

# **Welcome to the 2018-2019 School Year!**

**Please read this handbook thoroughly as it explains in detail school routines and policies.**

## ***School Administrative Unit #9 Staff Directory***

SAU # 9 OFFICE	TELEPHONE# 447-8368
Kevin Richards	Superintendent of Schools
Kathryn Wilson	Assistant Superintendent
Pam Stimpson	Director of Special Services
James Hill	Director of Administrative Services
Becky Jefferson	Director of Budget & Finance
Gail Yalenezian	Preschool Coordinator

## ***Jackson School District School Board Members***

Genn Anzaldi	(Member)
Keith Bradley	(Member)
Jess Della Valla	(Member)
Jerry Dougherty	(Chair)
Kate Fournier	(Member)

## ***Jackson Grammar School Staff***

Gayle Dembowski	Principal
Alison Verran	Tech Coordinator
Kristin Groves	Grades K-1 Teacher
Margot Robert	Grades 2-3 Teacher
Jon Marshall	Grade 6 Teacher
Joan Heysler	Grades 4-5 Teacher
Victoria Hill	Guidance
Carrie Scribner	Art
Lauren Weeder	General Music/Instrumental Teacher
Sonya Porter	Physical Education
Leslie Woodsum	World Language Tutor
Jennifer Meier	Special Education/Personalized Learning Coordinator
Karen Arendt	Library Media Specialist/JBES
Melissa Grady	Educational Assistant
Cynthia Hoyt	Educational Assistant
Lisa White	Food Service
Susan Ross-Parent	Administrative Assistant
Helen Crowell	School Nurse
John Stokke	Maintenance Supervisor/Custodian
John Valk	Custodian
Robert Kurz	School Bus Driver
Mark Blotner	School Bus Driver

**Jackson Grammar School**  
PO Box 809  
10 Black Mountain Road  
Jackson, NH 03846  
603-383-6861/FAX-383-0827  
[www.jacksongrammar.org](http://www.jacksongrammar.org)

## **Important Dates** (Jackson School Board usually meets the 3rd Monday of the month)

### **August**

30 First day of school, k-6

### **September**

6 K-6 and UA Curriculum Night at 5:30

10 Planned start of K-Kids

12 Planned start of Session 1 of After School program - through Oct. 24

### **October**

4 School Picture Day

4 Early Release Day, TW

5 No school, TW

8 No school, Columbus Day

9-31 NWEA Testing Window for Grades 2-6

26 Fall Festival – Afternoon Program 12:30-3

29 New session of K-Kids, runs through Dec. 17

31 After School program session 2, runs through Dec. 19

### **November**

5 Food Drive

6 Midterm elections: vote in WCC!

8 Picture Retakes

12 No school, Veterans' Day observed

15 Family Night

21-23 Thanksgiving Break, no school

### **December**

2 Sunday Holiday Craft Fair

7 Report cards go home

13 Holiday Concert (Snow date Dec. 20)

24-Jan. 1 Holiday Break

### **January**

2 Back to school

7 K-Kids session #3 starts, runs through Feb. 11

9 After School program #3 starts, runs through Feb. 13

18 Early Release

21 No school, Martin Luther King, Jr. Day

### **February**

18-22 February vacation, no school

25 Kids session #4 runs through April 15

27 After school program session #4 runs through April 17

### **March**

18 Spirit Week

21 Early Release, TW, Report cards go home

22 No school, TW

26 Louis Fuchs Otto Ninow Concert

### **April**

22-26 April Break, no school

29 K Kids #5 through June 10

## **May**

1 After school program session #5 through June 12

9 UA Show

10 Early Release

27 Memorial Day, no school

**June** *TBD Field Day*

4 Spring Recital

14 Early Release, Report cards go home, Last day for students

## ***Introduction***

The elementary school is well named. Society looks to this institution to give students the “elementary” or basic academic skills necessary to perform in society. However, the Jackson School believes in a wider definition. Students also must develop higher thinking skills typified by inference and analysis. Without the higher academic skills, elementary knowledge becomes useless in today’s ever more complicated world.

Students who constantly seek learning have the best chance to learn necessary skills. Consequently, the school has a primary purpose, in conjunction with parents and community, to foster and nurture a lifelong desire to learn. Students challenged begin to understand and appreciate the true open-ended nature of learning.

Society also expects the elementary school to reinforce the social skills and values of the home community. Although both home and community have changed over the years and continue to change, the Jackson School still advocates those skills and values, which are the bedrock of all societies.

Each student demonstrates differing intellectual, physical, social and emotional abilities. It is well known that each student has a unique mix of strengths and challenges in each of these component areas. Less well known is that each student matures in the four areas at his or her own rate. Therefore, to best meet educational goals, the school must tailor each student’s program to enable each student to achieve his or her unique potential. Classroom success then comes on a daily basis and obstacles are seen as opportunities to learn and grow.

**Intellectual** – Each child should learn basic and higher level skills in math (computation and problem solving), the language arts (public speaking, reading and writing), science (the process of inquiry) and social studies (a respect for history and cultures). Art and music are cornerstones of all societies and should be an integral part of the four main subject areas.

**Physical** - The school should be a healthy and stimulating place for all types of learning. Health services should be provided for all students to ensure this. Individual gross and fine motor skills and teamwork should be taught through a developmentally based physical education program and daily, traditional recesses.

