

# Colebrook Academy & Elementary School



## 2020 - 2021 STUDENT HANDBOOK

27 Dumont Street  
Colebrook, NH 03576  
603-237-4801

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## 2020-2021 Calendar

Administrative Day - No School Students							No School - Offices Open													
Early Release							Holiday - No School / Offices Closed													
<b>July 2020</b>							<b>August 2020</b>							<b>September 2020 (17)</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
July 3: Independence Day (OBS) July 4: Independence Day							August 27 & 31: Admin Days							September 1, 2 & 3: Admin Days September 4 & 7: Labor Day <b>September 8: First Day of School</b>						
<b>October 2020 (21)</b>							<b>November 2020 (17)</b>							<b>December 2020 (16)</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
October 8: Early Release October 9: Admin Day							November 6: End of Qtr 1 November 11: Veterans Day November 25-27: Thanksgiving Recess							December 9: Early Release December 23, 24 & 28-31: Holiday Recess December 25: Christmas Day						
<b>January 2021 (19)</b>							<b>February 2021 (15)</b>							<b>March 2021 (22)</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
January 1: New Year's Day January 18: Civil Rights Day January 22: End of Quarter 2, Semester 1							February 3: Early Release February 15: Presidents' Day February 22-26: Winter Recess							March 18: Early Release March 19: Admin Day						
<b>April 2021 (17)</b>							<b>May 2021 (20)</b>							<b>June 2021 (13)</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
April 2: End of Quarter 3 April 26-30: Spring Recess							May 31: Memorial Day							June 17: End of Quarter 4, Semester 2 and Last Day of School; Early Release (subject to change if school cancellations occur)						
SAU #7 School Board: Adopted 08/03/2020																				

**Bell Schedule****Regular Bell Schedule**

## HIGH SCHOOL SCHEDULE:

Block I	<b>7:50 – 9:10</b>
Per. 1	7:50 – 8:30
Per. 2	8:32 – 9:10
Block II	9:12 – <b>11:02</b>
Per. 3	9:12 – 9:52
Per. 4	9:54 – 10:32
Per. 5 CAP	10:32 – 11:02
Block III	
w/split lunch mods	11:55 – <b>12:24</b>
<b>Lunch Mod 1</b>	<b>10:55 – 11:25</b>
Per. 6 class	11:34 – 12:24
<b>Lunch Mod 2</b>	<b>11:32 – 12:02</b>
Per. 6 class	11:02 – 11:42
Per. 6 finish	12:14 – 12:24
Per. 7	12:26 – <b>1:06</b>
Block IV	1:08 – 2:30
Per. 8	1:08 – 1:48
Per. 9	1:50 – 2:30

Dismissal	Bussers	<b>2:32</b>
	Walkers	<b>2:35</b>
	Drivers	<b>2:40</b>

## MIDDLE SCHOOL SCHEDULE:

Period 1	7:50-8:30
Period 2	8:32-9:10
Period 3	9:12-9:52
Period 4	9:54-10:32
Period 5 CAP	10:32-11:02
Period 6	11:02-11:46
Period 7	11:48-12:32
Lunch	12:32-1:02
Period 8	1:04-1:44
Period 9	1:46-2:26

**Delayed Opening Schedule**

## HIGH SCHOOL SCHEDULE:

## BLOCKS 60 minutes PERIODS 30 minutes

Block II	9:45 – 10:45	60min
Per. 3	9:45 – 10:15	30 min
Per. 4	10:17 – 10:47	30 min
NO CAP 5 <sup>th</sup> Per.		
Block III	10:49 – 11:49	30 min
Lunch Mod 1	10:49 – 11:19	30 min
Per. 6 class	11:21 – 11:55	<u>34</u> min
Lunch Mod 2	11:25 – 11:55	30 min
Per. 6 class	10:49 – 11:25	30 min
Per. 7	11:27 – 12:55	<u>28</u> min
Block IV	12:57 – 1:57	60 min
Per. 8	12:57 – 1:27	30 min
Per. 9	1:29 – 1:59	30 min
Per. 9 CAP	2:01 – 2:32	Bussers
	2:35	Walkers
	2:40	Drivers

Cancellation announcements will be on:  
 TV -Channel 9 Manchester & Channel 3 Burlington  
 Radio – 92.9 Burlington & 103.7 WOKQ  
 Internet – [www.wmur.com](http://www.wmur.com)  
 One Call Now System automated notification system

## MIDDLE SCHOOL:

Period 1	9:45 – 10:10	25 min
Period 2	10:15 – 10:45	30 min
Period 3	10:50 – 11:20	30 min
Period 4	11:25 – 11:50	25 min
HS Block 3	11:55 – 12:55	60 min
Period 4	1:00 – 1:55	55 min
Period 5	2:00 – 2:32	30 min

**Early Release Schedule will Alternate Blocks/Periods**  
**Students released at 12:00 after lunch**

## ***Profile***

Colebrook Academy & Elementary School serves approximately 315 students PreK-12<sup>th</sup> grade. Colebrook is north of the White Mountains and is part of the larger Great North Woods tourism region in New Hampshire located in Coos County. Beautifully surrounded by natural scenery, Colebrook is bordered on the west by the Connecticut River and home to Beaver Brook Falls.

School Mascot: Mohawk

School Colors: Green and **White**

## ***Vision***

The CAES school community is committed to establishing and maintaining high standards for all members to achieve and strives to provide a school culture and climate where caring, respect, collaboration, accountability, and integrity are the guiding principles.

## ***Policy & Disclaimer***

Keeping pace with changing laws and regulations is a very time consuming task. Should there be a conflict between Board policy and this handbook, the policy with the most recent date shall take precedence over all other policies. Should Board policy be enacted which alters the content of this handbook, students, parents, and staff will be notified.

## ***Nondiscrimination Policy***

It is the policy of the Colebrook School District not to discriminate on the basis of race, sex, color, religion, handicap or national origin in the educational programs and activities which it operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. Any inquiries concerning the statutes should be directed to the Office of Superintendent of Schools, School Administrative Unit #7, 21 Academy Street, Colebrook, NH 03576.

## ***Title IX Grievance Procedure***

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participating in any district education program or activity may file a written complaint with the Special Services Director, who is the designated Title IX compliance administrator for SAU #7.

## ***PL 94-142***

Public Law 94-142 provides for the free and appropriate public education of all students with educational disabilities from ages 3 to 21 and the identification of all children with educational disabilities from birth to age 21. Children in private schools, public schools or currently not enrolled in school are equally eligible for these services. It is our intent to identify, evaluate and successfully educate all eligible children with disabilities in our districts. You may contact your local building principal or the SAU #7 Special Services Director to initiate the process.

