

**Pittsburg School**

2020-2021

Student/Parent Handbook



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## Section 1

### 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. Once you have read it, please keep it on hand to refer to anytime you have a quick question about a rule, school procedure, or contact information. The policies and procedures contained in this handbook are the result 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 a 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 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. Parents, community & school are all-important factors in a child's education.
11. All students will be treated fairly, no matter what the situation.
12. For students to learn effectively, the student must be an active part of the learning process.

**Mission**  
**All students will achieve success.**

**Registration Information**

**Emergency Card Information**

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

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

**Free and Reduced Lunch Program**

Currently, a grant is covering the cost of all breakfast and lunch for Pittsburg students through December 31<sup>st</sup>, 2020 or until the grant funds have been expended. If your child is eligible for free and reduced lunch, you will still need to complete the paperwork that will be included in the first day packet .Free and Reduced Meals must be reapplied for each year for all households that are eligible. If your application is not submitted before the end of September, your family runs the risk of not being eligible for the program. If at any time during the school year, your financial situation changes, you may apply for the Free and Reduced Lunch Program. Please contact the school secretary, Sylvia Lacasse, for an application.

**Student Press Release**

The student registration packet handed out on the first day of school, contains 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 and the school website. 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



## Enrollment and Transfer

Every effort is made to welcome new students. Once the registration paperwork is complete, parents and students will receive a tour of the building and briefly meet with their new teacher(s). This gives the school time to make appropriate class placement and to prepare materials for the new student. We want to ensure a successful start at Pittsburg School.

## 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. If you do not wish to have this information to be released, please refer to the Every Student Succeeds Act letter included in the beginning of the year packets.

## **Section 2**

### **Communication**

#### Report Card

Communication between the school, teachers, and parents is vital to student learning and participation in co-curricular activities. One form of communication is the progress report and the report card. Each child will receive a grade for each class he or she takes during the school year. These grades will be reported to parents eight times per year. Parents may also access their child's grades any time they chose via our MMS Parent Portal. Please be sure to sign up for the Parent Portal at the beginning of the year.

Students in grades 7-12 will be signed up for our MMS Student Portal so that students can track their own progress as well.

<b>Marking Periods</b>	
Progress Report	Report Card
October 8 <sup>th</sup> , 2020	November 6 <sup>th</sup> , 2020
December 11 <sup>th</sup> , 2020	January 22 <sup>nd</sup> , 2021
March 5 <sup>th</sup> , 2021	April 2 <sup>nd</sup> , 2021
May 21 <sup>st</sup> , 2021	June 17 <sup>th</sup> , 2021

\*\* On the last day of school, report cards will be handed out to students in grades K-6 and mailed home to parents of students in grades 7-12.

## MMS Parent Portal

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

## Academic Alerts

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.

## Letters Home

Teachers and the school send home classroom letters and school notices. 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 [www.pittsburgschool.sau7.org](http://www.pittsburgschool.sau7.org)

## Parent/teacher Conferences

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

## One Call Now

Pittsburg School subscribes to a computerized phone and email system called One Call Now. This notification system allows us to keep in contact and update parents via recorded phone messages or email. It allows us to send up-to-date information regarding school events and school cancellations. Parents can decide which phone numbers or emails 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 contact information provided by parents. Parents may change their One Call Now phone numbers or email information at any time by contacting the office at 538-6536. The changes will go into effect within 48 hours.

## Parent Communication with the School

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

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

If you are not sure whom to call, please call the office, and we will direct your call to the person best suited to assist in resolving any questions or concerns you may have.

## Arrival:

Upon arrival to the school in the morning, all students are to report to their classroom for the breakfast program and to prepare for the day. There shall be no loitering in the hallways. Students walking to school shall not enter the building until 7:53. Students will be permitted to eat breakfast in your first block class. If prior arrangements have been made with a teacher to obtain extra individual help they may enter earlier than 7:30 AM provided all social distancing rules are followed during a pandemic

## **Arrival/Dismissal during COVID-19:**

- **Social/physical distancing is required of our students and parents while on school grounds before, during and after school.**
- **Staff members will be positioned at the school's entrance to facilitate arrival/dismissal and assist with social distancing.**
- **Students will report to their classrooms upon entering the school in the morning.**

## Early Dismissal:

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

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

## Attendance

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

**Attendance is taken in each 45-minute period or 90-minute block class.** A student must be in class for at least 25 minutes or 50 minutes respectively, in order to get credit for it. Unless the parent can provide the principal substantial, justifiable reasons, the maximum absences allowed before losing credit for the class is: **five days for quarter courses, ten days in a semester course and twenty days in a yearlong course.** If a student is granted to attend school via a remote learning option due to COVID19, they will still be held accountable for not attending the remote learning platform provided on a daily bases.

**On the report card,** attendance is recorded only by half days. A full day is defined as from

the attendance bell until dismissal, which is divided in half by using 11:25 am as the line between morning and afternoon.

**Absences: Parents should:**

- Call school, preferably by 8:30 AM, to notify us that your child is absent. Dismissal notes should be into the office prior to 8:00 AM the day of the dismissal for announcement purposes.
- If a student is absent and the school is not notified by 8:30 am, the school will contact the parent/guardian at home or work. If the school is unable to make contact with the parent/guardian the resource officer, local police department or both will be notified of the student's absence.
- If a student is absent for three or more days without a doctor's note the resource officer, local police or both will be contacted.
- Upon returning to school, the student will present a note to the office written by the parent. The note and all the data submitted with it will help us determine whether to label the absence, excused, unexcused, or to be determined if there were extenuating circumstances. If the student returns without a note, the absence will be considered an unexcused absence and 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.
  
- ***If we do not receive a note, the absence will be considered UNEXCUSED and a cut from school which will be dealt with as a disciplinary matter.***

## **Types of Absences:**

- **Excused Absences**, for which students are entitled to make up work missed, will be granted for medical reasons, such as an illness, **including COVID-19** or an appointment with a doctor, dentist, optometrist, or counselor. School sponsored activities such as field trip or athletic events. College visitations for seniors (3 days) and juniors (2 days). Absence will also be excused for a death in the family, appointment with a lawyer, court appearance, or other extenuating reasons approved by the principal. Extenuating reasons for an absence **MUST** be approved by the principal and documentation provided. Students who have excused absences are allowed two days for every one day absent in order to make up missed work.

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

- Students absent for reasons such as: out-of-school suspension, truancy, working, haircuts, errands for parents 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.

