

# Jackson Grammar School Student Handbook 2009-10

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## **JGS Calendar of Events 2009-10**

### **September**

- Wednesday, 9 Soccer Information Night with Coach Sue Weymss 6:30 PM  
Thursday, 10 Grades K-3 Curriculum and Unified Arts Night 6-7:30 PM  
Thursday, 17 Grades 4-6 Curriculum Night 6-7 PM  
Monday, 21 Jackson School Board Meets Third Monday of the Month  
Wednesday, 23 Coffee Chat with JGS Principal Gayle Dembowski 7:45 AM  
Friday, 25 School Picture Day  
Monday, 28-30 6<sup>th</sup> Grade Trip to Ferry Beach

### **October**

- Oct. 1-22 NECAP Testing Window Grades 3-6  
Monday, 5 School Board Listening Post  
Thursday, 9 PE Night 6:30 PM  
Thursday, 22 Open House 6:30 PM  
Friday, 30 Fall Festival – Afternoon Program

### **November**

- Oct. 4-6 Artist in Residence Program with Jeanne Limmer  
Wednesday, 18 Coffee Chat with JGS Principal Gayle Dembowski 7:45 AM  
Wednesday, 25 Thanksgiving assembly with Seasonal Desserts

### **December**

- Tuesday, 15 Holiday Concert 7 PM (Snow Date 12/16)

### **May**

- Wednesday, 19 Spring Unified Arts Festival

### **June**

- Date to be Announced Field Day

**Thursday, June 17 Scheduled Last Day of School**

**Welcome to the 2009-2010 School Year!  
Please read this handbook thoroughly as it  
explains in detail school routines and policies.**

**SCHOOL ADMINISTRATIVE UNIT # 9**

**SAU # 9 OFFICE**

**TELEPHONE# 447-8368**

Carl Nelson

Superintendent of Schools

Robert Gadomski

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 BOARD MEMBERS**

Jerry Dougherty (Chair)

Andy Kearns (Member)

Joseph Kopitsky (Member)

Genn Anzaldi (Member)

Keith Bradley (Member)

# JACKSON GRAMMAR SCHOOL

## 2009-2010 Staff Directory

Gayle Dembowski	Principal/Enrichment Coordinator
Ann Bennett	Administrative Assistant Technology Coordinator
Kristin Groves	Grades K-1 Teacher
Dexter Harding	Grades 2-3 Teacher
Margot Robert	Grade 4-5 Teacher
Heather Woodward	Grades 6 Teacher
Gaie Mitchell	Reading Specialist/Guidance
Carrie Scribner	Art
Mary Dresser	General Music/Instrumental Teacher
Sonya Porter	Physical Education
Sally McMurdo	Special Education Teacher
Meredith Piotrow	Educational Assistant
Melissa Grady	Educational Assistant
Lisa White	Food Service
Katie Saunders	Clerical Assistant
Anne Kantack	School Nurse
George Bordash	Maintenance Supervisor
Mark Iannuzzi	Custodian
Robert Kurz	School Bus Driver
Mark Blotner	School Bus Driver

## JACKSON GRAMMAR SCHOOL PHILOSOPHY:

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. Consequentially, the school has a primary purpose, in conjunction with parents and community, to foster and nurture a life long 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.

It is not enough for adults to aim for the educational ideal. They also must understand the nature of the child. 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.

## JACKSON SCHOOL OBJECTIVES

**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.

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. Teachers are encouraged to conference with parents after each quarter.

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 SAU 9 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 the NECAP state test, and the Northwest Educational Assessment (NWEA). Informal running records, reading inventories inform instruction in reading and benchmark assessments are used in math. To report this progress we use SAU 9 standardized report card. Two parent conferences are held each year. Our grading policies differ for grades K-3 and grades 4-6. Faculty will review 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.

## Wednesday Morning All-School

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 the 6<sup>th</sup> grade class, 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. Note that the All-School meeting has been moved to Wednesdays so as not to conflict with library classes.

### VISITORS

Visitors are welcome at school anytime while school is in operation. **ALL VISITORS 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.

### SCHOOL HOURS

Regular school hours are from 8:30 – 3:00 p.m. Supervision begins outside at 8:20 a.m. and students enter the classrooms at 8:30. During inclement weather students are permitted to enter the building at 8:20.

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.

## 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.

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.

## **DISMISSAL-END OF DAY**

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 so that arrival at school does not occur before 8:20 a.m.
- ◆ Leave school and walk directly home after dismissal, unless there is participation in some supervised after-school activity.
- ◆

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 or calling to change them at the end of the day.** 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.*

## **SCHOOL CANCELLATION**

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).