## ***Parental Involvement in Education***

The District recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goals of the school district to educate all students effectively, the school encourages parents to be active participants in the education process.

### **Issues Surrounding Child Custody**

It is important that families realize that even when there is divorce, separation, or other issues that requires one parent to have physical custody of their child, the non- custodial parent may still be involved in their child's education.

- Parents, both custodial and non-custodial, have the rights to view their child's school records, according to the FERPA guidelines, receive school progress reports, the school calendar, school newsletters, visit the school for school related functions, participate in parent/teacher conferences, and receive notifications related to Special Education.
- We strongly encourage parents to provide the school with all legal paperwork necessary regarding custody and legal issues involving the school.
- Unless a specific court order or other legal document is on file, all natural parents have access to their child's educational records under the FERPA.
- Non-custodial parents may request a copy of their child's records, in writing with proof that they are entitled to this information. The custodial parent will be notified of the request.
- Legal custody is required for any educational decisions that may need to be made for the child.

### **Communication / Chain of Command**

Clear, quick communication between home, school, and community is essential to a good school system. If you are concerned about any aspect of your child's education, **please follow this "chain of command."**

- a. Notify the teacher about your concerns first.
- b. If you have discussed your concerns with the teacher and are not satisfied with the response, take your concerns to the next level – the principal. The principal shall discuss the matter and possible resolutions with you.
- c. If you have discussed your concerns with the principal and are not satisfied, the next level in the chain of command is the Superintendent of Schools. The Superintendent can be reached by telephone at 237-5571, Ext. 15.
- d. If you have discussed the matter with the Superintendent and are not satisfied, the next level of appeal is the School Board. The board can be contacted through the Superintendent's Office at the telephone number above.

### **Medication Policy**

Parents are strongly urged to administer all medications prior to the start of the school day or after school hours. If this cannot be done, the following policy is in effect: Internal medications will be dispensed or administered to students by the school nurse or designee (or under her supervision) upon the written order of the physician who has examined and prescribed them for a particular student. Parents must also sign a written consent form or provide the prescription requesting school personnel to administer the medication during school hours. **All medication must be sent to school in the original prescription container with an identification label.** The label must include the following information: name of the pharmacy, physician's name, the medication, dosage, and how to administer.

### **Accidents or Illness**

If a student has an accident or is sick during the school day, every effort will be made to notify the parent. Parents should have an **updated** emergency card on file at the school **at all times**. The emergency card states where parents can be reached during the day. You must also include the names of two (2) relatives or neighbors who will assume temporary care of your child if you cannot be reached. Please include parents' full names on this card.

### ***New Student Administration Procedure***

When a new student registers at Colebrook Academy & Elementary School, a minimum of a one-day waiting period will take place before the student begins classes. This waiting period is necessary to allow the teachers involved to prepare the necessary materials for the incoming student. **During the COVID-19 pandemic, new student procedures may be modified per the Department of Health and Department of Education guidelines.**

Parents/Guardians are asked to follow the procedure below:

1. Parents/Guardians will need to provide the school with the child's immunization record. This needs to be checked by the school nurse BEFORE any child can enter a New Hampshire public school, as well as a copy of the child's birth certificate. In the case where parents are divorced, documentation of custody rights must be provided to the school.
2. The new student and parent/guardian will meet with the school official (administrative assistant) to fill out the registration form, sign a release so that records can be obtained from the student's previous school, receive a copy of the Parent/Student Handbook, and receive any other forms (i.e., emergency medical card, free and reduced meals forms, school insurance, etc.).
3. The new student and the parent/guardian will tour the school with a school official and meet the principal if they have not already done so.
5. The principal will notify the appropriate school staff of the student's enrollment to begin the following day.

### **Change of Address**

If **any** of the emergency card information changes during the school year, the school should be notified **immediately**.

### **Student Transfers**

Please notify the school when your child will be leaving Colebrook Academy & Elementary School for another school. All library books, school books and school material must be returned to the school prior to leaving. The student's academic and health records will be forwarded upon receipt of a written request from the enrolling school.

### **Fire and Emergency Evacuation**

All students will use the designated exits, if possible, in the event of a fire or emergency evacuation. Students will immediately follow the directions of their teacher and proceed out of doors and away from the building in a quiet and orderly manner. Drills will be held regularly.

### ***School Meals Information***

Students may bring breakfast and/or lunch to school or purchase school meals. Those students who bring food may purchase milk at school. In addition, students may purchase milk for snack time. Money for meals and milk **must** be sent to school **for the week** on the first day of the school week. No Canadian money will be accepted. **No charging is allowed** – See Policy EFC in School Board Policies section. Checks should be made payable to Colebrook School District. Envelopes will be provided to the students. **Prices for this year's school breakfast, lunch and milk will be available on the first day of school.** Please fill out envelopes with name, teacher, student ID (will be provided the 1<sup>st</sup> day of school) and amount paid. Breakfast is served from 7:35-7:50 AM. No breakfast will be served after 7:50 AM.

All K-6 meals will be delivered to and served in the classrooms in accordance with COVID-19 health and safety guidelines. Grades 7-12 will eat in the café with guidelines.

Parents are encouraged to supply a simple but nutritious snack for their child (see Wellness Policy). Snack milk is not part of the Free or Reduced Meals program.

**In accordance with COVID-19 health & safety guidelines, microwaves will not be available for students. Lunches from home must come in ready-to-eat.**

Please be advised that only clear plastic water bottles will be allowed in school. **Only water** (non flavored; no sweeteners; non-carbonated and non-caffeinated) **will be allowed during class time.** Students may drink milk or juice during snack or lunch. Soda is not allowed at school.

### ***School Day***

#### **Office Hours**

The CAES office is available daily from 7:30-4:30 daily.

#### **Nurses 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.

#### **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 7:35 AM. If prior arrangements have been made with a teacher to obtain extra individual help a student may enter earlier than 7:35 AM.

#### **Dismissal**

Students will not be dismissed from school during school hours without written permission from the parent or guardian. The student must be signed in and out of school by the parent/guardian in the office. Any student leaving the building prior to the end of day, or at the end of the day without parent or guardians, must send in a prior written note. Notes should be in the office prior to 8:00 AM the day of the dismissal for announcement purposes.



**\*\*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 2:00 p.m. will be considered an early dismissal. Such students will not receive credit for a complete day of school.

### ***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.
- Parents will be expected to wear a mask when waiting to pick up/drop off their child.