### ***THE ABSENCE NOTE MUST STATE THE REASON FOR THE ABSENCE***

***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 if there is an assistant principal, the assistant principal.***

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

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

**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. Due to COVID-19, the school will grant and or deny permissions based on the situation at the time of request. Students are requested to receive assignments in advance and have work completed upon return from said pre-planned trip. The length of the family trip is limited to five school days. Any other length must have prior**

## approval by the principal.

**Tardy to School:** Students are expected to be in his/her classroom when the attendance bell rings at 7:48 am. Due to the need to stagger entrance while in the midst of the COVID-19 Pandemic, drivers and walkers will not be counted late until 7:55 AM. If students are not in their appropriate classroom when the attendance bell rings they will be marked tardy for school.

Walkers and drivers arriving later than 7:55 or later must sign in at the office. Students who are walkers or drivers arriving between 7:55am and 8:15 am will be recorded as tardy. After 8:15 am, students will be considered absent and the attendance rule will be applied to all classes or parts of classes missed.

The only legitimate acceptable excuse for tardy will be for bus problems for students that regularly ride the bus. Extenuating circumstances for a student being late must be approved by the principal or assistant principal. ***Students will not be penalized for being late the first two times each quarter.***

\*After being marked tardy twice, the parent will be contacted by the office.

\*Starting with the third offense each quarter, students will meet with the guidance counselor or principal to develop a plan for promptness.

If the tardiness is chronic, 5 offenses or more, a parent meeting may be requested and an extended or Saturday School detention may be issued.

Students tardy to class will be the responsibility of the classroom teacher in accordance with the classroom rules and expectations. If the classroom teacher issues a detention in addition to the office consequences, both the classroom and office consequences must be fulfilled by the student.

For elementary students, a letter will be sent home to the parent that explains the importance of students arriving to school on time. If an elementary student is tardy 5 or more times, if a resource officer is employed, the resource officer will be informed and a meeting may be set up between the principal, parents and resource officer. Otherwise, the assistant principal or principal will contact the parent

## Missed Assignments

Students who are absent from a full day of school or from an individual class must have a note from their parents. Notes will be filed in the student's attendance record. For every missing day of school, the student will have two school days to complete and submit missed schoolwork. Teachers may provide extensions depending on the amount of work and the difficulty of scheduling time for the work. Work that was assigned before the student's absence and was due while the student was absent, is expected to be turned in the first day the student returns to school. Missing work that is not turned in when it is due will be considered late and dealt with in accordance with the teacher's syllabus or classroom expectations sent out at the beginning of the class or school year. The student is responsible for contacting teachers to determine what assignments they missed.

## Teacher Grading Policy

Teachers PreK-6 are required to keep attendance records for their class, and teachers grades 7-12 are required to keep attendance records for each of their classes. Attendance could be a portion of the student grading criteria. Absences which affect a student's grade are a different issue from the 8/16 rule.



## Attendance Appeals

Parents who wish to schedule an attendance hearing with the School Board will, first, notify the principal. The Principal will schedule request for appointments through the Superintendent. The Principal will notify the parents of the date and time of the hearing.

## TEMPORARY TRANSPORTATION CHANGES

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

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

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

## **OFFICE HOURS**

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

## **NURSE'S HOURS**

SAU #7 schools are fortunate to have a full-time RN on staff all day, every day, in each building. The school nurse is responsible for evaluating students in need and communicating with parents. In case of an emergency, 911 will be called and parents/guardians will be contacted. Parents are responsible for communicating with the school nurse regarding any medication their child is taking and/or other medical information the nurse needs to be aware of. If a child is running a fever or exhibiting symptoms that coincide with COVID-19, a temperature of 100 degrees or higher, the child will be sent home until they have been fever free for at least 24 hours without the aid of a fever reducer.

## 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.). Unless we are notified in writing, parents/legal guardians of any student living at the home of a parent or legal guardian will continue to receive any and all written and verbal information from the school. If you are a **legally** emancipated student, you will be able to sign documents yourself upon proof of emancipation by a court.

## Section 3

### 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 9-12. These exams will be given for semester long block classes and yearlong period classes. The midterm and final, each, will count as 10% of the final grade. 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 out of four courses, not receiving any negative comments in a course, and passing all courses. Please note that in order to be considered for Effort Honors, a student must be taking at least four courses and not exceed two unexcused tardies per quarter.

On rare occasions, a student will receive a grade of “incomplete”. Students who receive an “incomplete” for a marking period will have until the next marking period to make up their incomplete work. This also includes VLAC courses. Students can complete the work and receive a grade at any time before the next marking period; however, students who have an “incomplete” 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 1.00 and courses designated as challenging will be weighted as 1.25. The students' GPAs will determine their class rank. In the event that students' numeric GPAs are the same, we will compare their GPAs up to and including the thousandths place (third 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.

## Make-Up Sessions

In an effort to insure that "ALL INDIVIDUALS WILL ACHIEVE SUCCESS", after school study sessions are available from 2:35-3:15 (Mondays –Thursday) School personnel and/or parents or guardians may request **mandatory** after school makeup sessions as needed. If a student is scheduled for a makeup session, the **makeup session has priority over any athletic event, practice, or activity.**

## 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 lower of the quarterly grades 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 in the course. Students are responsible for all costs associated with any of these courses.

## Homework

The purpose of homework is to practice concepts and skills learned in the classroom, to study for tests and quizzes, and to allow students to reinforce independent learning skills. Failure to complete homework is a cause of poor student achievement.

How homework is factored into a student's grade is up to each individual teacher. Each teacher will clearly explain to students, and share with parents the process they use for checking and grading homework.

The average amount of time a student spends on completing his or her homework varies by grade level, subject area, and student ability. However, a general rule of thumb for grades 1-6 is ten (10) minutes per grade level. So, a first grader could expect

ten (10) minutes of homework and a sixth grader could expect sixty (60) minutes of homework. 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 actually reinforces the learning.

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

### Retention

Students must meet teacher determined academic standards and must be emotionally prepared for promotion. Retention procedures for elementary students are included in the insert. 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.

### 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 85% average throughout their high school careers. These honors will be determined by class rank for valedictorian and salutatorian respectively. The students' weighted GPAs will determine their class rank. In the event that students' numeric GPAs are the same, we will compare their GPAs up to and including the thousandths place (third number to the right of the decimal point. If there are no candidates who meet these qualifications, then the students will be recognized as 1<sup>st</sup> and 2<sup>nd</sup> honors in the class.

## Section 4

### **GUIDANCE**

#### Correspondence, On Line and other Distance Learning Courses

The guidance counselor will determine whether the course(s) meets Pittsburg School District curriculum requirements. Courses offered as part of Pittsburg School curriculum **will not** be allowed to be taken online, unless there is a scheduling conflict and then there has to be approval by the school.

Online courses that are taken during the school year **must** coincide with our grading periods and the course(s) **must** be completed by the end of the current school year to be given credit towards our graduation requirements.

