference between students’ success and failure.

Support staff members frequently have contact with children. Therefore, the opportunities for them to assist with the process of education are many. A cook in the cafeteria who insists that children use good manners, a paraeducator on playground duty who teaches and reinforces good sportsmanship and fair play, a bus driver who not only teaches safety but also practices it, a secretary who models care and understanding by providing a sympathetic ear-all contribute to the education of children.

It is obvious that, within this diverse collection of adults who populate schools, not all provide classroom academic instruction for children. It is important for you to know that the school staff takes a much broader perspective in school when they speak of education in that they teach responsibility, respect, and personal regard. This united effort of significant adults at school, plus the cooperative effort of parents/caregivers at home, makes it clear that many individuals are involved in educating your children.

It is this diversity of people which helps facilitate what we hope will become a lifelong experience with learning for your children.

Our mission in this school revolves around teaching and learning and it takes many different people to accomplish most effectively this lofty mission. Your thoughts, comments, and support are welcome now and throughout the year. Please do not hesitate to stop by, call, or send me an e-mail (sgregory@sau36.org).

Partner in education,
Sherri L. Gregory
Principal

Jefferson Elementary School Staff Directory

Last	First	Position	email
Gregory	Sherri	Principal	sgregory@sau36.org
Fontaine	Christina	Secretary	christinafontaine@sau36.org
Foss	Lindsey	Medical Advisor	lfoss@sau36.org
Gajowski	Linda	School Counselor	lgajowski@sau36.org
Colby	Jean	Teacher Grades 1 & 2	icolby@sau36.org
Earlywine	David	Teacher Grades 3/4/5 Science, Math, Health	dearlywine@sau36.org
Dupont	Christopher	Teacher Grades 3/4/5 ELA, Writing, Social Studies	cdupont@sau36.org
Crafton	Suzanne	Library/Media Assistant	scrafton@sau36.org
Tyrina	Valentina	Teacher Special Education & Title I	vtyrina@sau36.org
Karen	Abbruscato	Teacher Art	kabbruscato@sau36.org
Scarinza	Jennifer	Teacher Physical Education	jscarniza@sau36.org
Fithian	Rachel	Teacher Choral Music	rfithian@sau36.org
Martins	Michael	Teacher Instrumental & String Music	mmartins@sau36.org
Ridley	Bethany	Para Educator	bridley@sau36.org
Challinor	Sandra	Cook	schallinor@sau36.org
MacBean	Kyle	Custodian	kmacbean@sau36.org
St. Martin	Marie	CLASS Teacher Grades 2-5	mstmartin@sau36.org
Lantz	Jason	CLASS Clinical Counselor	jlantz@sau36.org
St. Pierre	Sandra	CLASS ParaEducator	sstpierre@sau36.org

AGENDA BOOKS

The school agenda has been designed to help students manage their time and plan their day so that they can take an active part in their academic success. Parents are encouraged to check their child's agenda daily. The first agenda will be given to all students in grades 3-5 free of charge. However, students will be required to pay for additional agendas if the first one is lost. Students are expected to bring their agenda to school each day and record homework assignments each day. In addition, the agendas may be used as a communication tool between home and school in which teacher/parents can relay messages to each other.

ANNOUNCEMENTS & MESSAGES

The announcements for the day will be read to all students each morning and at the end of the day.

ARRIVAL AND DISMISSAL

Students are expected to be on time for school. School begins at 7:45 a.m. with the late bell ringing at 7:50 a.m. With the exception of those who arrive on the bus, students should not arrive at school prior to 7:30 a.m. unless they are having breakfast which begins at 7:15 a.m. Students needing to leave school must bring a note from their parents. Parents will need to come to the office and sign out their child upon dismissal.

- Students will not be allowed to leave their classrooms until their parents arrive.
- No student is allowed to leave the building in the company of anyone other than a parent/guardian unless prior arrangements have been made with the principal.
- Students who are dismissed early must sign out in the office.

Jefferson Elementary School dismissal time is 2:50 p.m. Bus students will have outdoor recess until the bus arrives at approximately 3:00 p.m. Students who walk home from school or are picked up by a parent/guardian will be dismissed to the south side of the building and guided to the front of the south side of the building to await pickup. In the event that the parent/guardian picking up the student is not waiting at the south side of the building at 2:50 p.m., the student will join outside recess with the bus students until he/she is picked up. In keeping with the visitor/volunteer policy, parents and/or visitors are not allowed access to classrooms prior to the start of school or at the end of the day.