### **Entrances & Exit Doors for Bus Riders and Private Car Riders**

- K - kindergarten door
- Grade 1-3 double gym doors
- Grades 4-6 side door next to playground
- 7-12 main office doors
- ONLY walkers may enter/exit the Main Street door
- Parents picking students up early or late arrivers, after 7:50, enter through main entrance
- PreK- starts at later at 8:00 uses Main St. door

### **Delayed Start / Early Dismissal**

If school is delayed or dismissed early due of bad weather or for some other emergency, local businesses and radio stations will be notified. 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). Parents/students 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.

### ***Student Attendance Expectations***

To ensure that our students receive the maximum benefit from their years at CAES they must be in attendance as much as possible. It is to this end that this Attendance Policy is designated. Classroom activities such as discussion, group work, and visual presentations cannot be duplicated by makeup work and therefore are lost to the student.

Parents should call the school office between **7:30 and 8:30AM** to explain that their child is ill and will not be in school. There will be voicemail (**237-4801 x 0**) to record calls prior to 7:30 AM. Absences due to illness more than three (3) consecutive days will be reviewed by the administration and may require medical verification. Chronic absenteeism will be monitored by the administration and dealt with appropriately.

### **Attendance Policy**

- a) Truancy is defined as **ten half days (five full days)** of unexcused absence. “Truancy” means an unexcused absence from school or class and “unexcused absence” is an absence which has not been excused in accordance with RSA 189:34, II(a).
- b) Students who exceed these limits may have difficulty completing academics and could be in danger of not being promoted to the next grade. School attendance is mandatory in the state of New Hampshire under State Statute RSA 193.8. If a child exceeds the allowed number of days the matter will be turned over to the local police for a violation of the compulsory attendance law.
- c) **All absences, must follow the following guidelines in order to be excused:**

<b>Reason for Absence</b>	<b>Required Documentation</b>
Bereavement	Parent/Guardian note
College Visits	Admissions’ Office verification
Court Appearance/legal obligations	Court documentation
Hospitalization	Doctor’s/Licensed Practitioner’s Note
Illness or injury (more than 3 consecutive days)	Doctor’s/Licensed Practitioner’s Note
Military Appointments	Military personnel’s verification
Religious Holidays	Parent/Guardian note
School Testing	Testing Official’s verification
School sponsored games/activities/clubs	Athletic Director/Advisor verification
Suspension from School	Principal/Assistant Principal verification
Dismissal by School Nurse	School Nurse verification

**PRIOR** approval from the administration. For extended vacations, parents need to notify the office **in writing** prior to the departure if their child will not be in school.

1. **Due to COVID-19 concerns parent/guardians may excuse their child for illness for the 2020-2021 school year.**

### **Administration of attendance policy**

The classroom teacher’s attendance records and the school register are the only basis for counting a student’s absences. The principal will monitor this policy and hear appeals. **Parents will be notified when a student reaches three, six, and eight unexcused days. Parents will also be notified if a student has exceeded the limit. A parent meeting with administration will be requested following six (6) non-excused days. After 8 unexcused days a parent meeting will be requested with administration and the truancy officer.**

### **Responsibilities**

- a. Students: It is the student’s responsibility to be in school whenever possible; to make up all work missed due to an absence; and to arrange for work ahead of time if it is a planned absence.
- b. Parents: Parents must ensure that their children are in school whenever possible. They must also be aware that removing their children from school, for whatever reason, places their children at risk of academic failure. Parents are also requested to call the school if their child is to be absent.
- c. Teachers: Teachers are required to keep accurate records of their students’ attendance, as defined in this policy.
- d. School administration: School administration is responsible for the fair application and administration of this policy.

### **Make-Up Work**

Students who absent are responsible for speaking to their teachers about missed assignments; students will have two days for every one-day absent to make up missed work. All missed work is expected to be made-up, regardless of whether the absence is excused or unexcused.

### **Tardiness**

It is critical for your child to arrive at school on time, in order to receive all of the benefits of the academic school day. Please do your part in helping your child to experience success every day by having them **arrive no later than 7:50 AM**.

- After reaching the first two tardies, an administrative letter will be mailed to the parent or guardian.
- After a student in grades K-6 has five (5) tardy arrivals, a meeting will be set up between the principal, parents, and School Resource Officer.
- Students in grades 7-12 who are tardy five (3) times in a quarter will receive a detention. Tardiness or dismissals that fall into the “excused absences” categories listed above will be excused. **Each subsequent tardy arrival will result in another detention.**
- After three **(3) detentions, the student will receive an in-school suspension (ISS).**
- New students entering throughout the year will be pro-rated for each class in attendance. They will be held accountable to the same rules as all other students.

Tardiness will be tracked quarterly. Parents of students having two (2) or more tardy arrivals will receive a letter explaining the importance of arriving at school on time. As this will be tracked quarterly, previously received consequences for tardiness will not affect a new quarter’s attendance (students will be given an opportunity to “start over” each quarter). If the principal notices a child is frequently tardy, parents will be notified for a meeting so the issue can be resolved.

### **Care of School Property by Students**

Students will be held responsible for proper care and return of books and other school property issued to them. Textbooks should be covered; students must pay for all books or other school property damaged or lost. Students who have not met their financial obligations may be excluded from school events.

### **Student Automobile Use**

Improper use of a motor vehicle on school grounds can have the following consequences: First offense: Warning, Second offense: detention/parent contact, Third offense: suspension of parking privileges. Driving a motor vehicle from school grounds during the school day without written authorization will be considered improper use of a motor vehicle and will be considered grounds for suspension.

Parking at the school is a privilege granted by the school and the privilege will be withdrawn if it is abused. Failure to adhere to designated parking area or the 2:40 departure time may result in loss of parking privileges. Inappropriate conduct while driving (spinning tires, etc.) may also result in loss of parking privileges.

### 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 punishments 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 discipline 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. In the event a student being considered for long-term suspension or expulsion is disabled, certain additional procedures will apply.