#### Credit Recovery – VLACS

Selection of Credit Recovery courses will be determined by the teacher of the class in which the student failed. Teachers will determine what section(s) of the class the student failed and which VLACS course selections will replace the failed sections.

All credit recovery courses must be completed in accordance with the following schedule.

- Credit Recovery courses for Semester 1 failures must be completed before the last day of school of the year of failure. These courses must be completed outside the regular school day.
- Credit Recovery courses for Semester 2 or Year-Long courses must be completed before the first day of school of the next school year. (Example: Course failures for the 2015-16 school year must be completed before the first day for students of the 2016-17 school year.) The course work must be completed during the summer break. Parents and students must make sure that the student has adequate computer and online capabilities.

Upon completion of the Credit Recovery course or courses, the earned grade(s) will be used to replace the failed grade(s) and a new final average will be calculated. Calculated final average must meet the grading requirements as stated in the current Student/Parent Handbook.

A form detailing the courses to be taken and time frame to complete must be signed by both the student and parent/guardian.

This policy addresses credit recovery through VLACS, however, these rules apply to any other online site as approved by the principal and guidance counselor.

Courses Offered/Required: See Program of Studies booklet compiled by the Guidance Department.

Credits Required for High School Promotion and Graduation

To be promoted from one grade level to the next a student must take and pass at least 6 credits per year. It is important to note that the 6 (six) credit requirement is simply for promotion consideration. The credit requirement for graduation is a total of 25 (twenty-five) credits. Students are encouraged to take more than 6 (six) credits in at least one year in order to meet the 25 (twenty-five) credit requirement.

CLASS YEAR	CREDITS EARNED	TOTAL CREDITS ACCRUED
Freshman	6	6
Sophomore	6	12
Junior	6	18
Senior	6	24
One of the years	Extra 1	25

Specific Requirements for Each Graduating Senior

Arts	1	State (1/2 required) / Board (1/2
Electives	4	Board Requirement
Personal Finance	½	Board Requirement
Technology	1	Board Requirement
English	4	State Requirement
Math	4	State Requirement (Including Algebra and another course with Math
Science	3	State (2 required)/ Board (1 required)
Social Studies	3	State (2 1/2 required) / Board (1/2
Business	1	Board Requirement
Cons. Science/Health	1	State (1/2 required)/ Board (1/2
Information &	½	required) State (1/2 credit)
Physical Education	1	State Requirement
Humanities	1	Board Requirement

### Drop/Add Policy

Students have three days after the beginning of each semester to drop or add classes. If after three days, administration and guidance MUST approve the change.

### Transcripts

Upon request from a student, the Guidance Department will provide printed transcripts two school days after said request is made.

### College Recommendations

Upon written request from a student, the Guidance Department will provide printed college recommendations. These recommendations will be ready within 4 (four) school days of the receipt of said request.

### College Applications

Upon request from a student, the Guidance Department will review their college applications. The Guidance Department will return the reviewed applications within 4 (four) school days of their receipt.

### Local Scholarships

Local scholarships will be available as soon as the local businesses and organizations provide their information to the Guidance Department. Scholarships specifically given by the Pittsburg School will be made available in the spring semester.

### Scholarships

Scholarships sent to the Guidance Department will be kept in the guidance office in a specific location for seniors to review and determine their eligibility, at their convenience. Additionally, seniors will have the opportunity to review the scholarships at their meetings with the guidance counselor. The Guidance Department will make all information available to the seniors but it is the responsibility of the seniors to take the time and initiative to review the available scholarships.

## Verification

Seniors will be required to sign each time they request, drop off, or pick up transcripts, college recommendations, college applications, local scholarships, and other scholarships from the Guidance Department.

Senior Transition Planning: Guidance will meet with each junior individually, and invite their guardian's participation prior to the end of the school year. Prior to January, guidance will meet individually with each senior, and will invite their guardian's participation. The purpose of these meetings will be to review the status of the student's future planning. It is encouraged that a second similar meeting be scheduled prior to May of the senior year. A brief set of notes will be provided, by guidance, to the student, their file, and the student's guardian within five school days of these meetings. Juniors and Seniors should touch base with guidance regularly throughout the year during this vital planning time.

## Career Pathway Planning

Guidance meets with each student to help match their interests with the school offerings. Pittsburg School Guidance Department has developed a suggested course of studies based on student's interests, coursework offered, and career requirements.

Guidance will provide student schedules in a timely manner to allow parents and their child to review the suggested course of study. Parents are encouraged to make an appointment with the guidance counselor to go over any questions they may have. Students are encouraged to periodically check in with guidance to review their academic progress toward their identified career path.

## Student At Risk

Guidance provides short-term educational counseling and referral services for students displaying high-risk behaviors. A student may be referred for counseling to guidance by a parent, teacher, other counselor, school nurse, principal, law enforcement, or may refer themselves. In addition, a student may be required to meet with a counselor as noted in the SAU #7 student alcohol and drug use policy. Guidance's goal is to assist the student in finding positive alternatives to their risky behavior; this may require referring the student to other agencies. Guidance will maintain the highest levels of confidentiality when a student is referred to/for counseling services. Only if a student is threatening to inflict harm to themselves or others, or is being harmed (mentally or physically) by another person will guidance be required to inform other appropriate individuals. If a student is found to be in need of additional services for support or treatment, guidance will help coordinate the services.



## Section 5 CONCEPT

### OF DISCIPLINE

Prevention of misbehavior is the best disciplinary policy. We believe it is only fair that the school establishes “reasonable rules” and the students are given an opportunity to be aware of those rules and the consequences associated with those rules.

- Most students are well behaved, know the rules, and comply with the reasonable rules of the school.
- We believe in a progressive disciplinary system. There are several levels of discipline.

Generally speaking the sequence of punishment will proceed along these lines: This means a second offense will generally receive more punishment than the first offense, unless there is a substantial amount of time between the offenses.

- 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.

**Student Control Policy:** In the event that any student is disruptive to the educational process, the staff member shall have the right and responsibility to follow the procedures listed below:

- Resolve the disturbance in the event the disruption is not creating a danger to any student(s) and/or staff member(s).
- In the event the actions of the student creating the disturbance, constitutes a danger to himself/herself, to other students, and/or to the staff member, the staff member shall contact the office immediately.

#### Level 1 Clear Expectations

### **GENERAL EXPECTATIONS OF STUDENTS / MTSS-B (Multi-Tier System of Support for Behavior)**

Our school is adopting the MTSS-B practice. The purpose of this is to implement a system of support in our school and monitor/evaluate progress. The staff will meet regularly to utilize data and make decisions about interventions at all tiers. Part of MTSS-B is developing consistent, school-wide expectations for student and staff behavior. These expectations, called “**PRIDE**,” will be posted in classrooms and common areas, and students will be expected to demonstrate **P**reparedness, **R**espectfulness, **I**ntegrity, **D**edication, and **E**xcellence.