**Social** - One of the primary reasons for childhood is to practice future adult tasks. Therefore, the school must foster social skills such as sharing and negotiation. Students must learn to work in harmony for the good of the group. Conversely, students also must learn how the group can benefit the individual. Respect for each student's strengths and compassion for weaknesses should be a common thread throughout the school. To stimulate this sense of unity, ample opportunity should be provided during the school day for formal and informal gatherings of students. Assemblies, peer teaching, and recess are just a few examples of productive gatherings.

**Emotional** – A student's achievement ultimately is limited by a student's emotions. It is desirable that each student develops a sense of worth, become confident in difficult or new situations and adjusts to personal limitations. Emotional stress is a normal part of living. However, the school's knowledge of child development and curriculum must become sufficient to not place students under severe or constant stress.

## Home-School Communication

The most important ingredient of an effective home-school relationship is the willingness of the people involved to communicate openly and frequently. Teachers are encouraged to communicate with parents by note, telephone, conferences, or casual conversation. In turn, it is hoped that parents will reciprocate in the same manner.

In spite of everyone's best intentions, problems do develop in a child's school life which need the special attention of calm, thoughtful, responsible adults; the earlier that attention begins, the better for all those involved. Please remember that the process outlined in school policies asks that you address concerns first with your child's classroom teacher.

Parent participation is both welcomed and encouraged at the Jackson Grammar School. Scheduled parent/teacher conferences are held at least twice a year. This is an opportunity for parents to meet individually with the teachers. Other ways that parents can be involved include volunteering in the classroom, coaching, helping with special events and joining the PTO.

Teachers are available before and after school for conferences. Parents are encouraged to schedule a conference at any time they feel the need for communication. **Teachers do have school email addresses, but their use is for scheduling matters and not for discussion of student or school issues. This ensures that confidentiality is maintained for the protection of your child.**

# MONITORING ACADEMIC PROGRESS

The growth in achievement and progress of our students is measured in several ways with both formal and informal assessment. The evaluations used vary according to a student's maturity level. Formal evaluation includes measurement of Common Core State Standards via the state required test and the Northwest Educational Assessment (NWEA). Informal running records and reading inventories inform instruction in reading and benchmark assessments are used in math. To report this progress we use SAU 9 standardized report card on a trimester schedule using a competencies-based report card. Faculty will present these policies at our annual curriculum nights held in the fall.

If you have questions related to your child's academic growth please consult with your teacher. We can provide work samples, review grades or provide further evaluation if there are questions related to your child's achievement.

## HOMEWORK

Homework can help to establish good study habits while providing valuable practice and reinforcement of concepts and skills taught at school. Returning homework in a timely manner and thoroughly completed manner is very important. Parents are encouraged to work with their children at night in completing their homework.

**Some of the reasons for assigning homework are:**

- To increase the speed, mastery, or maintenance of skills;**
- To increase the involvement of each student with learning;**
- To foster personal development;**
- To establish communication between parents and children;**
- To inform parents and involve them in school activities.**

**Homework serves valid purposes when it:**

- Provides essential practice in needed skills;**
- Trains students in good work habits;**
- Affords opportunities for increasing self-direction;**
- Enriches and brings pupils into contact with out-of-school learning resources and experiences;**
- Promotes growth and responsibility.**

Homework should be assigned as appropriate to a child's age, grade, and level of academic performance. Individual classroom teachers will notify parents/guardians of his/her classroom expectations for homework. Homework may be individualized and differentiated as appropriate for each student.

# All School Meeting

All-School meeting is a weekly ritual well attended by parents and extended families—and an important piece of the home-school communication process. The gathering is facilitated by 6<sup>th</sup> graders, and from a review of the week’s calendar and upcoming events, to skits, special guests and other occasional surprises, the meeting serves to set a positive tone for the week. Through this forum the older students develop their oral language and leadership skills, and the school community is strengthened. All-school meeting begins promptly at 8:35 on Thursdays in the Whitney Center.

## Visitors

Visitors are welcome at school anytime while school is in operation. **ALL VISITORS, PARENTS AND VOLUNTEERS ARE ASKED TO REPORT TO THE OFFICE** before entering any other part of the building. Parents are to notify guardians, friends and relatives that they should register in the office upon entering the building. And if you are dropping off lunch, musical instruments or classroom materials please leave them in the office as well, rather than the classroom.

## The Start of the School Day

Regular school hours are from 8:30 – 3:15 p.m. Supervision begins at 8:20 a.m. at which time students may enter the building and classrooms. We encourage students who walk or are driven to school to arrive by 8:20 in order to have the time necessary to settle in prior to 8:30. The instructional day officially begins at 8:30. Students who arrive after 8:30 will be considered tardy.

The school doors are open from 8:00 a.m. to 9 a.m. and from 3:00 p.m. to 3:30 p.m. for pick up and drop off. During the remainder of the school day the doors are locked and all visitors must ring the bell.

## ATTENDANCE AND ABSENCE POLICIES

*“School attendance is the direct responsibility of the parent and the students. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility” Jackson School Board Policy 6/08*

**Absence:** A student’s absence may be excused due to illness, injury, or prior approval of the principal. Parents should call the school, preferably before 8:15 a.m. on the morning the child will be absent, to ensure the child’s safety and whereabouts. **A student absent from school may NOT participate in any extracurricular activities taking place that day without prior permission from**

**the principal.** Upon returning to school, the student must bring in a written note explaining the absence and signed by the parent or guardian. Any and all assignments missed by the student must be made up. It is the responsibility of the student to ascertain what was assigned during the absence.