### MTSS-B (Multi-Tier System of Support for Behavior)

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

		Colebrook Academy & Elementary School PreK-3 Behavior Matrix			
		We expect all PreK-3 students to demonstrate PRIDE.			
		Cafeteria	Bathrooms	Recess	Assemblies
<b>P</b>	—Problem Solve	<ul style="list-style-type: none"> <li>• Look/listen for signals</li> </ul>	<ul style="list-style-type: none"> <li>• Visit:               <ul style="list-style-type: none"> <li>○ Before school</li> <li>○ Recesses</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Stop/talk/listen</li> <li>• Find a caring adult</li> </ul>	<ul style="list-style-type: none"> <li>• Look/listen for signals</li> </ul>
<b>R</b>	—Respect All	<ul style="list-style-type: none"> <li>• Use soft voices</li> <li>• Say:               <ul style="list-style-type: none"> <li>○ Please</li> <li>○ Thank You</li> <li>○ Excuse Me</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Use soft voices</li> <li>• Give privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>• Eyes/ears on speaker</li> </ul>
<b>I</b>	—I Make Responsible Decisions	<ul style="list-style-type: none"> <li>• Eat your own lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Walk-in, walk-out</li> </ul>	<ul style="list-style-type: none"> <li>• Hands/feet to yourself</li> <li>• Recess Bell:               <ul style="list-style-type: none"> <li>○ Freeze</li> <li>○ Listen</li> <li>○ Walk</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Hands/feet to yourself</li> </ul>
<b>D</b>	—Do Your Best	<ul style="list-style-type: none"> <li>• Wait to be excused</li> </ul>	<ul style="list-style-type: none"> <li>• Use:               <ul style="list-style-type: none"> <li>○ Go</li> <li>○ Flush</li> <li>○ Wash</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Follow game rules</li> <li>• Put equipment away</li> </ul>	<ul style="list-style-type: none"> <li>• Sit flat</li> </ul>
<b>E</b>	—Everyone Cares	<ul style="list-style-type: none"> <li>• Clean up/recycle</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Applaud appropriately</li> </ul>

Colebrook K-3 Behavior Matrix

	POSITIVITY	RESPECT	INTEGRITY	DEDICATION	EXCELLENCE
<b>CLASSROOMS</b>	<ul style="list-style-type: none"> <li>Value others' opinions</li> <li>Have positive class participation</li> <li>Be helpful to others</li> </ul>	<ul style="list-style-type: none"> <li>Listen actively</li> <li>Follow class procedures</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Be honest</li> <li>Always be on your best behavior</li> <li>Respect substitutes</li> <li>Do the right thing</li> </ul>	<ul style="list-style-type: none"> <li>Bring materials to class</li> <li>Turn in assignments on time</li> <li>Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>Always try your best</li> <li>Participate actively</li> <li>Produce quality work</li> </ul>
<b>COMMON AREAS (Hallways, Stairways, Cafeteria)</b>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Walk with traffic</li> <li>Be patient in lines</li> <li>Set good example</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and courteous</li> <li>Share the space</li> <li>Keep voices low; keep hands to self</li> </ul>	<ul style="list-style-type: none"> <li>Avoid confrontation</li> <li>Respect others' property</li> <li>Report suspicious behavior</li> </ul>	<ul style="list-style-type: none"> <li>Follow rules</li> <li>Have appropriate pass</li> <li>Get to destination quickly</li> </ul>	<ul style="list-style-type: none"> <li>Encourage others to keep areas clean</li> <li>Be a leader</li> <li>Help guide new students</li> </ul>
<b>BATHROOMS/ LOCKER ROOMS</b>	<ul style="list-style-type: none"> <li>Wait patiently</li> <li>Bathroom business only</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Use supplies appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Respect peoples' privacy</li> <li>Report suspicious behavior</li> </ul>	<ul style="list-style-type: none"> <li>Preserve clean environment</li> <li>Practice good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Report missing bathroom supplies, when necessary</li> </ul>
<b>PE/ ATHLETICS</b>	<ul style="list-style-type: none"> <li>Do your best</li> <li>Practice makes perfect</li> <li>Have proper footwear &amp; ready to be involved</li> <li>Finish what you start</li> <li>Leave areas clean</li> <li>Exhibit good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Use positive language</li> <li>Take care of equipment</li> <li>Listen to teachers and coaches</li> <li>Respect personal property and space</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for your actions</li> <li>Be honest</li> <li>Be helpful to other</li> <li>Play hard, but fair</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Follow coaches' instructions</li> <li>Be supportive of all team members</li> <li>Follow through on your commitments</li> <li>Keep up with studies</li> </ul>	<ul style="list-style-type: none"> <li>Help others</li> <li>Do your best to improve your skills</li> <li>Model positive behavior at all times</li> <li>Exceed the expectations</li> </ul>
<b>LIBRARY/ COMPUTER USE</b>	<ul style="list-style-type: none"> <li>Use computers and resources appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Value school property</li> <li>Clean work area before leaving</li> <li>Limit unnecessary conversation</li> </ul>	<ul style="list-style-type: none"> <li>Let others work without interruptions</li> <li>Respect others' property</li> <li>Follow posted rules</li> </ul>	<ul style="list-style-type: none"> <li>Stay focused on the task you are to complete</li> </ul>	<ul style="list-style-type: none"> <li>Help take care of resources</li> <li>Help others who may need assistance</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>Arrive at appropriate times</li> <li>Support school activities</li> </ul>	<ul style="list-style-type: none"> <li>Be patient</li> <li>Use good manners</li> <li>Wait quietly</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Respect visitors' property</li> <li>Be honest</li> <li>Turn in lost items</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clean</li> <li>Lend a helping hand</li> </ul>	<ul style="list-style-type: none"> <li>Show appreciation</li> <li>Help motivate others</li> </ul>
<b>RECESS / BUS</b>	<ul style="list-style-type: none"> <li>Use positive or encouraging language</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus drivers' rules</li> <li>Keep hands and objects in appropriate places</li> <li>Remain in your seat</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' property</li> <li>Report vandalism</li> <li>Wait your turn when entering or exiting a facility</li> </ul>	<ul style="list-style-type: none"> <li>Know where your stops are</li> <li>Be on time</li> <li>Monitor your behavior</li> </ul>	<ul style="list-style-type: none"> <li>Be helpful to others</li> <li>Represent yourself and your school in a positive manner</li> </ul>

Colebrook 4-12 Behavior Matrix

### Major vs. Minor Behaviors

All staff members are expected to help in the maintenance of school discipline. Minor behaviors are to be dealt with in the classroom, while major behaviors should be dealt with by the Assistant Principal and/or Principal. Conduct Referral Forms will be completed for both types of behaviors. See the following chart for descriptions of what behaviors are major and which are minor and possible consequences.

#### Minor Infractions

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

Possible consequences (including but not limited to): Warning, apology, loss of privileges, change in seating, time out, parent contact, lunch detention, restitution, after-school detention. Note: Students in kindergarten through grade six may lose privileges such as recess time.

#### Major Infractions

***(to be handled by the assistant Principal/Principal)***

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

### SAFE SCHOOL ZONE REFERENCED POLICIES

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

## ***Discipline Code***

It is expected that students will not portray the following behaviors that will interfere with student achievement.