Pittsburg School	Classroom	Hallway	Cafeteria	Bathroom	Bus	Playground
PREPARED	<ul style="list-style-type: none"> <li>• Positive Attitude</li> <li>• Bring all of the supplies that you need</li> <li>• Bring completed homework</li> <li>• Have Passes if coming to class late*</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep your lockers organized*</li> <li>• Have your hall pass*</li> </ul>	<ul style="list-style-type: none"> <li>• Have your lunch card out and ready to use</li> <li>• Be on time</li> <li>• Leave on time</li> </ul>	<ul style="list-style-type: none"> <li>• Line up with your class</li> <li>• Have your hall pass*</li> </ul>	Have your belongings with you. .Bring notes	Bring clothing for weather  Line up at beginning/end of recess
RESPECT	<ul style="list-style-type: none"> <li>• Be accepting of what classmates and teachers have to say</li> <li>• Be on time</li> <li>• Raise your hand</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on your side of the hall</li> <li>• Assist others who may be struggling or who need help getting where they are going</li> <li>• Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your voice level down</li> <li>• Keep your hands to yourself</li> <li>• Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice level</li> <li>• Privacy (keep your eyes to yourself)</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Use inside voices</li> <li>• Use appropriate language</li> <li>• Thank your bus driver</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly</li> <li>• Include everyone</li> <li>• Take turns</li> </ul>
INTEGRITY	<ul style="list-style-type: none"> <li>• Use your own work</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems to an adult</li> <li>• Follow all rules even when no staff members are around</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission to leave</li> <li>• Make sure to sign out*</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the bus driver's instructions</li> <li>• Keep things clean and picked up</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions and listen</li> <li>• Use kind words</li> </ul>
DEDICATION	<ul style="list-style-type: none"> <li>• Complete homework on time</li> <li>• Participate actively in class</li> </ul>	<ul style="list-style-type: none"> <li>• Get to your destination on time</li> </ul>	<ul style="list-style-type: none"> <li>• Help others follow the rules</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Once seated, stay seated</li> <li>• Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Follow playground rules</li> </ul>

EXCELLENCE	<ul style="list-style-type: none"> <li>• Try your best everyday</li> </ul>	<ul style="list-style-type: none"> <li>• Keep things clean and picked up</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Keep things clean and pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the chaperone, teacher, or bus driver</li> <li>• Keep the aisle clear and clean</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the person in charge</li> <li>• Keep hands yourself</li> </ul>
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PRIDE matrix.

**HIGHLIGHTED ITEMS ARE FOR HIGH SCHOOL ONLY**

The first step of the discipline plan calls for clearly stated and consistently applied rules by the classroom teacher for all students. Student expectations for behavior are summarized in our behavior matrix above.

Staff will also be working to acknowledge and give incentives for positive behaviors. Incentives will be explained at the beginning of the school year and all students have equal access to receiving these.

The above expectations not only apply to all areas of the school, but to off campus school activities, and school provided transportation.

In addition to the behaviors listed in the matrix, public display of affection deemed inappropriate by faculty or staff members may result in consequences that could include, but are not limited to, a teacher detention, office detention, or an in school suspension.

Level 2 Classroom Rules

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

1. Grades K-6 communication/electronic devices are not allowed to be brought to school. Grades 7-12 personal communication/electronic devices are to be shut off and put away during class time unless they are being used for academic purposes and with teacher permission and supervision. Students who abuse this privilege will have their communication/electronic device confiscated and held in the front office until the end of the day. Please refer to Pittsburg School Policy JICJ Use of Communication/Electronic Devices Policy for more information.
2. To leave a classroom, students must have permission and a pass signed by the teacher. The **only** reasons a student may sign out from a class are:
  - To go to the bathroom
  - To go to the nurse's office. **Unless it is a medical emergency that cannot be handled in the classroom, Due to COVID-19, the instructor must notify the office prior to sending the student to the office.**
  - To speak with guidance or administration. **Due to COVID-19, any student who**

**needs to go to the guidance department or the principal's office must first have the instructor notify the office the student is in need of going prior to sending the student.**

In addition, the following items are all teacher discipline issues and the classroom teacher will deal with these issues according to their classroom expectations, which is in alignment with our behavior matrix.

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

Consequences:

1. Verbal reprimand: Verbal counseling by a teacher or staff member. These are generally warnings or simply "on the spot" corrections.
2. Teacher detention: These are detentions issued by a staff or faculty member and are to be served with that staff or faculty member. The teacher will send home A Notice of Detention detailing when the student is to serve the detention.
3. Teacher/Parent Conference: Students who continue to exhibit behaviors that impede the learning environment for themselves or others will be requested to come in for a conference with the classroom teacher and the school principal or assistant principal in an effort to resolve the behavior issues.

### Level III Administrative Referral

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

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

1. Swearing or inappropriate verbal or nonverbal language that is beyond a simple curse word and is directed toward others (In addition, please see level IV for possible consequences that could be applied for this item)
2. Continuous disruption of class or continuous and documented rule (school or 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, slapping, or rubbing someone's head
5. Failure to comply with the reasonable requests of a faculty or staff member and disciplinary action is not successful. Even if the student is sent to the office, a plan of action needs to be in place by the instructor. The parents will be notified by the classroom instructor.

#### Consequences:

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

1. Write an apology letter to the person the inappropriate action was directed, and, create a plan to return to the classroom without further inappropriate action
  2. Office Detention and contact parents
  3. Saturday School Detention
  4. In School Suspension (ISS)
  5. Out of School Suspension (Meeting with teacher and parents)
- Please note: In school suspension and out of school suspension would be reserved for only severe infraction at the elementary school level.

#### Additional Natural Consequences:

1. Students will make up work missed
2. Student 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

## LEVEL IV

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

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

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

### **Expectations for students assigned to ISS**

1. Report to the Principal's Office at the start of school (at the first bell) and remain there until the dismissal bell.
2. Students who are tardy, absent, or are dismissed from school early will make up the missed ISS time upon the student's arrival of the next school day.
3. Bathroom breaks: Students will use the Nurse's bathroom as needed.
4. Lunch: Students will eat lunch with a designated staff person.
5. Locker: Students will not be allowed to visit their locker and are expected to bring all necessary work and items to ISS. Instructors will provide work.
6. Students will complete all assignments provided by regular classroom teachers.
7. A staff member may aid the student in the completion of their work as deemed necessary. The office will collect all completed work and return it to the teacher. The principal may assign additional work as deemed necessary and appropriate.
8. Students will positively reflect on their behavior and why they were assigned ISS.
9. Based on their reflection, students will complete a plan for not earning an ISS again.
10. Students will be responsible for maintaining their area in the Principal's Office and will be expected to clean up their area.
11. Students will behave in a responsible and respectful manner. Students who will not behave in a respectful manner may be sent home and assigned a "do over" ISS.
12. Students who are assigned an ISS will not be allowed to participate in co-curricular or extracurricular activities for the days their ISS is assigned. If an ISS

carries over a weekend, holiday or vacation, the student will not be permitted to participate in co-curricular or extracurricular activities until the student has fully completed the ISS assignment and has returned to the regular classroom.