If a child is absent because of illness, but is able to do some homework, please do not hesitate to call the school office. We will be very happy to provide work in order to help your child “keep up”. Please do not expect the teacher to talk to you or to prepare work during the school day, for that time belongs to the class. *If you will be out of school for an extended period of time, please make sure your teacher is alerted well in advance so that work can be prepared and assigned a week ahead. Please fill out the Extended Leave Request Form included at the end of this handbook (or get a copy from the office.)*

The Jackson School Faculty believes that success in school is directly related to consistent attendance. The NH DOE monitors overall school attendance data as well, and cites schools which do not meet minimum standards.

In light of this, **the following steps have been established to assure that there is a clear understanding as to the cause of the absence and that school attendance is maximized:**

- **After 10 days of absence the student will be asked to conference with the principal and a letter will be sent home to the parent.**
- **After 15 days of absence parents will be asked to attend a parent-teacher conference with the principal.**
- **After 20 days absence retention may be considered.**

**Tardiness Policy: Children who arrive to school after 8:30 are considered tardy.** They will be asked to report to the office prior to entering the classroom with a note from a parent or guardian. Students should strive to be on time to school, as late arrivals impact the learning of the entire class.

**Early Dismissal:** If students must leave school before the end of the day, a note from parents is required. **Parents picking up children are asked to report to the office upon entering the building!** The office staff will send for your child and record the early dismissal.

## Getting to and from school

Students riding the bus in the morning must ride the bus home. **Any exceptions require a written note from parents.** This note must be shown to both the homeroom teacher and the bus driver. **Students who do not have notes will be expected to ride the bus home.**

Walkers/bike riders must be especially careful to follow the rules of the road as they walk or ride to or from school:

- +Walk on the sidewalks, not in the road.
- + When there is no sidewalk, walk on the LEFT, facing traffic.
- +Cross at crosswalks.
- +Plan the morning walk to arrive at school no earlier than 8:20 a.m.
- +Leave school and walk directly home after dismissal, unless there is participation in some supervised

after-school activity.

+Bike and scooter riders! Helmets are required by state law and school rules stipulate that helmets will be worn while on human-powered wheels on school grounds.

The end of the school day is a hectic time, with students heading to a variety of after-school activities. **Please try to minimize last minute changes in transportation plans. Last minute phone calls and emails may be missed.** This helps teachers, administrators and your children.

*Please Note: If someone other than the parent is sent to pick up your child we must have the person's full name and your permission to release the child to them in writing signed by you, the parent or guardian. Please let them know that if they are not known to us we may require them to provide identification before releasing your child.*

## Weather Delays and Cancellations

In the event of inclement weather, a "no school" announcement will be provided on radio station WBNC/WMWV (1050 AM – 93.5 FM). Decisions will be made, if possible, prior to 5 a.m. and announcements should be heard, at the convenience of the radio/TV station, from that time on. Another quick and easy reference point is NHPR, which lists school closings on its website: [www.nhpr.org](http://www.nhpr.org).

In the event of school cancellation, a delayed start or an early dismissal, the school's automated system will generate calls to all households. The system is also used to send reminders regarding special events. Parents are asked NOT to call the school or school personnel at home for cancellation information on days with inclement weather.

THE DECISION TO CANCEL SCHOOL MUST BE MADE BY 5:15 AM IN ORDER TO FACILITATE BUS SCHEDULES FOR OUTLYING TOWNS.

### **JGS uses a Blizzard Bag system to avoid making up snow days at the end of the school year:**

You will be contacted by the district's automated announcement system, telling you that school is cancelled and whether or not it is a Blizzard Bag Day. Not every snow day will be designated a Blizzard Bag Day. Listen for the announcement of which assignments to do. Teachers are available in the morning if you have any questions.

Your child will do the classroom and UA work assigned for that day. Students may do their work anytime during the snow day, and teachers will be available from 8 AM-11 AM to answer questions. Contact info is in the bag!

The work completed is due the next school day we're back at school. (So a two-day snow cancellation is two days of Blizzard Bag work which will be due when we get back to school.)

In June, instead of going to school an extra 1-5 days to make up for snow cancellations that are called Blizzard Bag Days, we'll get out earlier...IF, and ONLY IF, we have 80% student participation. Work will be collected and student participation calculated for each snow day. Missing or incomplete work will render the student "absent" for the snow day. Unfinished Blizzard Bag work may negatively affect a student's grade. Excused absences will be determined on a case-by-case basis.

## In-school emergencies and unplanned early dismissals

An emergency telephone number is required of all parents or guardians! Your number at work or a neighbor's number will be most helpful in case of illness or injury.

Be sure that your children understand where they should go if some emergency causes school to be dismissed at an unscheduled time when you might be away from home. On days when school is dismissed early due to inclement weather, parents are called—if you can not be reached, your designated emergency contact will be called. When the weather threatens in the middle of the school day you can help us by listening to the radio for early release information and contacting us if you suspect we are unable to contact you.