ASSEMBLIES

During the year, we will have assemblies that will provide enrichment of the regular school day. Special attention to etiquette and good citizenship is expected of all students. Parents are welcome to attend assemblies.

BEHAVIORAL EXPECTATIONS

The Jefferson Elementary School follows a framework called “Jefferson Giant **STEPS**”; **S**afe Choices, **T**ake Responsibility, **E**ncourage friendships, **P**ositive attitudes, **S**elf-control (this means that each member of our school community is expected to model these behaviors) Jefferson Elementary School’s discipline policy is based on our stated expectations and the Bill of Rights and Responsibilities of the White Mountains Regional School District. Discipline is an essential ingredient in every student’s total learning experience. The goal is to ensure safety of students and staff, to create an environment conducive to learning and to help students develop wise decision-making skills in order to make responsible choices in their interactions with each other.

BEHAVIORAL INFRACTIONS & CONSEQUENCES

The Jefferson Elementary School follows a code of behavior call “**Jefferson Giant STEPS**” which means that each member of our school community, including staff, is expected to practice:

- S** Safe Choices
- T** Take Responsibility
- E** Encourage Friendships
- P** Positive Attitudes
- S** Self-Control

The Positive Behavioral Interventions and Supports (PBIS) Philosophy, (which is part of our Jefferson Giant STEPS), divides student infractions into two categories: Minor and Major. Discipline is administered in a progressive manner, beginning with a warning and increasing in severity if the behavior continues. Depending on the grade level or developmental level of the student and the gravity of the infraction, the intensity of the discipline may be adjusted. The following is a description of those behaviors and their interventions.

A. Minor Behaviors

Students will receive a minor behavioral documentation for any behavior on the part of a student, which impedes teaching and learning; for example:

- Inappropriate verbal language
- Defiance/disrespect/noncompliance
- Disruption
- Property misuse

Consequences: After the staff member has reminded the student of the expectation, the staff member will make the student aware of the infraction by giving a warning. A student may lose activity privileges if a teacher determines that his/her behavior or classroom performance warrants this loss. A student may also be asked to write a letter of apology or a call home may be made. The referring teacher will then complete a behavior report on the student. Minor behaviors may not result in immediate consequences. However, continuation of behaviors that disrupt the learning climate will result in a change from minor level infraction to a major level infraction.

Interventions: Students sometimes exhibit minor behaviors when they do not fully understand expectations. Therefore, the expectation(s) will be re-explained for students who engage in minor behaviors to ensure that staff knows a student understands the expectations.

B. Major Behaviors

Students will receive a consequence and an intervention for behaviors that continue to disrupt the learning environment or may endanger the health or safety of others in school. Examples of these behaviors include:

- Abusive language, Inappropriate language/Profanity
- Defiance/disrespect/insubordination/noncompliance
- Disruption
- Fighting
- Forgery/theft
- Harassment/Bullying
- Lying/cheating
- Property damage/Vandalism
- Truancy
- Alcohol/Tobacco/Drugs
- Firearms, weapons

Consequences: Students who receive a major behavioral referral will be sent to the Principal and receive one or more of the following consequences:

- restitution, parent contact, detention, removal from classroom, in school/out of school suspension.
- Certain behaviors receive the following consequences:

<u>Rule Violation</u>	<u>Number of Days Suspension</u>
▪ Possession of firearms	Automatic expulsion
▪ Possession of dangerous devices or weapons (knives, clubs, projectiles, etc.)	2-10 days
▪ Assaults on students or staff	2-10 days
▪ Vandalizing school property	2-10 days
▪ Fighting or involvement in a fight on school grounds	1-5 days
▪ Stealing or receiving stolen property	1-5 days
▪ Harassment or bullying (verbal or physical)	1-5 days
▪ Threatening (verbal or physical)	2-10 days
▪ Use or possession of alcohol, cigarettes, or other illegal drugs	2-10 days

Interventions: Parents will be notified in writing each month if their child receives any behavioral reports within a month. Students who continually fail to follow school expectations will be referred to one of the PBIS teams for the development of a behavior plan, academic support, and further assistance in learning how to make positive choices

General Guidelines for Disciplinary Infractions

The charts on the following pages offer examples of inappropriate behaviors and suggested consequences. These guidelines will be used at the discretion of staff and the Principal, taking into consideration the grade level and/or developmental level of the student and the severity of the infraction. In all cases of behavioral infractions, a behavioral report will be written to document and track student behavior.