## Expectations for Saturday Detention

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

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

## Level V Major Infractions

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

### Major Infractions include but are not limited to:

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



### Consequences:

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

### LEVEL VI EXPULSION

At this point the student will normally have an extended history of discipline infractions, have demonstrated flagrant disregard for the reasonable rules of the school, has shown little response to other levels of rehabilitation or has demonstrated an intent to disrupt class or school activities. At this point, it is in the best interest of the school if the student is either temporarily or permanently removed from the traditional school environment.

**Expulsion:** If the student is involved in an offense after they have been given their second OSS, the student will be referred to the superintendent with a request for an expulsion hearing. The superintendent may assess punishment or may choose to recommend expulsion to the board. Should the board decide to expel the student; the expulsion will be placed on the student's official permanent transcript. The purpose of the expulsion hearing is for the parents to have an opportunity to demonstrate why their son/daughter should be allowed to continue in school.

### DISCIPLINE APPEALS PROCESS

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

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

### Academic Cheating

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

#### **Definitions:**

**Plagiarism:** The process of taking another person's work, ideas, music, or words and using them as if they were your own or without explaining that you took them from someone else. **Cheating:** The giving of or receiving of written, oral or pictorial information in a manner that is contrary to the teacher's instructions either implied or stated.

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

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

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

**Consequences:** The consequences of academic cheating will be based on a variety of factors such as, the nature of the assignment, the extent of the student's dishonesty, and whether 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 a detention, and in more extreme cases receive an in school suspension or lose credit for the course.

## High School Dress Code

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

**Masks:** In accordance with COVID-19 health and safety regulations, students are required to wear an approved cloth, 2 ply or more mask (no gators or bandanas) when unable to maintain 6' social distancing. Masks must be worn correctly (covering the mouth and nose), must be school appropriate (same expectations as shirts: no brand names of alcohol or drugs, nothing with offensive, vulgar, or racist language or pictures), and must be cleaned each night, prior to returning to school the next day.

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

**Messages on Clothing:** No clothing is to be worn that:

- Displays words or pictures that may be construed as vulgar, inappropriate or offensive in any way. No shirts with double meanings will be permitted. No use of slang to refer to body parts or advertisements for drugs of any kind. No racist language or pictures.

**Tops:** Tank tops may be worn as an undershirt only. Shoulder straps must be at least two inches wide. Shirts will 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 or n 4" above the knee will be allowed. Pants should be worn to the top of the waist or top of the hips. Spandex, tight fitting pants or yoga pants will be permitted; however, they should be worn by students when the tops meet the same height standard as short shorts or skirts. Underwear or bare skin is not to show at any time.

**Headgear:** No headgear, including hoods are to be worn in 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.

Dress Not Permitted:

- Halter tops, tube tops, spaghetti strap tops
- Pajamas
- Extreme or unusual makeup

- Clothing that reveals underwear
- Hats
- Bandanas, unless rolled up and used as a hair tie

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 a written communication, which outlines any specific dress code requirements pertaining to their class or activity.

Due to cold winter temperatures, shorts, sandals, and other clothing that would normally be acceptable during warmer temperatures will not be allowed to be worn as a matter of safety. As a rule of thumb, when the thermometer registers less than 40 degrees by the start of school, it is time to put away the warm weather clothing until the thermometer registers greater than 40 degrees in the morning. The principal will send home a letter indicating when the winter weather rule for the dress is in effect and when it is released. Students who wear inappropriate clothing for the temperature will be required to call for a change of clothes.

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

If a student violates the dress code, he/she will be asked to turn shirts inside out, change, 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.

**Please Note Dress Code Changes in the High School:**

- \*\* Clothing that is torn in areas that reveal undergarments or any other area covered in the high school dress code will be prohibited.
- \*\* Indicates torn clothing amendment to the high school dress code.

**Please Note Dress Code Changes in the High School and the Elementary**

- \*\*All students in Pre-K-12 must wear an approved face mask.

## Dress Code Elementary Students

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

**Masks:** In accordance with COVID-19 health and safety guidance, students are required to wear an approved cloth, 2 ply or more mask (no gators or bandanas) when unable to maintain 6' social distancing. Masks must be worn correctly (covering the mouth and nose and fit snugly around the face), must be school appropriate (same expectations as shirts: no brand names of alcohol or drugs, nothing with offensive, vulgar, or racist language or pictures), and must be cleaned each night, prior to returning to school the next day.

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

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

**Tops:** Tank tops may be worn as an undershirt only. Shoulder straps must be at least two inches wide. Shirts must be worn that cover the midriff, sides, and chest. If you raise your hands above your head and flesh is showing, you need to change your shirt.

**Bottoms:** The length of dresses, skirts, or shorts shall be appropriate in length. No short shorts or skirts more than 4" above the knee will be allowed. Pants should be worn at the waist or top of the hips. Spandex, tight-fitting pants or yoga pants will be permitted; however, they should only be worn by students when the tops meet the same height standards as the shorts 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.

Dress Not Permitted:

- Halter tops, tube tops, spaghetti strap tops
- Pajamas
- Extreme or unusual makeup
- Clothing that reveals underwear
- Hats
- Bandanas, unless rolled up and used as a hair tie

Specific classes or class activities will, on occasion, require that students dress in a special manner. For example, students need to wear gym shoes of 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.

Due to cold winter temperatures, shorts, sandals, and other clothing that would normally be acceptable during warmer temperatures, will not be allowed to be worn as a matter of safety. As a rule of thumb, when the thermometer registers less than 40 degrees by the start of school, it is time to put away the warm-weather clothing until the thermometer registers greater than 40 degrees in the morning. The Principal will send home a letter indicating when the winter weather rule for the dress is in effect and when it is released. Students who wear inappropriate clothing for the temperature will be required to call for a change of clothes.

The only exceptions to these rules will be for special events approved in advance by the Principal. The Principal and Assistant Principal, if applicable, 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, change, 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.

## Section 6

### **GENERAL**

#### Backpacks

Students are not allowed to carry their backpacks during school hours from class to class. Backpacks and items not needed for class must be stored in their lockers, which includes large purses or sports bags with drawstrings. The schedule will allow time for students to go to their lockers during the day so they can change books, etc.