## Student telephone use

The telephones are for the convenience and use of staff and parents. When there is an emergency students be allowed to use the office telephone (not their cell phones.) **Plans for after-school activities and transportation must be made before leaving home in the morning.**

Parents calling the school may leave a message for their child when truly necessary. Messages will be delivered at the earliest opportunity. Teachers cannot disrupt their classroom to answer a phone call but will return the call at their first opportunity. Please direct all calls through the school office.

## Guardianship issues

If there is legal guardianship and/or custodial information of which the school should be aware, please be sure a copy of the legal document is made available to the school for your child's protection.

## Field Trips

School trips to various locations are taken occasionally. These trips are taken in a school bus and are chaperoned by faculty members and parents. A generic field trip permission form is sent home at the beginning of the school year to cover all field trips. However, teachers are expected to clearly communicate the details of all field trips in a reasonable time frame.

## SCHOOL DRESS

Children are expected to wear clothing appropriate to school activities. Clothing appropriate to a workplace is the expectation. Inappropriate T-shirts (those that advertise drugs, alcohol, cigarettes, profanity, anything that displays any gang-related behavior, or discrimination) will not be allowed nor

will any clothing that can be considered revealing or inappropriate for a school setting. Keep in mind that our students are active and outside daily so sturdy footwear and appropriate clothing facilitate children's safety and comfort at play.

**THE ADMINISTRATION WILL MAKE THE FINAL DECISION  
regarding inappropriate clothing on an individual basis.**

## Behavioral Expectations

The best learning environment is one where students feel safe – physically and emotionally. To this end teachers develop classroom rules with their students, and explain rules for bus, playground, etc. A key expectation is that all members of our community be respectful: of others, of ourselves, and of the materials and space around us.

Teaching students respectful behavior is a responsibility that teachers and parents share. Teachers will inform parents of serious student misbehavior and repeated inappropriate behaviors. This way we can work at teaching students to be responsible for their behaviors. Likewise, should a parent become concerned about behaviors in or around the school, they are asked to speak first with their child's teacher in regards to the concern. No set of rules can cover every situation. Students, who display respect, courtesy and good judgment, will be helping themselves and others. Intervention from the principal would only be for serious misbehavior, and repeated inappropriate misbehavior. **Should a parent be concerned about the behavior within a classroom setting, they are asked to approach the classroom teacher in regards to this concern.**

The Jackson Grammar School staff has a significant interest in providing a safe and respectful school environment. Bullying is detrimental to student learning and achievement. It interferes with the mission of our school to educate our students and disrupts the operations of school. Bullying affects not only students who are targets, but also those who participate and witness such behavior.

The staff also believes that promoting ethical and responsible behaviors is an essential part of the school's educational purpose. Ethics, responsible behavior, and character are important if a student is to leave our school as a responsible and involved citizen. Bullying interferes with the accomplishment of this goal.

Bullying as defined in JSD policy (attached to the handbook) is not acceptable conduct at Jackson Grammar School and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences. For the purpose of this policy, bullying means any physical act or gesture or any verbally, written or electronically communicated expression that:

1. physically harms a student or damages a student's property
2. places a student in reasonable fear of physical harm and/or damage to his/her property.
3. the act of bullying is so severe, persistent or pervasive that it creates an intimidating, hostile educational environment for the student being bullied.

Examples of conduct that constitute bullying include, but are not limited to:

1. physical contact or injury to another person or his/her property
2. threats of harm to a student, his/her possessions, or to other individuals
3. non-verbal threats and/or intimidations such as the use of aggressive, menacing and insulting gestures
4. exclusionary behavior
5. language that insults, puts down, taunts or teases individuals or groups
6. above behavior via email, IM, Facebook or other social networking sites

Current NH law states that bullying behavior that takes place on or off school grounds that impacts a student's educational opportunity and should be reported to school.

**Parental reporting of bullying:** Should parents be concerned about the behavior of a child that impacts their child's education, they are asked to approach the classroom teacher in regard to this concern.

## PLAYGROUND RULES

**In an effort to make the Jackson playground a safe, caring and positive environment where everyone succeeds, we ask cooperation in the following:**

1. **Boundaries:** Students may not go beyond any of the fences; the stream and the woods are **off-limits**. Students may not go into the Whitney Center parking lot, and must be able to see a teacher at all times.
2. Proper clothing & footwear are a must.
3. Use the playground equipment safely and properly. For example:
  - a. Go **DOWN** the slide, **ONE** at a time, on your **REAR END**.
  - b. **ONE** person at a time on the monkey bars. Do not sit or climb **ON TOP**.
  - c. On the swings – swing **STRAIGHT** ahead, in a **SITTING** position
  - d. Those not using the equipment should keep clear the surrounding area
4. Students must ask permission if they need to use the bathroom or get a drink or enter the building for any reason. Students should come outside prepared to stay outside for the whole recess.
5. Inclement weather means indoor recess with students having quiet free time in the classrooms of the teachers on duty.
6. No hardballs or bats. Wiffle bats, and squishy baseballs are fine.
7. Do not throw rocks or wield sticks.
8. Bikes, rollerblades, skateboards, scooters and pogo sticks are not allowed without special permission. However, it is a district requirement that **helmets must be worn at all times when using a bike, skateboard, etc. on school property (including before and after school hours)**.
9. Do not climb on the basketball poles or hang from the hoops.
10. Do not throw balls against any of the buildings, or at other people.
11. No electronic equipment is allowed on the playground.
12. Play safely. No rough-housing—**hands off fellow students**