EXAMPLES OF MINOR INFRACTIONS AND CONSEQUENCES

If a student receives a fourth document in any (1) category within a 30 day period the Minor automatically becomes a Major.

Behavior	Definition	Possible Consequences
Inappropriate Language	words that have an offensive or negative undertone; such as, "shut up"	warning, apology, loss of privileges, minor documentation
Physical Contact, Physical Aggression	Student engages in unacceptable physical contact or acts out aggressively toward another person that is not intended to do harm (e.g. play fighting, rough housing, invading personal space etc.)	warning, apology, loss of privileges, minor documentation
Defiance,	Student fails to respond to adult requests	warning, apology, loss of privileges, minor documentation
Disruption	anything that stops the teaching and learning process and/or affects the function of the area i.e. bus, cafeteria, etc.; such as, noises calling out, body language	warning, loss of privileges, minor documentation
Property Misuse	inappropriate use of supplies, furniture, using something in a way that it was not intended to be used; such as, slamming the door, tipping chairs back	warning, restitution, minor documentation
Disrespect	Student engages in rude, negative comments, written message, or actions that are directed at someone (e.g. "That was stupid, you are a jerk.") This <u>excludes</u> profanity	Warning, apology, loss of privileges, minor documentation

EXAMPLES OF MAJOR INFRACTIONS AND CONSEQUENCES

Behavior	Definition	Possible Consequences
Abusive Language, Inappropriate Language, Profanity	language with the intent to hurt, swearing, racial slurs, or profanity	parent contact, detention, referral to Principal, suspension (in/out), major documentation
Disrespect	Student engages in rude, negative comments, written messages or actions that are directed at someone (not including profanity)	Parent contact, detention, referral to Principal, suspension (in/out), major documentation
Defiance, Insubordination, Noncompliance	arguing, talking back, refusal to participate in class, disrespect to peer, refusal of staff request, ongoing behaviors in minor category	parent contact, detention, referral to Principal, suspension (in/out), major documentation
Disruption	anything that sustains the disruption or increases the severity of the disruption and stops the teaching and learning process; such as, talking in class, loud noises, slamming books, ongoing behaviors in minor category	parent contact, detention, referral to Principal, suspension (in/out), major documentation
Physical Aggression	behavior that could cause physical harm or is accompanied by an intent to hurt; such as, tripping, shoving, hitting	referral to Principal, parent contact, detention, restitution, suspension (in/out), major documentation
Forgery, Theft	taking others possessions or identity; such as, removing someone's belongings from a desk, bag, classroom, signing someone else's name on a document, paper, etc.	referral to Principal, restitution, detention, suspension (in/out), major documentation
Bullying	Bullying is defined as unwelcome, harmful behavior towards another person. This behavior includes being annoying, bothersome, and/or physically or emotionally injurious. Bullying can take the form of but is not limited to, verbal and/or written remarks, gestures, innuendos, gossip, symbols, or physical contact. (Refer to district policy – accusations must go through investigation process for determination.	parent contact, referral to Principal, detention, suspension (in/out), Police Report, major documentation, referral to Guidance
Lying, Cheating	untruthfulness, copying the work of others	failure on assignment, parent contact, detention, referral to Principal, suspension (in/out)
Property Damage/ Vandalism	defacing, breaking, scratching, denting any object belonging to another person, the bus company, or the school	referral to Principal, restitution, detention, suspension (in/out), major documentation
Truancy / Tardiness	excessive unexcused absences or tardiness from school	parent contact, referral to Principal, referral to District Social Worker, contact police
Alcohol, Tobacco, Drugs	use or possession on school grounds, bus, or during school activities; such as, field trips, etc.	parent contact, referral to Principal, suspension of 10 days out of school, police report, major documentation
Firearms, Weapons	use or possession on school grounds, bus, or during school activities	parent contact, referral to Principal, suspension out of school, or expulsion, police report, major documentation
Fighting	Student is involved in mutual participation in an incident involving physical violence	referral to Principal, parent contact, detention, restitution, suspension (in/out), major documentation
Inappropriate Location / Out of Bounds Area	Student is anywhere inside or outside the building other than their scheduled supervised location that may result in a search	referral to Principal, parent contact, detention, suspension (in/out), major