#### Consumption of Food

Due to COVID-19 food will be consumed in the classroom. There will be Grab-N-Go option for high school students this year.

Water bottles will be allowed in the classroom and parents should plan on sending their child or children with a filled water bottle daily. Large half-gallon or gallon containers are not permissible. However, the student will abide by the classroom rules and expectations of each teacher.

#### Student Supervision Before and After School

Unless previously coordinated with a staff member, students are not expected to enter school before 7:40 a.m. The only areas the students will be permitted to go is to their first block class or in elementary, to their elementary classroom.

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 riders and walkers and riders immediately after the buses depart. Additionally, students will be supervised until their parent picks them up after practice, a game, or school event.

#### Field Trips

**NOTE: The following is prohibited until further notice due to COVID-19, but the following procedures will be in place when the COVID-19 restrictions have been lifted.** 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. Currently, there are no scheduled field trips

## 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. **Breakfast and lunch meals are available to students free of charge Through December 31<sup>st</sup>, 2020 or until the grant funds have been expended. This privilege is only available through the grant and will stop when funds run out.** The charge to students and staff for breakfast and lunch shall be determined annually by the School Board and will be the price charged once the grant funds run out. The charge for meals shall be published annually in the local newspaper and on the school website. The school district offers a snack milk or juice program to students and payment must be received in advance in order to participate in this program, regardless of income eligibility.

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

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

### Prepayment

Prepayment for lunch 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 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 a 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 classroom until the student has had a reasonable amount of time to eat. **Due to COVID 19, students will be eating breakfast in the classroom.**



**Cafeteria Rules:** Student rules for the cafeteria are as follows:

- a. To leave the cafeteria, students in grades 7-11 must sign out with the instructor on duty and may only sign out one at a time
- b. Due to COVID-19, students will not be permitted to use the phone in the lobby.
- c. Students requiring medication will be informed by the school nurse how and where the medicine will be provided. Students will not be able to travel to the nurse without prior authorization from staff and the nurse due to COVID-19.
- d. Students 7-12 may listen to music on a personal electronic device while in the cafeteria for lunch. Personal electronic devices and ear buds, or the like, must be put away before leaving the cafeteria. Cell phones or any other types of texting or communication devices are not permitted during the school day except during specified times (see mobile device policy).
- e. \*\*Students K-6 are not allowed to bring personal electronic devices while at school.

### Visitors and Student Guests:

**DUE TO COVID-19 VISITORS AND GUESTS ARE NOT PERMITTED AT THIS TIME. IN THE EVENT COVID-19 PROCEDURES ARE NOT LONGER NEEDED, THE FOLLOWING PROCEDURES WILL BE FOLLOWED (THIS IS ONLY WHEN THE DISTRICT HAS LIFTED THE CURRENT COVID-19 PROCEDURES:**

**NOTE: The following is prohibited until further notice due to COVID-19; however, the following procedures will be in place when the COVID-19 restrictions have been lifted.**

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

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

## Dances and School Functions

**NOTE: The following is prohibited until further notice due to COVID-19; however, the following procedures will be in place when the COVID-19 restrictions have been lifted.** In conducting school functions, such as dances, parties, entertainment, and sports events we want students to be a credit to their school and community. In addition to the regular school rules, Students will also abide by these following rules:

- a. Students are responsible for all tasks necessary for hosting the school function, including decorating and cleaning up after the event. If custodians must clean up after the students, then the club/activity will be charged the cost of cleaning. Future use of the facility by the club or for the activity may be in jeopardy. Once students and guests have entered the building, if they leave, they will not be permitted back into the event. Students leaving prior to the end of the event must sign out and leave school grounds immediately and will not be readmitted to the function.
- b. All exits must remain clear in case of emergency. Students who wish to bring one guest to a dance or school event (on campus or off) must have prior written approval from the principal or vice principal at least 48 (forty-eight) hours in advance of the event. The forms are available in the office.
- c. Students or guests who are asked to leave because of their behavior may not be allowed at future dances or school events and other disciplinary actions may be taken. Law enforcement official 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.

## Debts

Students must pay for books and materials lost and/or damaged. Bills will be sent home. Should any student damage school facilities, they will be expected to reimburse the district for expenses associated with repairing what they damaged.

## Textbooks

Students who lose or damage textbooks will be required to replace them.

## 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](http://www.pittsburgschool.sau7.org).

### Extracurricular Activity Eligibility

Students who fail two or more subjects are not eligible to participate in extracurricular activities. The period of ineligibility will be determined on the date of distribution of report cards.

Alcohol: Any student in the presence of observed drinking, under the influence, or in possession of during the extra-curricular season will be subject to the same type of consequences as set forth by the three strike rule as outlined in the policy. Consequences will result in drug and alcohol counseling.

### School Sponsored Activities

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

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

1. Bus: Bus transportation will be provided for the students. Students wishing to ride home with their parent 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.

### School Property

Desks, lockers, textbooks, and other materials or supplies loaned by the school to the students remains 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 vice principal), who will determine whether or not further investigation is warranted.

Searches of students' 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.

### Lockers

Each student grades 7-12 will be assigned a locker the first day of school. Students may not change lockers with other students. Backpacks are to be stored inside the student's lockers unless the student is directed to put the backpack somewhere else by a supervising adult. They may not be carried throughout the day, unless there is a medical need. We also recommend all students refrain from leaving cash or valuables in lockers. Students are responsible for damage to school lockers. Nothing will be placed on or attached to the lockers. Students are expected to leave the lockers in good condition and clean.

### Media Center/Library

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

Students in grades 4 – 12 will be issued a network user names and passwords to operate the system. These network user names will allow tracking of what a student has accessed. The school reserves the right to check these files at any time. The student has no expectation of privacy when using the school's internet. Refer to the appendix for the detailed acceptable use agreement. Students in K3 will access the Internet via a monitored temporary account provided by the school's Technology Coordinator.

### Phone Calls

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

### Teacher's Room

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

## Elevators

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.

## Lost and Found

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

Pittsburg Cafeteria doubles as an auditorium for public events. We request students store athletic equipment in their locker. If this equipment cannot fit in their locker students may store it under the coat rack area, provided that 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.

## **Student Privileges**

### Motor Vehicles

Driving a car is a privilege granted by the State of New Hampshire as long as one drives in a safe manner. Within the first two weeks of school, the Principal or Assistant Principal will meet with any students who plan to operate a motorized vehicle on school grounds. The Principal or Assistant Principal, if applicable, will fully discuss all requirements and expectations for students to receive and maintain this privilege. Seniors will be given first priority in parking privileges. If sufficient space is available, juniors will be considered. Parking privileges are for those students who drive to school on a regular basis. Students who fail more than one class during a marking period will not be allowed the privilege of operating a motorized vehicle on school grounds. Students, who are chronically tardy will lose their parking privileges until the next quarter.