## Winter Rules

1. Absolutely no snow throwing.
2. Only those with snow pants & winter boots will be allowed beyond blacktop. When there's snow on the blacktop, students must have boots or stay on the porch.
3. Wear appropriate dress for the weather (i.e. jackets, gloves, and hats). Wind chill temperatures below 0°F mean indoor recess.
4. Share the blacktop; understand that it may get crowded, so be aware of age differences.
5. Teachers may decide to keep everyone on blacktop depending on conditions.
6. Stay away from overhanging roofs especially when icicles or snow loads are present.
7. Students may not climb snow banks next to fences or near parking lot.
8. Do not use equipment if it is icy or wet.

## Consequences

Consequences for infractions and disrespect toward others are determined first by the adult in charge and may include, sitting out, writing, holding a required mediation session with other party or loss of part or whole recess. Teachers may use a consequence /reward system in the classroom. A parent contact or referral to the principal by the child's teacher may also occur if behaviors are more serious or appear to be chronic in nature. The guidance department is used as a resource as appropriate.

Chronic or more serious offenses such as swearing, pushing or refusal to comply with the adult in charge may result in parent contact, a meeting with the principal or more serious consequences such as detention, removal from the bus or loss of recess and for a more extended time.

Records of these types of unexpected behaviors are kept by the principal to track these types of offenses over time. Consequences will be determined on a case-by-case basis in accordance with the severity, frequency and nature of the infraction. In addition, our technology policy describes on-line or digital behaviors that could result in loss of the privilege of computer use at school.

The most serious offenses that violate school and state policies regarding weapons, drugs, violence, bullying or harassment will be investigated and handled according to school board policy and SAU 9 protocols. These offenses may result in detention, suspension, expulsion or referral to police. Decisions about these offenses are made in conjunction with SAU administration, parents and occasionally guidance and special education personnel.

## Weapons Policy

We have a **ZERO** tolerance in regards to weapons in school. Our weapons policy is as follows:

- Dangerous weapons (knives, guns, firecrackers etc.) are not permitted on school property. Students in possession will have weapons confiscated, parents notified, and appropriate discipline action taken.
- Any student who knowingly possesses a firearm in a safe school zone as defined by RSA 193-D:1 without written authorization from the Superintendent or his/her designee, shall be expelled for a minimum of one year in accordance with the federal "Gun Free Schools Act."

(The Superintendent of Schools may modify the expulsion requirement on a case-by-case basis in accordance with federal statutes.) Any expulsion shall be subject to review, if requested, prior to the start of each school year; and further, any parent or guardian has the right to appeal any such expulsion by the local Board of the State Board of Education.

- In addition, any student entering the school with a part of a weapon or something resembling a weapon will be sent to the principal. The weapon or that which resembles a weapon will be confiscated and the parent will be called in for a conference. Consequences for this may be either an in-house or home suspension for up to three days.

## TRANSPORTATION

Bus transportation is provided for all elementary and middle school students who live more than one mile from designated bus stops. All students are expected to obey the bus rules and regulations. The Jackson School Board is responsible for establishing new bus stops. A student must have a note from a parent with the approval of the principal to adjust their regular bus stop to another bus stop. Parents wishing to meet their children at the bus stops should be at the designated stop on time as the bus driver can not wait for parents to arrive due to schedules they must adhere to. Walking students who wish to ride the bus to visit a friend must have a note from a parent. Middle school students who ride the Jackson bus will not be left off at any stop between Bartlett and the Jackson School without a written note from a parent.

Parents wishing to transport children (other than their own) home from school must receive verbal or written permission from the other parents. A note shall be sent to the school pertaining to any changes,

In the event that a bus driver is incapacitated due to illness, a substitute driver will be contacted. This is an infrequent occurrence, but may cause delays in pickup times.

Students will be required to wear seatbelts when riding the bus. The Jackson School Board has adopted a seatbelt policy to ensure the safety of our children.

### **BUS RULES**

Students must keep hands and head inside the bus at all times.

Students must keep a reasonable voice level of speaking in consideration of the bus driver.

- Students must keep the bus safe and free of trash.
- Respect for the bus equipment - damage to any part of the bus by a student will be paid for by parents of the offender.
- Students should not tamper with any parts of the bus.
- Students must be responsible for their belongings on the bus.
- Students must not throw anything from the bus.
- Students must wear seatbelts and remain in their seats while the bus is moving.
- Students must take caution on or around the bus.

- Students must be courteous to other riders.
- Students must remain on the bus in case of a road emergency.
- Students must be quiet upon approaching a railroad-crossing stop.

**WAITING FOR THE BUS**

- Students must be at the designated bus stop 5 minutes prior to scheduled stop
- Students must stay off the road at all times.
- Students must conduct themselves in a safe manner while waiting.
- Students must wait until the bus comes to a full stop before entering the bus.

**LEAVING THE BUS**

- Students must cross the road when the bus traffic has come to a complete stop - at least 10 feet in front of the bus.
- Students should help with the safety and comfort of smaller children.
- Students must be alert to the danger signal from the bus driver.