Harassment	A violation of one of the nine protected classes (age, gender, sexual orientation, race, color, religion, disability, genetic information, veteran status) For more information refer to district policy-accusations must go through investigation process for determination	documentation Parent contact, referral to Principal, detention, suspension (in/out). Police Report, major documentation, referral to Guidance
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Consequences: SAU 36 has established protocols and consequences for the following Major violations:

Tobacco

- Tobacco products are defined as cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form. No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District. Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties. The following will occur:

The incident will be investigated. If found to be true, the principal or designee will:

- A. Contact the parent or guardian by phone.
- B. Determine consequences:
 - 1. 1st offense: 1 day in-school suspension
 - 2. 2nd offense: 3 days suspension (ISS/OSS-Administrator decision)
 - 3. 3rd offense: 5 days out-of-school suspension
- C. Refer the student to the Student Assistance Program (SAP) or School Counselor:
 - 1. 1st offense: Mandatory session with SAP or School Counselor
 - 2. 2nd offense: 3 mandatory sessions with SAP or School Counselor
 - 3. 3rd offense: 5 mandatory sessions with SAP or School Counselor
- D. Refer to the Co-Curricular Policy for further consequences (if applicable)
- E. File police report (ED317) if Safe Schools Act has been violated.
 - 1. Place copy in student's file
 - 2. Send copy to the SAU office

Drugs/Alcohol

Prescription medication that is considered a dangerous or narcotic drug will be kept in the Nurse's or Principal's office. Taking of illegal drugs, and/or possession of same, in any form, is not permitted at any time, in accordance with state law and school board policy. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the WMRSD school board and other proper authorities. The following will occur:

The incident will be investigated. If found to be true, the principal or designee will:

- A. Contact the parent or guardian by phone
- B. Determine consequences:
 1. 1st offense: 5 days out-of-school suspension
 2. 2nd offense: 10 days out-of-school suspension
 3. 3rd offense: An immediate out-of-school suspension and an expulsion hearing will be scheduled with the WMRSD school board.
- C. Refer the student to the Student Assistance Program or School Counselor
 1. 1st offense: 3 mandatory sessions with SAP or School Counselor
 2. 2nd offense: 5 mandatory sessions with SAP or School Counselor
- D. Refer to the Co-Curricular Policy for further consequences (if applicable)
- E. File police report (ED 317) if Safe Schools Act has been violated
 1. Place a copy on the student's file
 2. Send a copy to the SAU office.

Selling or distributing drugs on or off school grounds will result in an immediate out-of-school suspension, and an expulsion hearing will be scheduled with the school board.

Assault/Threat

“Assault” is defined as ANY unprivileged physical contact. It is considered a misdemeanor unless serious bodily injury results. As stated in the Safe Schools Act, any assault that results in a serious bodily injury must be reported to the local police department, and is considered a felony. A fight that is undertaken by mutual consent of both parties involved is a violation of the assault statutes in New Hampshire. Misdemeanor assaults (no serious injury), committed by **middle school students** shall be reported to the administration. **The administrator shall conduct an initial inquiry and contact the police immediately in cases where assault involved one or more of the follow:**

- The assault was very aggressive or violent in nature (as in slamming the victim to the floor)
- A strike to the head or groin or other sensitive area.
- Repeated punches or kicks
- Offender has a past record of violence or aggressive behavior

Misdemeanor assault committed at the elementary level shall be reported to the police, based upon the discretion of the school administrator. The administrator will take into account factors such as:

- Age of students
- Level of aggressiveness involved in the incident
- Offender has a past history of physical aggression

“Threatening” includes any behavior (physical posturing, gesturing or verbal threats) which purposely places or attempts to place another in fear of imminent bodily injury or contact. In all cases of assault or threatening, the following will occur:

The incident will be investigated. If found to be true, the principal or designee will:

- A. Contact the parent or guardian by phone.
- B. Determine consequences:
 - 1. 1st offense: 2 days suspension (ISS/OSS-administrator decision)
 - 2. 2nd offense: 5 days suspension (ISS/OSS-administrator decision)
 - 3. 3rd offense: 10 days of out-of-school suspension
- C. Refer the student to the Student Assistance Program or School Counselor
 - 1. 1st offense: Mandatory session with SAP or School Counselor
 - 2. 2nd offense: 3 mandatory sessions with SAP or School Counselor
 - 3. 3rd offense: 5 mandatory sessions with SAP or Counselor
- D. Refer to the Co-Curricular Policy for further consequences (if applicable).
- E. File police report (ED 317) if Safe Schools Act has been violated.
 - 1. Place a copy in the student's file
 - 2. Send a copy to the SAU office.

Weapons

Dangerous weapons, such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in RSA 159:24), knives, 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, in school vehicles or at school sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. The following will occur:

The incident will be investigated. If found to be true, the principal or designee will:

- A. Contact the parent or guardian by phone.
- B. Determine consequences:
 - 1. 1st offense: 2-5 days out-of-school suspension
 - 2. 2nd offense: 5-10 days out-of-school suspension
 - 3. 3rd offense: An immediate out-of-school suspension and an Expulsion hearing will be schedule with the WMRSD school board.
- C. Refer the student to the Student Assistance Program or School Counselor
 - 1. 1st offense: 3 mandatory sessions with SAP or School Counselor
 - 2. 2nd offense: 5 mandatory sessions with SAP or School Counselor
- D. Refer to the Co-Curricular Policy for further consequences (if applicable).
- E. File police report (ED 317) if Safe Schools Act has been violated.
 - 1. Place a copy in the student's file
 - 2. Send a copy to the SAU office.

If firearms are involved, this will result in an immediate out-of-school suspension from school, police will be contacted and an expulsion hearing will be schedule with the WMRSD school board.

Theft

“Theft” is the act of taking another’s possessions without permission from the owner. Acts of theft will be reported to the building administration that will determine the seriousness of the theft and take into account such factors as:

- Age of the student
- Value of items stolen
- Past incidences of theft

When an incident is reported, the following will occur:

The incident will be investigated. If found to be true, the principal or designee will:

- A. Contact the parent or guardian by phone.
- B. Determine consequences:
 1. 1st offense: 2 days in-school suspension
 2. 2nd offense: 5 days suspension (ISS/OSS-administrator decision)
 3. 3rd offense: 10 days of out-of-school suspension
- C. Refer the student to the Student Assistance Program or School Counselor
 1. 1st offense: Mandatory session with SAP or School Counselor
 2. 2nd offense: 3 mandatory sessions with SAP or School Counselor
 3. 3rd offense: 5 mandatory sessions with SAP or School Counselor
- D. Refer to the Co-Curricular Policy for further consequences (if applicable)
- E. File police report (ED 317) if Safe Schools Act has been violated.
 1. Place a copy in the student’s file
 2. Send a copy to the SAU office.

Criminal Mischief/Vandalism

“Criminal Mischief” is purposely or recklessly damaging and/or destroying the property of another, including school property. **“Vandalism”** is purposely or recklessly defacing and/or defiling the property of another, including school property. Acts of criminal mischief and vandalism will be reported to the building administration who will determine the seriousness of the acts and take into account such factors as:

- Age of student(s)
- Cost of property
- Past acts of criminal mischief or vandalism

When an incident is reported, the following will occur:

The incident will be investigated. If found to be true, the principal or designee will:

- A. Contact the parent or guardian by phone.
- B. Determine consequences:
 1. 1st offense: 2 days in-school suspension
 2. 2nd offense: 5 days suspension (ISS/OSS-administrator decision)
 3. 3rd offense: 10 days of out-of-school suspension
- C. Refer the student to the Student Assistance Program or School Counselor

1. 1st offense: Mandatory session with SAP or School Counselor
 2. 2nd offense: 3 mandatory sessions with SAP or School Counselor
 3. 3rd offense: 5 mandatory sessions with SAP or School Counselor
- D. Refer to the Co-Curricular Policy for further consequences (if applicable).
- E. File police report (ED 317) if Safe Schools Act has been violated.
1. Place a copy in the student's file
 2. Send a copy to the SAU office.