There is a telephone network available if you choose to participate so that word concerning no school announcements can be passed along. Information will be sent home

in late October. This “phone-tree” is revised yearly. The “phone-tree” will be initiated as soon as official notification of the cancellation or delay of school opening is received by the principal.

Parents are asked NOT to call the school or school personnel at home for information on days with inclement weather.

The “phone-tree” will be used in situations where it is felt that school could operate on a delayed opening time. The radio and television stations will announce delays of opening of school.

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

### EMERGENCY TELEPHONE NUMBERS

We need an emergency telephone number of parents or guardian! Your number at work or a neighbor’s number will be most helpful in case of illness or injury.

### EMERGENCY DISMISSAL

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.

### TELEPHONE USE

The telephones are for the convenience and use of staff and parents. Only when there is an emergency will students be allowed to use a telephone. **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.

## **CUSTODIAL/ GUARDIANSHIP INFORMATION**

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. For the safety of all children and to ensure that a positive learning atmosphere occurs throughout the building, the following items of clothing will not be permitted:

- ◆ Hats and caps (in the building).
- ◆ Halter tops (shirts that expose the abdomen), or see-through shirts. No visible undergarments.
- ◆ Inappropriate T-shirts (those that advertise drugs, alcohol, cigarettes, profanity or anything that displays any gang related behavior or discrimination).
- ◆ Skirts, dresses, or shorts that fall above the mid-thigh.
- ◆ Clothing that has exceedingly large holes that expose the body.
- ◆ Shirts with "spaghetti straps".

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

## SCHOOL DISCIPLINE

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 the rules for bus, playground, etc. Our primary expectation is that all members of our community be respectful: of others, of ourselves, and of the materials and space around us.

*During the spring of 2003, an interested group of teachers and parents worked together to create the new “Handbook of Expectations”.* The goal was to clarify expectations and consequences. It was written to be read by students and parents together.

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.**

### 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 behind the Whitney Center, 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 (swings, balance beam, etc.) 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, roller blades, 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\*

1. 1<sup>st</sup> time – Warning given.
2. 2<sup>nd</sup> time - Five minutes on porch or picnic bench (as determined by teacher on duty).
3. 3<sup>rd</sup> time - 10 minutes on porch or picnic bench (student fills out Action Plan).
4. 4<sup>th</sup> time - Student sent to principal's office and parents notified.

The principal has the authority to suspend a student for up to 5 days. The superintendent of schools has the authority to suspend a student for an additional 5 days. This action takes place only in extreme circumstances.

### **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. Junior High 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 whom violates the bus rules may be disciplined in the following manner:

- ◆ First offense Letter to parents.
- ◆ Second offense Removal from the bus for up to 3 school days.
- ◆ Third offense Removal from the bus for up to 10 school days.
- ◆ 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.

## **PARKING**

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. The Jackson Police may ticket vehicles parked in either the bus and fire lane or designated handicapped. Please be considerate of business owners at the Jackson Market Place—do not block traffic in their parking area.

## **AFTER SCHOOL 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.

## TRANSFER IN AND OUT OF SCHOOL

**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.

**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.

Also, 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.

## NOTIFICATION OF 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 September 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.

## LUNCH PROGRAM

A complete nutritious lunch, including milk, will be made available to students each day for a cost of 2.75 per meal. Menus are published monthly and are developed by the Food Service Director of the Bartlett School District, and are also published on the Bartlett School website (/mail.jbartlett.k12.nh.us:1234). Lunch will be served at 12:30 with students eating in their rooms as a class. Milk is available to students who do not purchase a lunch.

## **FIRE DRILLS**

Fire drills 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**

The Jackson School makes use of the Jackson Library every week, as part of the library/media curriculum. Students visit the library as a class and receive instruction in library skills and assistance with both selection and checkout.

## **TESTING AND EVALUATION**

Students in grades 3-6 will take the New England Common Assessment Program (NECAP). JGS also uses a computer-based assessment program for grades 2-6 developed by NWEA. These tests provide the school with individual and class achievement scores with local and national scores available. Test results are available to parents and they are encouraged to meet with the teachers to discuss these results.

## **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.

## 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 testing vision and hearing, monitoring growth height and weight), periodically checking all children who have been ill, consulting 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.

**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 or town library materials charged to them within reason.

## VOLUNTEERS

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.

## UNIFIED ARTS

## PHYSICAL EDUCATION

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

# MUSIC

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 a comprehensive program combining classroom instruction, individual study, and performance opportunities.

Classroom music begins in K-2 as students have 50 minutes a week of music focusing on basic concepts reinforced through enthusiastic singing, musical games, and movement. Grades 3-6 have an hour-long class on a weekly basis.

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.

# ART

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 PROGRAM**

The Tin Mountain Conservation Center provides an environmental awareness and exploratory 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. 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. It is strongly encouraged that parents purchase equipment for students.