**THE ABOVE RULES AND REGULATIONS ALSO APPLY TO FIELD TRIPS SPONSORED BY THE SCHOOL.**

A student who violates the bus rules may be disciplined in the following manner:

1. First offense Letter to parents.
2. Second offense Removal from the bus for up to 3 school days.
3. Third offense Removal from the bus for up to 10 school days.
4. Fourth offense Removal from the bus for an indefinite period of time.

The above-mentioned consequences are up to the discretion of the administration, and may be subject to change depending on the situation.

The Superintendent of Schools or the Principal is authorized to suspend the rights of pupils from riding in the school bus when pupils fail to conform to reasonable rules and regulations as may be promulgated by the school board.

Parents will be required to provide their current proof of insurance in the event that they are needed to transport students to or from a school function. This is in accordance to school board policy.

**Arrival and Departure**

Students may be dropped off in front of the Whitney Community Center so that they can follow the sidewalk to the school. Please do not drop your child in front of the school or where they will climb the fence, cut between parked cars and cross the driving lane in the school or plaza parking areas. Climbing over snow banks between parking areas is strictly forbidden.

The area directly in front of the school building is a bus and fire lane only. No vehicles should park in this area – short or long term. All vehicles should park in the area provided for vehicles at the

Whitney Center, or across the street adjacent to the Historical Society. The Jackson Police may ticket vehicles parked in either the bus and fire lane or designated handicapped area. Please be considerate of business owners at the Jackson Market Place—do not block traffic in their parking area.

## AFTERSCHOOL ACTIVITIES

The Jackson Grammar School provides exciting and fun opportunities for the children to participate in after school. Parent permission must be given and transportation arranged for the child to be picked up at the conclusion of the activity.

Teachers occasionally will keep students after school for special work, or disciplinary reasons. In the event that this occurs, the time will not exceed 30 minutes beyond the regular dismissal time. Bus students will not be kept after school without prior notice to the parent.

## REGISTRATION

All Kindergarten students must be five years of age on or before September 30 of the year they are to enter school. Any child reaching age six prior to September 30 must be in attendance in a public or an approved private school program unless excused by the State Commissioner of Education. At registration, parents must present a record of birth. “All children must be immunized and have received a physical examination within one year prior to school entrance” according to the current recommendations of the State Public Health Agency.

## VERIFICATION OF RESIDENCY

Parents of entering students must also provide a current residence address with a current utility bill, rental agreement or telephone bill to verify the residence. Post office box addresses are NOT satisfactory to verify residence.

Once a child is enrolled, it becomes the school’s responsibility to place the child at the level best suited to meet his/her educational needs. All decisions concerning placement are based upon careful consideration of the staff and consultation with parents.

## TRANSFERRING RECORDS AND REGISTERING STUDENTS

**Transfer into the school** - Parents of children entering the school must sign a request for school records form in order to have their official transcript and health records sent from the school that the student had previously attended.

New student registration is available online at [www.sau9.org](http://www.sau9.org). Contacting JGS for a preliminary exchange of contact and school information is recommended.

**Transfer out of the school** - Official transcripts are vital, and parents should call the school so the transfer is accomplished as soon as possible. Parents must sign a release form, so that records may be passed on to the next school. Records will NOT be sent with the child or the parent.

In addition to customary transfer of school records between schools, we like to provide information for the new school and teacher whenever a Jackson Grammar School student leaves us. To help with a smooth transition, we ask that parents notify both the teacher and the office, in advance, to allow time for information to be gathered.

## STUDENT PROPERTY

Please note that electronic equipment, cell phones, and inappropriate toys are not allowed at school without prior permission of parents and administration. Limited use of electronics is allowed on the bus with prior permission from the principal.

**Please label all students' belongings** so they can be returned to your child. If articles are not claimed within a reasonable period of time, it will be up to the school officials to discard the materials as they see fit. Parents are encouraged to visit the school and look through the lost and found articles.

## Disclosure of Directory Information

The Jackson School district defines "Directory Information" as: name, address, date of birth, participation in officially recognized activities or sport, dates of attendance, degrees, and awards.

Upon receipt of a written request, the Jackson School District will release such directory information to all external agencies and institutions possessing a valid educational reason for using such information as determined solely by the school administration.

Parents and students may refuse designation of any or all of the above categories of personally identifiable information as directory information for specific students provided that the Superintendent of Schools receives a written request to that effect by Sept. 30.

On a separate note, over the course of the school year parents occasionally request telephone numbers of their children's classmates to arrange birthday parties, play dates, transportation and similar matters. If you prefer that your phone number **NOT** be shared, please notify the school office.

If you so choose you may list your contact in the annual PTO parent-student directory, available to families who have elected to be listed in it.

## Lunch

A complete nutritious lunch, including milk, will be made available to students each day for a cost of \$3.35 per meal. Menus are developed by the Food Service Director of the Bartlett School District, and are also published on the Bartlett School website ([sites.google.com/a/jbartlett.k12.nh.us/jbes/home/lunch-menu](https://sites.google.com/a/jbartlett.k12.nh.us/jbes/home/lunch-menu)) and on the [JGS website](#). Lunch will be served at 12:30 with students eating in the classrooms. Milk is available to students who do not purchase a lunch. Free and reduced lunch applications are available in the school office.