### **Examples of Minor Violations**

- be tardy to class
- create a disturbance or disruption
- inappropriate public displays of affection
- use a cell phone without authorization unless 9-12 using at lunch
- leave school or a class during the school day without permission
- violate the dress code

### **Examples of Major Violations**

- be disrespectful, abusive or insubordinate toward school personnel
- be on school grounds at any time when suspended (OSS)
- call yourself or someone else in falsely absent or tardy
- cheat/ plagiarize work
- cut class
- cut teacher or administrative detention
- commit forgery
- persistently violate school and classroom rules - one or more detention level violations
- possess tobacco/vaping products
- refuse a reasonable request from faculty or staff
- violate parking/driving regulations
- violate District Internet Policy
- any other behavior that seriously disrupts the productive, healthy and safe school climate we value.

### **Examples of Safe Schools Act Violations (ED 317)**

**The following will result in suspension, possible legal action, and restitution, and/or expulsion if you choose to:**

- assault someone (fighting)
- bully or haze others
- set off a fire alarm or cause the building to be evacuated
- smoke or use tobacco/vaping products
- threaten the physical or psychological well-being of others
- trespass
- engage in verbal, physical or sexual harassment of others, particularly with regard to race, religion, ethnic background, sex, political views, sexual orientation or social or economic status
- violate town, state or federal laws on school grounds
- violate district weapons policy
- possess illegal substances - alcohol, tobacco/vaping and drugs
- vandalize or steal school, staff and/or student property

**Examples of Disciplinary Infractions, Consequences, Progression depending on Severity**

<b>Infraction</b>	<b>Consequences</b>
Inappropriate language/gestures	Verbal warning, detention, ISS / OSS suspension
Failure to treat other students with respect	Verbal warning, detention, ISS / OSS suspension
Disrespect, willful disobedience, lying, open defiance of a teacher's/principals' authority	Verbal warning, detention, suspension
Dress code violation	Verbal warning and must change into appropriate clothing. <b>Mask violation-warning, sent home.</b> Repeated offenses may result in alternative education
Inappropriate displays of affection (PDA)	Verbal warning, detention, parent contact
Cutting class	Detention, suspension
Student Parking/Driving Violation	Verbal warning, detention/parent contact, suspension of parking/driving privileges
Wearing hat/hoodie in school	Verbal warning, detention
Leaving school grounds once at school or any time during the school day	ISS, OSS, suspension
Throwing objects, snowballs etc.	Verbal warning, detention, suspension
Failure to attend detention	Detention time will be doubled, repeated skipping will result in ISS, then OSS
Vandalism/theft/destruction of property	Pay restitution, community service, suspension, referral to police
Cheating/Plagiarism	Zero on assignment/test detention, research academic honesty
Bus misconduct	Warning, parents notified, suspension from bus
Physical fighting or acts of violence	Up to five day suspension, mediation, parent conference, referral to police, possible expulsion
Bullying/Harassment- including cyber bullying and sexual harassment	Student/parent conference, detention, suspension, expulsion, restitution, mediation, other
Any act OR threat that causes alarm or panic to an individual or group of individuals	Long-term suspension with recommendation for expulsion, referral to police
Misuse of laptop/internet privileges	Warning, no chromebook use for one week, no chromebook use for two weeks, etc.
Disruption of school i.e.:classroom/school functions	Warning, detention, suspension
Dangerous weapons	Suspension (TBD by Administration based on intent) referral to superintendent/police
Drugs/Alcohol	1st offense: 5-10 day suspension; referral to superintendent/police 2nd offense: Minimum 10-day suspension; referral to superintendent/school board for expulsion
Tobacco/Nicotine	1st offense: 2-day suspension 2nd offense: 5-day suspension 3rd offense: 10-day suspension
Cell phone/electronic devices  As a privilege, students in grades 9-12 may use a cell phone at lunch time only.	1st offense: documented warning 2 <sup>nd</sup> offense: Electronic device is taken to the office and can be picked up at the end of the day after speaking with principal. 3 <sup>rd</sup> offense: Electronic device is taken to the office, parent/guardian must pick up, student will have a detention 4 <sup>th</sup> offense: Electronic device is taken to the office, a parent/guardian must pick up, the student will no longer have lunch cell phone use privilege at lunch. Further offenses will result in a day of ISS for each offense.

### **Cell Phones Grades 9-12**

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following: all Classrooms, Science Labs, Hallways, Restrooms, all Physical Education Areas and all School Office Areas. See progression of consequences on page 15.

Students using cell phones/PDA's or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in for cheating, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the Colebrook Police Department.

**Cell Phone Rule:** The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during **lunch period ONLY** for grades 9-12. As soon as the threshold of the school building is crossed, cell phones must to be put away. See progression of consequences on page 15.

### **Detention**

**Classroom Detention:** Each teacher is responsible for his/her own detention. If, for disciplinary reasons a teacher assigns detention to a student, he/she is to supervise that student for the 45 minute period in his/her classroom. Students are to be given a one (1) day notice to arrange transportation before they serve detentions or the teacher may obtain parent permission to make the detention timely. **Office Detention:** Students assigned to an office detention by the administration will report to the designated location and will be expected to bring school work.

### **Detention of Any Kind Has Priority Over Any Other Student Commitments.**

Detention will be served with a twenty-four hour notice to the student. Office or teacher detention assigned to students for disciplinary reasons take precedence over all athletic practices, games or other activities. Detention will be handled by the teacher or office in a room designated by the teacher or principal assigning the detention.

### **In School Suspension**

The administration reserves the right to place a student in In School Suspension (ISS) if their behavior does not conform to school rules. They may complete coursework during this time and are allowed bathroom and lunch privileges. Students will be required to hand in their powered off cell phone to the office staff for the duration of the ISS. They may not participate in or attend school activities either on or off campus the day they are in ISS. Due to space limitations, we are very limited in the use of this program.

### **Out of School Suspension**

A student may be given an Out of School Suspension (OSS) if their behavior dictates. Students placed in Out of School Suspension may not participate in school activities either on or off campus. Students who are given an Out-of-School suspension will be provided all work missed during the suspension in accordance with RSA 193.13. They are encouraged to make up the class work they missed and their absences will not be counted towards the attendance policy. For each day of suspension, the student will have an equal time to complete assignments. Assignments will be given to a student upon their return to school unless requested sooner. Snow days do **NOT** count towards suspension days.