1. Students who operate their motorized vehicle in a careless manner will be reported to law enforcement. Improper use or careless operation of a motorized vehicle on school grounds will result in suspension of the privilege of bringing the vehicle onto school grounds.
2. Students may not enter any vehicles located on or off school campus during the school day without specific permission from the principal or assistant principal.
3. Student passengers will be permitted to leave with a student driver ONLY IF a written permission from a parent is on file at the main office.
4. Students who park in the fire lanes may have their parking privileges removed and vehicle towed at the owner's expense.

**Snowmobiles:** Students who are legally licensed to operate snowmobiles will be allowed to operate snowmobiles on school property. Snowmobiles are considered a motorized vehicle and all rules which apply to cars and trucks apply to snowmobiles. Operators will not be allowed to drive a snowmobile when other students or vehicles are present, except to immediately enter or leave school grounds. They will be parked in the designated area, located at the end of the trail, next to the red shed.

**All-Terrain Vehicles (ATVs):** ATVs are not allowed on school property.

**Other Motorized and Non-motorized Vehicles:** This category includes but is not limited to bicycles, skate boards of any type, inline or other types of roller skates and other means of transportation are not to be operated/used, on school grounds from 7:30 to 3:15 while school is in session. These items are also restricted from being used 15 (fifteen) minutes before, during and 15 (fifteen) minutes after any school event open to the public.

A student's privilege to operate any means of transportation on school grounds will be revoked if he or she fails to comply with district safety rules. The Principal or Assistant Principal, if applicable, will notify the student and his or her parents of their revoked privileges. Additionally, local law enforcement may be contacted to help enforce assessed restrictions and to determine if any laws have been violated.

### **Senior Privileges**

**NOTE: The following senior privileges are prohibited until further notice due to COVID-19, but the following procedures will be in place when the COVID-19 restrictions have been lifted.**

These privileges apply to all students who are academically eligible to graduate at the end of the school year.

- a. Seniors may leave campus during lunch by foot. While seniors are signed out they are subject to the school rules as they apply whether on school grounds or not.
- b. They may not use or be in **any** car (including those parked off campus) or private dwelling (other than personal residence) during off campus lunch. Seniors may not transport any other student at any time during the school day.
- c. Seniors will not be required to carry a hall pass but are required to sign out. However, any senior found to be in a location other than where they are signed out could lose this privilege.
- d. Seniors will be dismissed for lunch two minutes earlier than underclassmen.
- e. Seniors will be allowed regularly scheduled class meeting to meet with the guidance counselor or plan graduation activities.
- f. Any senior who is failing a course, **will lose** their senior privileges until the next progress report or report card.
- g. Seniors must sign out at the office before leaving the building. Seniors must sign out using legible handwriting including first and last name, their destination, and their time of departure. Seniors must sign in with adequate time to get to 3C before the second bell. Failure to be in the room at the afternoon attendance bell will result in a tardy. Students will not be allowed to put their sign in time at the same time they sign out. Seniors must sign themselves in. Seniors violating these

privileges will lose their senior privileges as follows: Seniors may receive a verbal warning for the first offense, however, depending on the nature of the offense, the discipline may move to a level that is deemed appropriate by the administration. The second offense will result in a loss of privileges for five (5) school days. The third offense will be a minimum of 30 school days. A fourth violation will result in a loss of privileges for the remainder of the year.

## Section 7

### HEALTH / SAFETY

**Note:** Due to COVID-19 a student riding the bus will only be dropped off at the student's home and will only be picked up at the students home. Additionally, there will be specific rules and seating plans that must be followed on the bus during the COVID-19 crises. The procedures and seating plans will remain in effect until further notice.

**Bus Behavior:** The district owns our buses and provides transportation of our bus students. Bus drivers are employees of the school district. The district is responsible for the students' safety and discipline while students are on the bus. ***The district's bottom line is simple: any student behavior, which distracts the bus driver or creates a potentially dangerous situation, is unacceptable.*** The school's responsibility for bus riders starts when they enter the bus and when they depart the bus. When students arrive on school grounds they are not to leave school grounds without permission. Any problem at the bus stops or on the way to or from school may be reported to the local police (See Appendix A "Transportation Policy, Student Conduct on School Buses).

**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. **Students presenting with COVID-19 symptoms will isolated from the school population until a parent or guardian is reached and the student is able to return home.**

- a. Medications: No prescription medications will be administered by the school nurse (or office personnel in the absence of the nurse) except upon the written order of the physician who has examined and prescribed for a particular child.
- b. All Parents must also sign a written consent form or provide the prescription requesting school personnel to administer the medication during school hours.
- c. Accidents requiring medical attention are to be reported to the school nurse who will notify parents/guardians and the school administration.
- d. Physical examinations will be required for all children upon entry into school unless evidence of examination is provided by the sending school district.
- e. Illness: Students who are ill should report to the office. If the school nurse is in the student will see the nurse. If the nurse is not in, office personnel will attempt to help the student. If the nurse determines the student should not be in school, parents will be notified and the student will be dismissed. **No student will be excused from school unless his/her parent or guardian is notified.**
- f. Insurance: Students are required to show proof of insurance to participate in athletics. See Athletic Contract for additional information.
- g. The nurse or designee may offer "over the counter" medication as authorized. For instance, Tylenol, cough medicine, or throat lozenges. A Parental Consent Form must be on file for this to occur. Students are not permitted to have over the counter medications in their possession without written permission from the school nurse. **Any student providing others with such medications is subject to disciplinary action as outlined in the SAU #7 Alcohol and Drug Policy.**
- h. The nurse will monitor the number of student visits. Should any individual student request excessive medication parents will be notified.



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

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

**Course Safety:** Each teacher will have class safety procedures. The teacher shall brief all students on safety hazards and emergency procedures within three 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.**

**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.

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

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

## Section 8

### **Specific Elementary School Rules/Procedures**

Pittsburg School recognizes that students in Kindergarten through grade 6 are at vastly different developmental stages than those students in grades 7 through 12. It is because of this that the school has developed this section of the Student/Parent Handbook. It is understood that unless specifically addressed in this section those items already identified in the handbook shall apply to all Pittsburg students. The principal and assistant principal, if applicable, do reserve the right to modify enforcement and consequences based on circumstances and stage of development.