## Drills

Emergency drills, fire drills and other related emergency procedures are conducted monthly. Students are to leave the building immediately, in single file without talking and assemble at the predetermined locations with their teachers. Upon the “all-clear” signal, all students and teachers will return to their respective rooms.

## Library

Library media specialist provides instruction in library and media skills, Internet safety, as well as integrating technology and Web 2.0 into the school curriculum. Students can also check out books from the school’s extensive collection.

## GUIDANCE

Jackson Grammar School Guidance and School Counseling program aims to promote student success through a focus on the social, emotional, academic and physical development of individual students. By concentration on prevention and intervention activities, social and individual learning needs, career development, conflict resolution and problem solving skills, individual uniqueness and developmental growth will be supported. This program will help students gain the knowledge, skills, competencies and personal habits that will enable them to become productive workers as well as compassionate citizens in the larger community. Please contact our counselor if you would like additional information regarding her curriculum.

## HEALTH

The Jackson Grammar School has the services of a school nurse. She is on call as needed. The school nurse handles emergencies and illnesses, refers students to doctors and dentists, reviews the

health history of students, routinely tests vision and hearing, monitors growth height and weight, periodically checks all children who have been ill, and consults with staff concerning health-related problems. The school nurse serves as a resource person for the staff, parents, and students, serves as a member of the pupil evaluation and placement team, and works with various community agencies to improve the health of our students. The nurse will assist teachers with teaching of the health curriculum as needed. When the school nurse is not on campus, school personnel –all trained in first aid –will handle student illnesses and emergencies.

**Immunization Requirements** - all students entering school for the first time must be fully immunized and have received a physical examination within one year prior to school entrance according to the current recommendations of the State Public Health Agency. A student cannot enter school until the requirements are met.

**Contagious Illness** - Please notify the school nurse of any communicable disease such as Strep throat, impetigo, chicken pox and hepatitis, in order to help ensure the health of all students. It is also very important to notify the school nurse if your child has been exposed to or treated for lice. If a student has been exposed to a contagious disease, parents will be notified within 24 hours.

**Health** - we strongly recommend that children do not come to school if they appear to be ill. It is advisable to keep the child home for a sore throat, severe cold, rash, or fever. The close proximity of seating in the classroom accelerates the spread of communicable diseases. Please notify the school if your child is ill and will remain at home.

The school nurse is responsible for attending only to illness and injury that occur during the school hours. She has the authority to exclude from school any child who appears to have an infectious condition. If illness occurs during the day, children will be dismissed only if a parent or other designated adult picks up the child from school.

A note from the family physician is required before a student may return to school in the event of a serious or prolonged illness. A note from the family physician is required for a child to be excused from physical education class.

## **MEDICATION**

Students may take prescribed medication if the following guidelines are adhered to for the protection and safety of the student:

- A written statement from prescribing physician and stating name of medication, dosage, and the time to be given.
- A written authorization or request from the parent/guardian indicating the desire that the school assist the pupil in the matters set forth in the physician's statement, accompanied by a "hold harmless" release, signed by a parent/guardian.
- All medications must be sent to school in a pharmacy container with label and student's name, physician's name, date of original prescription, name and strength of medication, and directions for administering it.

- Non-prescribed medication is not encouraged. Non-prescription medication (over the counter) will be given only with the parent/guardian's **written permission**.

The school nurse or designated staff member is authorized to assist in the administration of medication. Students are not permitted to have medicine on their person. Parents should take the medication personally to the principal for safe storage.

## SPECIAL SERVICES

Some children have special learning needs which require specialized help in order for them to fulfill their educational potential. State and Federal laws prescribe that these children are identified, referred by their parents or teachers, evaluated and provided with an *Individual Education Plan (IEP)* or a *504 Plan*.

*Each step in the identification and planning process requires and encourages parental involvement. School staff and parents consult and evaluations are conducted to specifically determine if an educational disability exists. If an educational handicap is identified, it is the responsibility and the intent of the District to provide special needs students with a "free appropriate public education in the least restrictive environment". Our special education program is comprehensive and incorporates related services such as speech therapy, counseling, physical and/or occupational therapy. Students having a variety of needs may also receive modifications to their educational programs under a 504 plan if the children have documented medical concerns.*

## NONDISCRIMINATION ACT

The Jackson School District does not discriminate on the basis of race, color, national origin, handicap, sex, or age in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Pam Stimpson  
Director of Special Services  
SAU #9  
176-A Main St.  
Conway, NH 03818

Inquiries concerning the application of nondiscrimination policies also may be referred to the Regional Director, U.S. Department of Education, Office for Civil Rights, 222 J. W. McCormack Post Office and Courthouse Boston, Massachusetts 02109-4557.

# INSTRUCTIONAL MATERIALS

- ~Textbooks and essential instructional materials are loaned to students without charge.
- ~Students are held responsible for the loss of textbooks or for damages within reason.
- ~Students must pay restitution for loss or damage before reports cards will be issued.
- ~Musical instruments are loaned to students on an availability basis. Students are held liable for loss or damage to these instruments.
- ~Students are held liable for loss or damage of classroom, school or town library materials charged to them within reason.

## Volunteers

Children are our most important resource! A number of parents and community members volunteer their time and/or service throughout the school year. Volunteers help teachers with special events or as teacher helpers assisting with the students in special projects. Your contribution of time and talent adds greatly to our overall education programs. We encourage volunteers in all parts of our school day, and welcome suggestions as to ways we may be able to utilize your talents and skills within our community. Volunteers are asked to check into the office prior to going to the classroom.