## Homework

**\*\*COVID-19 Homework Policy:** In an attempt to reduce the amount of items entering and exiting the building, teachers are strongly encouraged to reduce the amount of homework students are expected to complete each night. Younger students may be required to read each night, or study spelling and/or math facts. Older students may be asked to complete homework assignments electronically on their school-provided Chromebooks.

Homework is a necessary part of each student's educational program. Each student must be expected to spend time in addition to scheduled class instruction to achieve satisfactory work.

Guidelines for expected time spent doing homework, based on grade level:

Kindergarten- 5 minutes	4 <sup>th</sup> Grade- 40 minutes
1 <sup>st</sup> Grade- 10 minutes	5 <sup>th</sup> Grade- 50 minutes
2 <sup>nd</sup> Grade- 20 minutes	6 <sup>th</sup> Grade- 60 minutes
3 <sup>rd</sup> Grade- 30 minutes	7 <sup>th</sup> and 8 <sup>th</sup> Grade- 15 min/class
9 <sup>th</sup> – 12 <sup>th</sup> Grade 20 min/class	

Communication between home and school is very important. If there is a problem (illness, frustration, family emergency) that prevents your child from completing homework, please contact your child's teacher.

## Academics

Please refer to the Program of Studies in the Guidance Office for details on all academic related requirements.

### GRADUATION REQUIREMENTS

**Total credits needed for graduation: 26**

<b><u>ENGLISH</u></b>	<b>4 credits</b>
English 9, 10, 11 and 12	
<b><u>MATHEMATICS</u></b>	<b>4 credits</b>
One Algebra credit required of four credits (A math class must be taken <b>senior</b> year)	
<b><u>SOCIAL STUDIES</u></b>	<b>2 1/2 credits</b>
U.S. History (1 credit)	
Civics (U.S. and N.H. Government) (½ credit)	
N.H. History (embedded in U.S. History)	
Economics (½ credit)	
World History or Geography (½ credit)	
<b><u>SCIENCE</u></b>	<b>2 credits</b>
One Biology credit and a Physical Science credit required	
<b><u>PHYSICAL EDUCATION</u></b>	<b>1 credit</b>
<b><u>FINE ARTS</u></b>	<b>1/2 credit</b>
<b><u>INFORMATION &amp; COMMUNICATIONS</u></b>	
<b><u>TECHNOLOGY</u></b>	<b>1/2 credit</b>
<b><u>HEALTH</u></b>	<b>1/2 credit</b>
<b><u>PERSONAL FINANCE</u></b>	<b>1/2 credit</b>
<b><u>CAREERS</u></b>	<b>1/2 credit</b>
During the 20-21 year this will be addressed during CAP and not offered as a separate course	
<b><u>COMMUNITY SERVICE</u></b> (minimum of 50 hours)	<b>1/2 credit</b>
<b><u>ELECTIVES</u></b>	<b>9 1/2 credits</b>

### **COMMUNITY SERVICE PROGRAM (.5 credit) 50 hours required to graduate**

This program will grant one-half credit (.5) to a student who completes fifty (50) hours of community service. This service may take the form of help provided to an elderly citizen, work in a day care center, assistance to a community organization, or any other services performed within the community which are *pre-approved* by the school. *Service may not be performed for a business or a family member, nor will hours be granted for service performed during the school day unless the student has a free block/period.* Students under the age of eighteen (18) are not allowed to use lawn mowers or power tools of any type. If students perceive any dangerous situation whatsoever while performing their community service, they should leave the site immediately and report the incident to the school principal.

### **GRADE PROMOTION**

In order to be promoted from one grade level to the next in high school, students must earn the minimum number of credits as specified below. It is important for students to understand that high school grade promotion is based solely on the accumulated number of credits. For example, a student who only earns four credits freshman year will not be promoted to grade 10. Students are usually promoted at the end of the school year; however, students who are not promoted at the end of the school year will be promoted at the end of the first semester if the necessary minimum credits have been achieved.

	<u>Credits Needed</u>
For promotion from Grade 9 to 10	6
For promotion from Grade 10 to 11	12
For promotion from Grade 11 to 12	18
<b>For Graduation</b>	<b>26</b>

### **GRADING SCALE**

Students at Colebrook Academy & Elementary School receive numeric course grades two times a semester. A student's final course grade is comprised of the average of the quarter grades and the final exam (if given). The following scale is used:

93—100	A	85—92	B
75—84	C	70—74	D
0—69	F (failing)		

#### *Additional Circumstances*

Pass/Fail (P/F):	Does not count toward the course count for honor roll
Online courses:	Final grade is the only grade recorded; thus does not count toward the course count for honor roll
Withdrawn (W):	Will have a negative impact on GPA and class rank
Incomplete (I):	Two weeks is given to complete the work

### **WEIGHTING OF GRADES**

Courses are weighted depending on their degree of difficulty. If a student takes more challenging courses, the grades earned weigh more than the grades in less challenging ones. More information about course levels is addressed later in the POS.

<i>Advanced Placement &amp; Dual Enrollment Courses:</i>	5.0 weight
<i>Honors, Advanced, College Prep:</i>	4.5 weight
<i>General, Standard, Basic:</i>	4.0 weight

### GRADE POINT AVERAGE

The grade point average (GPA) is based on the letter grade converted to a 4.0 scale. It's then calculated by averaging the individual course final grade multiplied by the course credit earned. Transcripts reflect both the weighted and unweighted GPA. Because Colebrook Academy & Elementary School weights courses, the weighted scale extends to 5.0.

For example, consider the following courses, their final grades, and how weighting impacts the weighted GPA:

Biology B:	final grade of 83	4.0 weight	GPA grade of 83
Biology A:	final grade of 83	4.5 weight	GPA grade of 87
Running Start A&P:	final grade of 83	5.0 weight	GPA grade of 91

### CLASS RANK

Grades earned along with the weighting of the course constitute the weighted GPA and are used in determining class rank.

### HONOR ROLL

In order to be eligible for honor roll, a student must have a numerical grade for at least four classes. As noted in the "Grading Scale" section, pass/fail courses and online courses without quarter grades will not be counted. All grades must be an average of 85 or above with no grade lower than an 80 to be named on the honor roll. For High Honors, all grades must be an average of 93 with no grade lower than an 87.