Harassment/Bullying (RSA 193-F)

Bullying can be anything from teasing too hard to physically pushing someone around and trying to frighten him/her. (Harassment involves the nine protected classes: age, gender, sexual orientation, race, color, religion, disability, genetic information, veteran status). We are dedicated to do all we can to stop this type of behavior. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. All complaints will be looked into/investigated with the utmost confidentiality in order to protect students who are being harassed.

Some examples of harassment/bullying include:

Verbal:

- Insults and name-calling
- Continually joking about a person
- Spreading rumors about a person
- Using racial or religious slurs (showing disrespect to someone based on race, ethnic or cultural background, or religion)
- Extortion (pressuring someone to give you money or a possession)
- Threats of any nature

Nonverbal:

- Social alienation (not including someone; sitting in someone else's seat in the cafeteria so that the person has to move to another table)
- Intimidation (refusing to leave when asked; "accidentally" bumping into someone in the hallway)
- Staring or glaring
- Hiding a person's belongings
- Continually playing a joke on someone
- Writing unkind or threatening notes about a person or to a person

Physical:

- Horseplay
- Unwanted physical contact
- Blocking the way of a person so that he or she cannot get by you
- Pushing or shoving

Students who engage in bullying will be subject to one or more of the following disciplinary actions:

- Warning with a phone call to parents
- Conference with parent(s)/guardian(s)
- Report to superintendent

- In-school suspension for up to 10 days
- Report to police (ED 317-Safe Schools Act)
- Long-term suspension
- Expulsion

DETENTION PROGRAM

After-school detention may be used as an academic or behavioral consequence for students in 4 and 5. The principal or a teacher may detain a student after school if 24 hours' notice has been given to the parents. If a parent can be reached by phone and gives permission, a student can be held on the same day. Following are the procedures for students who receive after-school detention:

- Serving detention on the assigned day takes precedence over any athletic practice, game, or other activity. If a student does not serve a detention on the assigned date, the student must serve the next day. However, the student will be unable to participate in after-school activities until detention has been served.
- Parents must arrange transportation for a child serving detention.

EVENING EVENTS

School sponsored events (i.e. PTA events, etc.) may be held periodically throughout the year. A minimum of two (2) staff members and two (2) parent chaperones are required. **NO** student, once admitted to the event, will be allowed to leave the building until the event is over unless a parent/guardian picks up him or her. Parents/guardians are encouraged to make arrangements for picking students up promptly at the end of the event. The following rules cover all school events:

1. Dress code and standards of behavior are the same as those for any school activity
2. No loitering outside the school building.
3. Students are not allowed to leave the school event and return
4. Reasonable lighting at all times is required
5. Any student breaking the rules will be asked to leave and will not be allowed at the next event
6. If a student wishes to bring a guest to a school event (e. g. another student from another school), they must have permission from the Principal 24 hours prior to the event
7. No student may attend any event while under school suspension
8. No student may attend an event if he/she has been absent from school on the day of the event without prior permission from the Principal.
9. Classrooms are off-limits during the events

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students using easily accessible resources. **Purposeful** assignments not only enhance student achievement, but also develop self-discipline, independence, and associated good working habits. As an extension of the classroom,

homework must be planned and organized, must be viewed as purposeful to the students; and shall be evaluated and returned to students in a timely manner so students may receive prompt teacher feedback. Teachers may give a reasonable, consistent amount of homework to students to aid in the student's educational development. Homework shall be an application or adaptation of a classroom experience, that shall not count for more than 10% of the grade, and shall not be assigned for disciplinary purposes. A teacher shall explain to his/her students how homework assignments relate to the district-wide grading system, which is consistently applied in assessing student achievement.

IN-SCHOOL SUSPENSION (ISS) PROGRAM

The mission of our in-school suspension program is to provide a safe, structured, supervised and socially isolated environment for students who make personal choices in violation of school policy and who disrupt the learning environment for themselves and others.