It is Jackson School Board and SAU 9 policy to require a Criminal Background Check for any volunteers working individually with students, accompanying field trips, or other school related activities. Background check forms are available in the JGS office.

## UNIFIED ARTS

**The physical education program** at Jackson focuses on encouraging students to cooperate with and respect their classmates, listen attentively and follow directions, demonstrate good sportsmanship and enjoy moving and strengthening their bodies while accomplishing certain physical tasks.

The primary grades K-2 work on developing basic loco-motor skills and coordination through games and cooperative activities. Grades 3-6 focus on activities that develop specific sport skills, as well as the five key points that anchor the program: sportsmanship, perseverance, responsibility, team work and fair play.

In addition to in-school physical education, there are a number of extracurricular activities to help children stay active and fit. Students are required to wear appropriate clothing and sneakers for personal safety and success.

**The goal of the music department** is to instill a love for music from the first day of Kindergarten through the last day of 6<sup>th</sup> grade. The music program is comprehensive, combining classroom instruction, individual study, and performance opportunities.

Classroom music is held once a week. Students focus on basic music concepts through enthusiastic singing, musical games, and movement.

Students begin individual instrumental instruction in grade 4 and are eligible to be in the Jackson School Band when they have reached an appropriate level of proficiency. There are several performances a year, including a winter and spring concert, along with the district-wide Louis Fuchs Concert. We also perform off-campus at any opportunities that may arise.

**The art program** is designed to provide positive, creative learning experiences for the students at the school. Students will be exposed to a wide variety of materials and techniques and will work in all the traditional disciplines as well as exploring innovative arts and crafts. Art history and appreciation is an integral part of the art program, and through the use of lectures, prints and displays, students will begin to gain familiarity with the art and artists of various cultures and periods of time in history. The Jackson Art Department presents the Arts Festival in early spring each year and the entire community is invited.

## Tin Mountain Conservation in the science and social studies curriculum

The Tin Mountain Conservation Center provides an environmental awareness and exploratory science curriculum at the Jackson School. Student's involvement will include classroom participation, outdoor activities, and field trips. The Tin Mountain Conservation Center is located on Bald Hill Road in Albany, and their field station is on Tin Mine Road in Jackson.

## EASTERN SLOPE SKI CLUB (ESSC) PROGRAM

### **GRADES 1-6**

The Eastern Slope Ski Club sponsors this program. It provides alpine skiing instruction by trained volunteers for helping students learn technique and proper use of equipment. The program runs 8-10 weeks, usually starting shortly after students return to school from winter vacation. The alpine program takes place at Black Mountain.

Permission forms are sent to parents in order for students to participate. These forms must be signed and sent back to the school along with a small membership fee.

Volunteers are a key element in the success of ESSC, parents and community members alike. Since they do work one-on-one with students, all ESSC volunteers are required to have a background check before the start of the program.

The program culminates with “Snow Day” held the beginning of March at Cranmore Mountain and Attitash/Bear Peak along with all schools in the SAU #9 for a day of games, races, and meeting other students from other area. Parents are encouraged to participate in this event. Awards are given at a later date.

Rental equipment is available from Eastern Slope Ski Club. This is done on a need basis and then first-come, first-served basis.

## **JACKSON SCHOOL BOARD BULLYING POLICY**

### **Pupil Safety and Violence Prevention**

#### **I. Statement Prohibiting Bullying or Cyberbullying of a Pupil** (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

#### **II. Definitions** (RSA 193-F:3)

1. **Bullying**. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil’s property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil’s educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to “parent” shall include parents or legal guardians.

### **III. Statement prohibiting retaliation or false accusations** (RSA 193-F:4, II(b))

#### **False Reporting**

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

#### **Reprisal or Retaliation**

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.

2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

#### **Process To Protect Pupils From Retaliation**

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

### **IV. Protection of all Pupils** (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

### **V. Disciplinary Consequences For Violations of This Policy** (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

### **VI. Distribution and Notice of This Policy** (RSA 193-F:4, II(e))

Staff and Volunteers: All staff, students, and parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

### **VII. Procedure for Reporting Bullying** (RSA 193-F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

#### Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the school day.
3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the school day.
3. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### **VIII. Procedure for Internal Reporting Requirements** (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying.

#### **IX. Notifying Parents of Alleged Bullying** (RSA 193-F:4, II(h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### **X. Waiver of Notification Requirement** (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

#### **XI. Investigative Procedures** (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

#### **XII. Response to Remediate Substantiated Instances of Bullying** (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

#### **XIII. Reporting of All Incidents to the Superintendent** (RSA 193-F:4, II(l))

The Principal shall forward all reports of bullying to the Superintendent upon completion of the Principal's investigation.

**XIV. Communication With Parents Upon Completion of Investigation** (RSA 193-F:4, II(m))

Within two school days of completing an investigation, the Principal will notify the students involved, and their parent, in person of his/her findings and the result of the investigation.

**XV. School Officials** (RSA 193-F:4, II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

**XVI. Use of Video or Audio Recordings in Student Discipline Matters**

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA and EEAE.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

Legal References:

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Adopted by the Jackson School Board – December 20, 2010