#### Discipline

1. The behavior of any student at Pittsburg School is to be that of a reasonable and thinking person. The school needs and expects students to conduct themselves so that the learning activities can go forward. In order to achieve this objective, it is necessary for students to develop a sense of responsibility toward the school, towards others and towards themselves. Language, respect, harassing, and dress code issues are the normal disciplinary issues encountered at the K-6 level.
2. Each classroom teacher will clearly identify the discipline rules in their classroom. Typical disciplinary action at the K-6 level would commonly include “time out”, recess restriction, and quiet lunches. Any teacher who issues a detention will notify the parents/guardians either by phone or in writing. Teacher issued detentions will be served with the student’s respective teacher but the office will handle office referrals.
3. When necessary, the staff and administration will help the student develop success plans, verbal and written, to help them solve the problem. Unacceptable behavior is defined as any behavior that is disruptive, destructive or disrespectful. If appropriate, parents will be asked to become involved to help develop plans.

4. The principal will see any student exhibiting physically aggressive behavior. This will be based on the teacher's evaluation of the particular offense. Further action may be taken: to include Out of School Suspension (OSS). The student will be required to make up the work missed. For elementary school students the principal has the authority to make an adjustment on this for students that were suspended because of bus behavior, behavior in "specials" or an activity oriented event. The principal will report physically aggressive behavior to the Pittsburg Police Department under the Safe Schools Act.

#### Lunch Room Rules

**Note: Currently, due to COVID-19 all elementary students will be eating in their classroom until further notice. While operating under normal school procedures, the following will apply.**

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" elementary lunch. All elementary students will go to the cafeteria at 11:50. Additionally the following rules apply:

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

## Retention/Promotion Requirements

A. Students who fail to achieve and maintain academic standards as defined by their teacher will most likely be retained unless there are mitigating circumstances. Retaining a student is a serious matter and each case will be considered individually. The school will make their decision based on what we believe is in the best long-range interest of the student. In the process of making the decision school officials shall consider the following:

- 1) How many and what subjects has the pupil failed for the year? For instance, failure in reading or mathematics in grades K-3 would constitute grounds for retention. Failure in two major subject areas (math, science, social studies, and language arts) in grades 4-6 would constitute grounds for retention.
- 2) If applicable, was the student tested for special education and the test results considered in the retention recommendation? It should also be remembered that special education status does not guarantee passing grades.
- 3) What does the attendance record indicate?
- 4) Have parents been given adequate notification (not later than 1 March) that retention was possible and what are their feelings?
- 5) Has the student been previously retained?

B. What are the benefits to be derived for the child? For instance, will the retention provide additional time for the student to mature or provide the additional foundation he/she will need to be successful in future grades?

Students in grade 1-3 that fail math and language arts will not be allowed to participate in extracurricular activities until they demonstrate they are passing these subjects at progress report time. In grades 4-6 any student who fails two or more of their core subjects (math, language arts, social studies, and science) will not be allowed to participate in extracurricular activities until they demonstrate they are passing 3 of the 4 core subjects at progress report time.

## Grading Systems

Grades 3-6 require students to earn a numerical score of 70 percent to pass in academics and "Specials" (Art, Music, Gym, Library, and Keyboarding). Keyboarding is not offered to grade three students. 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%

Grades 12 show progress in academics and specials with the following letter grades:

E= Excellent

G= Good

S= Satisfactory

N= Needs Improvement

I= Insufficient progress.

Kindergarten grades are either an “S” (Satisfactory) or an “N” (Needs improvement).

Academic/Effort Honor Roll: (For 5<sup>th</sup> and 6<sup>th</sup> only)

Academic Honor Roll only applies to Pittsburg School students in fifth and sixth grade. Specials are weighted in this computation. Specials, since they meet once a week, will all be averaged together and counted as one major grade. When all grades are averaged the student must meet the following standards:

- (1) **High Honors.** A student must maintain a minimum average of 93 in all academic areas and have no more than one “B”.
- (2) **Honors.** A student must maintain a minimum average of 85 in all academic areas and have no more than one “C”.
- (3) **Effort Honor Roll.** This applies to students in grades 5 & 6 and is based on the effort and attitude student’s display towards school and the learning process. Classroom teachers will make their selection. Teachers in grades K-4 will recognize students based on student effort, attitude and performance. Awards will be handled at the classroom level.

### Homework

Work beyond the classroom, commonly referred to as homework, plays an ever increasing role as a child progresses through their school career. Homework is designed to practice and reinforce lessons taught in the classroom and is essential for students to retain the new information. It is not the intention of Pittsburg instructors to overwhelm students and therefore we have developed the following suggested average time allotments:

Grade 1—20 minutes

Grade 2—20 minutes

Grade 3—30 minutes

Grade 4—40 minutes

Grade 5—50 minutes

Grade 6—60 minutes

Students and parents should monitor the length of time nightly for the week, divide the total time at the end of the week by the number of school days to determine the average length of time being spent on homework. Individual students may need extra time. If your child spends a more extensive period of time on homework than is suggested, please contact his/her teacher to discuss possible solutions.

### Cheating

The unauthorized use of or means of obtaining information, representing someone else's work as your own is commonly referred to as cheating.

- a. Any student(s) involved will receive a zero for the assignment, test, or project
- b. A letter will be sent home to the parent(s) and a copy placed in the student's discipline file
- c. Added corrective measures may be assigned for repeat offenders

### Phone Calls

School phones are business phones and are not to be used by students unless determined as absolutely necessary by staff or administration. Students should have notes and make arrangements with the parents for visiting a friend the evening before the visit is to occur. Forgotten homework, clothes, sneakers, etc., does not constitute an emergency phone call.

### School Functions

Dances will be for grades 6-12. Elementary dances will be posted as such. Elementary dances are usually held on Saturdays.

### Covering of Books

All students in grades 3-6 will have all books covered by the first Tuesday of each academic year. For each and every time thereafter a book is not covered, the student will stay in for recess to work on covering the book in the classroom.

### Student Health Services

All students who need to see the nurse will bring a referral form to the office when seeking medical attention—except for medication. A school nurse will be on duty during the regular school day. Treatment is limited to first aid. Parents must be notified through the nurse's office before a student may be released to go home due to illness. Students will be allowed to lie down on the nurse's couch for 30 minutes and then will either have to return to class or go home.

No internal medicines will be administered by school personnel except 1) as prescribed by a doctor and accompanied by a parental authorization or 2) if a nonprescription medication, parental authorization is needed. Hold Harmless Forms must also be on file. Medication must be brought to school properly labeled and kept in the nurse's office. All accidents requiring medical attention are to be reported to the school nurse who will notify parents and the school administration. Physical examinations will be required for all children upon entry into school unless evidence of examination is provided by the sending school district.

## Athletics

Athletic Policy included in Section 9. Complete Athletic Handbook will be given to all students participating in athletics.

### Emergency Evacuation of Pittsburg School

- a. Whether practice or actual, all fire alarms or emergency evacuation drills will be taken seriously.
- b. Students will move quickly from the room as directed and released by the teacher. Students will also be as quiet as possible until the teacher gives them permission to talk. Delay or confusion in the evacuation plan could have fatal results.