Goals

1. To keep students in school
2. To provide reflective opportunities to review and assess choices
3. To provide a consequence of social isolation
4. To connect individual student with appropriate resources

Daily Requirements

The positive completion of:

1. Academic work provided by classroom teachers
2. Reflective processing activity or intervention
3. Clean-up and maintenance of assigned area
4. Respectful compliance with all rules and staff

In-school Suspension Rules

1. Academics: Student will complete their assigned work during ISS and will be given credit for work completed. If the student refuses to complete the work, for whatever reason, the student will remain in ISS the following day until the work is completed satisfactorily, along with any additional assignments.
2. All IEP/504 plan services will continue.
3. Attendance: ISS will begin when the student arrives at school and will end at 2:45pm. Upon arrival to school, ISS students will wait in the office for the Principal. At dismissal, ISS students will wait in the office for their bus or ride home.
4. Bathrooms: Students will use the bathroom, with permission.
5. Snack/Lunch: Snack/Lunch will be eaten in the area assigned for the ISS for that day.
6. Nurse: Students who need medications will visit the nurse.
7. Student(s) may not participate in any extra-curricular activities on the day(s) of suspension.

LUNCH PERIOD

The progress and well-being of each child is greatly dependent upon his/her eating a nourishing lunch. A well-balanced hot lunch is available to all students daily from 11:30am-12:00pm. Free and reduced lunches are available to those who qualify. Forms and guidelines are available in the office. We encourage parents to participate in the free and reduced lunch program, if you qualify. Federal funds to education are

contingent upon enrollment levels in this program. Menus will be published on a monthly basis and are subject to change if necessary.

OUT-OF SCHOOL SUSPENSION (OSS)

In cases of extreme disciplinary infractions, students will be assigned out-of school suspension. Following are the expectations for students who serve their suspension out of school:

1. Students will be expected to complete all work given before the suspension date. Credit will be given for all work.
2. Upon their return to school, students will be expected to obtain all missed work. Students will have the same number of days to complete work as their classmates.
3. Students may not participate in any extra-curricular activities on the day(s) of suspension.
4. Out-of-school suspension counts as an absence on a student's attendance record.
5. Upon return to school, the student and parent or guardian must meet with the principal before a student may be readmitted.

PARENT/TEACHER ASSOCIATION (PTA)

All parents are encouraged to become members of PTA and to actively participate. Meetings are scheduled monthly and will be announced in advance through school bulletins.

PARKING

Parking will be permitted on the north side of the building, along the semi-circle (area closest to the flag pole), and the (5) designated parking spaces on the south side of the property. **Vehicles may not be parked on the curb or in the fire lane. This will be strictly enforced.**

PBIS/JEFFERSON GIANT STEPS

The Jefferson Elementary School joined the 4th New Hampshire cohort of Positive Behavioral Interventions and Supports (PBIS) in February 2006. The PBIS philosophy is one that stresses the positive interactions between students, staff, and community members at all times. Positive interactions should result in an overall positive school climate that allows for a positive learning environment. The Jefferson Elementary School PBIS philosophy includes two teams that work towards the goals and visions of a positive learning environment: Universal Team and Targeted Team. The Targeted Team establishes individual and small group interventions for students who need extra support to be successful. For more information on PBIS, please contact the Principal or the PBIS Parent Representative.

RECESS

Students may have the opportunity to have recess daily. Decisions to have outside recess during cold weather will depend upon the wind chill factor (the wind chill must be at least 10 degrees). **It is the responsibility of each parent to see that their child comes to school dressed appropriately to go outside for recess. Only students with**

doctor's notes will be allowed to remain in the building during scheduled outside recess.
We encourage parents to stay in touch with teachers about specific recess needs.

SKI PROGRAM

Through the cooperation of area ski facilities and the Jefferson Athletic Association (JAA), Jefferson Elementary School students may participate in the ski program. Students who participate in the ski program are responsible for making up any missed work. This is a JAA program and not a school sponsored program. The school or district assumes no liability for participation in the ski program. **It is required that students participate in the ski program of the school in which he/she is enrolled.** In addition, students participating in the program may be denied the privilege of attending on any specific day because of academic or disciplinary commitment, as this program is school supported.

STUDENT PATROL

5th graders who apply and meet the criteria for Student Patrol will be helping students at dismissal time. Please watch for the **Student Patrol Vests/Jackets** as they will be visible at the end of the school day.