### VALEDICTORIAN, SALUTATORIAN & HONORS GRADUATES

In order to be eligible for Valedictorian or Salutatorian, a student must complete a minimum of three years at Colebrook Academy & Elementary School (named Colebrook Academy in 2018-2019 and years before). The Valedictorian is the student who has the highest overall weighted GPA in the graduating class and the Salutatorian is the student who has the second highest overall weighted GPA in the graduating class. **THE VALEDICTORIAN AND SALUTATORIAN, AS WELL AS THOSE WHO WILL WEAR HONOR STOLES AT COMMENCEMENT, IS DETERMINED AT THE CONCLUSION OF THE SEVENTH SEMESTER AND/OP QUARTER #3 (IF FINAL GRADES WERE EARNED) OF SENIOR YEAR.**

### NATIONAL HONOR SOCIETY

Juniors and seniors are eligible for induction into the National Honor Society based on scholarship, leadership, character, and service. Eligibility for scholarship will be determined by a cumulative GPA of 3.0 on a 4.0 scale. Leadership, character and service will be evaluated by the faculty on a form developed by the Faculty Council. The issue of any member who fails to maintain standards will be dealt with by the Faculty Council.

### NEW HAMPSHIRE SCHOLARS PROGRAM

The New Hampshire Scholars Program, a federally funded program, recommends a Core Course of Study to high school students, that give every participating student the advantage of well-rounded, more challenging coursework in English, math, science, social studies and world language. Students who undertake this rigorous Core Course of Study will challenge themselves to do their best work during their high school career and will enjoy a wider range of post-secondary options upon graduation.

## ACADEMIC REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

The NHIAA requires that a student must pass the equivalence of four full units of work for the preceding quarter. A 45 minute class is equal to 1 unit of instruction and a 90 minute class is equal to 2 units of instruction. NHIAA rules also state that any subject failed during the last marking period may be made up through a credit recovery program. This may be approved by the athletic director and principal on a case by case basis. These individuals along with the school counselor will determine fall sports eligibility based on 4<sup>th</sup> quarter grades from the previous year. The Colebrook School Board policy states that students will be on academic probation when failing 2 or more subjects per quarter. The Colebrook School District reserves the right to enforce all district policy relating to sports and extracurricular activities.

## COURSE LEVELS & OPTIONS

Colebrook Academy & Elementary School courses are differentiated by the degree of difficulty. This ensures that every student has appropriate and equal access to state and/or national standards in a course which provides them with the maximum intellectual challenge. All of these courses are aligned or in the process of becoming aligned with the Common Core State Standards. **Grades and/or teacher recommendation alone do not determine a course placement or allow for a course or level change.**

Dual Enrollment/Advanced Placement/Running Start Courses  
College Prep/Honors/Advanced Courses  
General/Standard/Basic Courses  
*Extended Learning Opportunities (ELO)*

### ***Bus Discipline***

The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from both parents and students is requested as we attempt to keep the buses safe for all concerned.

#### **I. General rules and information:**

- A. Students using bus transportation should understand that the school bus is an extension of the school all school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on a school bus.
- B. Students are under the jurisdiction of the school from the time they board the bus in the morning until they are returned to the stop nearest their home.
- C. Bus students will be admitted to and discharged from the bus at their homes and the school in which they are enrolled. Exceptions will be made only with notes to the principal. The principal will sign such notes and return them to the student who will give them to the bus driver. Notes must be given to the principal before 1:30 PM. **For the safety of the students, parents or designee must be home before the bus driver will leave students in kindergarten through grade five. Every effort will be made by the bus drivers to determine that an adult is home.**
- D. No student shall be put off the bus while traveling to and from school. Parents shall be notified and that day's trips completed before the student can be removed from transportation service.

E. Parents are responsible for the transportation of large objects, such as glass aquariums, large school projects, sleds and skis. This is a safety matter, since large objects can not only obstruct the driver's view of what is happening in the bus, but in the event of a sudden stop could cause injury to students.

F. If a bus driver suspects that a student's bag or knapsack contains contraband such as a weapon, alcohol or tobacco, he/she will keep the bag at the front of the bus and turn it over to an administrator via the bus coordinator. The administrator may search the bag if he/she believes there is reasonable suspicion for the search.

**For safety during COVID-19, students will have assigned seats, will be seated one per seat, and be expected to wear a mask while on the bus. Students will not be allowed to be dropped off or picked up at any location other than their home. Guest students will not be permitted to ride.**

## **II. Waiting for the Bus or Standing at the Bus Stop:**

The school district is not responsible for student's behavior at bus stops. However, safe and appropriate conduct is expected of all students at bus stops. This includes, but is not limited to:

- a. standing at an appropriate distance from the edge of the road;
- b. refraining from hitting, wrestling throwing objects at other students or at the bus;
- c. being ready to board the bus when it arrives.
- d. practicing physical/social distancing while waiting for the bus (6 feet)

If students are not ready to board the bus when it arrives, the driver will not wait. If the driver observes students misbehaving at the bus stop, he/she will refer the matter to the bus coordinator and/or the local police.

## **III. Boarding the Bus or Riding on the bus.**

1. Pupils must take a seat and remain in it until the bus reaches school or home. The driver is authorized to assign definite seats to pupils.
2. Pupils must not throw anything while they are on the bus.
3. Pupils should do nothing to distract the driver such as shouting, whistling or singing.
4. There is to be no fooling, fighting, profane language, obscene gestures, excessive noise, wrestling, or acts of physical aggression on the bus or while waiting for it
5. Pupils are not to put head, hands or arms out of the windows of the bus.
6. isles are to be kept free from books, lunch boxes, and other objects.
7. Pupils shall refrain from eating and drinking on the bus.
8. Pupils who must cross the road should cross in front of the bus and on the signal of the driver.
9. Pupils should line up in single file to pass in or out of the bus.
10. Pupils must be ready to take the bus when it arrives. Drivers will not wait for pupils who are not ready.
11. Bus students will be admitted to and discharged from the bus at their home and the school in which they are enrolled. Exceptions will be made only with notes to the bus driver and principal from a parent.
12. Pupils are permitted to ride on the bus only over the route between their home and the school in which they are enrolled. Exceptions will be made only with notes to the bus driver and principal from a parent.
13. No smoking at all on any bus, including field trips. Smoking by persons under 18 years of age is in violation of State Law (effective August 18, 1995).
14. Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus. Stay in your seat until you reach your designated stop and the bus has stopped.

15. Emergency doors are for emergencies only.
16. The law allows, and you are expected to sit, three passengers per seat.
17. No marking or defacing the bus. Students will be held responsible for any and all damage perpetrated by them.
18. Anything that creates a safety hazard for the passengers or vehicle will not be permitted.
19. The school bus driver is responsible for proper discipline while students are on the bus. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
20. No student shall be put off the bus while traveling to and from school. Parent shall be notified and the daily trip completed before the student can be removed from transportation service.
21. The school bus is an extension of the school, and all school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on a school bus.

\*Any infraction of the rules will be brought to the attention of the principal. Repeated violations of rules and gross misconduct will be just cause to exclude the student from transportation service for a stated period of time, including the remainder of the school year (see RSA 189:9-a).

### ***Other School Information, Procedures, and Regulations***

#### **Vandalism of School Property**

Any student caught vandalizing school property may be suspended from school and made to pay restitution. Repeated acts of vandalism may result in a hearing before the school board.

#### **Personal Searches of Students and Lockers**

ON JANUARY 15, 1985, THE UNITED STATES SUPREME COURT DECIDED THE CASE OF NEW JERSEY V. T.L.O. THE DECISION ESTABLISHED THE FOLLOWING:

“[T]he legality of a search of a student should depend simply on the reasonableness, under all circumstances, of the search....Under ordinary circumstances, a search of a student by a teacher or other school official will be ‘justified at its inception’ when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objective of the search and not excessively intrusive in light of age and sex of student and the nature of the infraction. NEW JERSEY V. T.L.O 53 W.S.L.W. 4083, 4087-4088.” **Lockers are considered the property of CAES and may be searched at any time by the school administration.**

#### **Conferences**

Because of the COVID-19 pandemic, visitors will not be permitted in the building. Parents will be allowed to come in, by invitation only, for instances such as Special Education meetings, parent-teacher conferences, or disciplinary issues. CAES encourages all parents to have conferences with our teachers. This enables teachers to plan better for individual needs. It is also an opportunity for you to understand the teacher’s methods and general expectations. Please refer to the staff directory for e-mail addresses or call 237-4801 to schedule an appointment. Parents will be contacted if there is any serious academic or discipline problem.

#### **Records**

**Records:** A copy of your child’s birth certificate, immunization record and physical exam must be on file with the nurse prior to enrollment. Your child will not be allowed to attend school without these documents. Divorced or separated parents will be asked to provide documentation of custody arrangements. The information is kept in a confidential file apart from your child’s permanent record. If you wish to see or have a copy of any portion of your child’s records, please submit your request in writing to the principal’s office. The Colebrook School District has policies regarding student information. A copy of these policies can be obtained from the SAU 7 office at 21 Academy Street, Colebrook, NH 03576 (237-5571).

### **Student Assistant Program**

Mrs. Val Rella, who works closely with our guidance department, is available to talk with your child regarding any issues he/she might have. For more information, please call Mrs. Rella at 237-4801.

### **Website**

Colebrook School maintains a website with general information about our school, including a calendar of events and the food service menus. The web page has links to the MMS student and parent portals to check grades, school board minutes, the Abbey Group for lunch information, and various classrooms around the building.

### **Wellness Committee**

New federal legislation has been enacted to help communities deal with issues of student health habits. The Colebrook School District has a "wellness policy" which addresses good nutrition and adequate exercise during the school day and school activities. The school has made recent changes in school meals as well as the type of foods and drinks offered or sold at school functions. If you are interested in learning more about the district's wellness policy, please ask at the school office.

### **Backpacks**

In an effort to maintain health & safety procedures in relation to the COVID-19 pandemic, students in grades K-6 will be provided with their own individual tote in which to store books, school work, and supplies. Students are encouraged to leave backpacks at home, unless absolutely necessary. Jackets and snow gear can be placed on hooks in the classroom.

### **Grievance Procedures**

See Communication/Chain of Command

### **Co-Curricular**

In accordance with COVID-19 health & safety regulations, students will virtually for activities where that is appropriate and meet safety guidelines of wearing a mask and being socially distant during co-curricular activities that cannot meet virtually.

### **Athletic Eligibility**

The purpose of this policy is to instill in our students the importance of good sportsmanship and a healthy lifestyle as well as set standards for disciplinary actions when necessary. It is the responsibility of the coaches/advisors and captains to discuss this policy with the team prior to beginning practice. All participants and his/her parent/guardian must sign the Athletic Code of Conduct and commit to its enforcement during the entire school year in which he/she participates. Students will not be allowed to participate unless this document is on file with the Athletic Director.

### **Field Trips**

Field trips and class trips are taken to enrich the learning experience. As such, they are considered a part of a regular school day and attendance is required. Students going on field trips must supply, prior to the scheduled trip date, a permission slip form signed by their parents. A medical release form is now required for all trips. Students must follow school rules and regulations while on a field trip. Students, likewise, are required to bring a written excuse from their parents if, for good reason, they wish to be excused from attending a field trip. Students who do not attend a field trip are expected to come to school that day and will be assigned additional work to make up for the missed field trip.

1. Standards of conduct are the same for any school-related activity.
2. No student shall participate in an off-campus, school-related activity or field/class trip while under school suspension.

3. Any student, who violates the discipline policy during a field trip or off-campus, school related activity will not be allowed to participate in the next field trip or off-campus, school-related activity.
4. At the discretion of the Principal/Assistant Principal a student may be denied participation in school activities or field trips due to prior violations of the school district discipline policy.

**Due to COVID-19 restrictions, there will be no field trips until further notice.**

### ***Special Education Referral Process***

Any person who has concerns about a student's education can refer her or him to the special education team. The person can be the classroom teacher, parent, principal, or the student herself/himself. This is a confidential process, which is in the best interest of the student. You can receive a copy of the entire referral process or the referral form from the special education teacher. Any member of the team, the special education teacher, the principal or the nurse will be happy to answer any questions you may have.

### **NOTICE OF RIGHTS PURSUANT TO RSA 186-C:16-B, THE STATUTE OF LIMITATIONS FOR SPECIAL EDUCATION CASES**

The state and federal education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and Title 20, United States Code, Sections 1400-1415) require that the school district offer a "free appropriate public education" to all educationally disabled children.

These statutes define educationally disabled children as children who meet criteria of certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A "free and appropriate education" consists of specifically designed instruction and educationally related services in accordance with an "individualized education program" developed by the school district in consultation with the student's parents.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine if your child is eligible. Such referrals should be addressed to the Special Education Coordinator.

### **EDUCATION LAW**

Neglect and Abuse Reporting (JLF)

New Hampshire RSA 169-C is the law written to mandate reporting of suspected child abuse and neglect. Reports are submitted to the New Hampshire Division for Children and Youth Services (1-800-458-5542). Specifically, RSA 169-C:29 requires school officials, or any individual with reason to believe a child has been abused or neglected, shall make a report to the division.

Chapter 193 Pupils...School Attendance-section193:11

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



### DRESS CODE - JICA

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

In accordance with COVID-19 health and safety regulations, students are required to wear a cloth mask 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.

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

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

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

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

\*Exceptions may occur due to special event like spirit week.