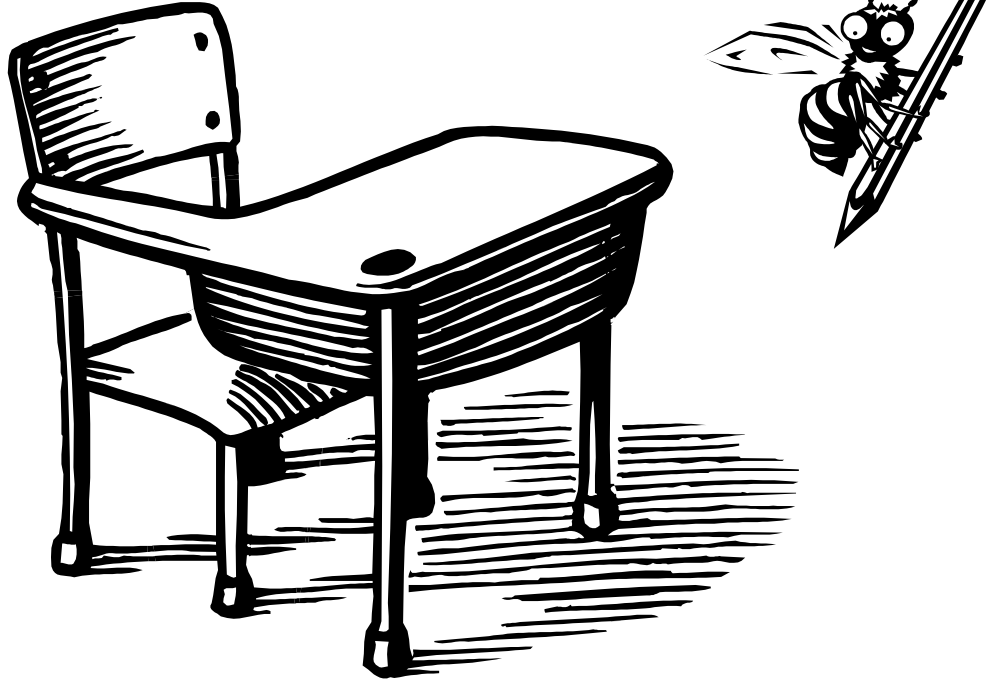


CPS STUDENT HANDBOOK

“Improving Lives”

2009 - 2010



Mission

To create a positive and secure school environment that promotes self-esteem, risk-taking, and decision-making.

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Principal's Message: Welcome to the Charlestown Primary School. We are looking forward to a happy and productive year for all. Parents, students, and teachers working together will provide quality education for each and every student.

This handbook was revised for students and parents so you can become acquainted with the services available and behavior expectations.

It is our sincere hope that the handbook will help provide the expectations we have for you and that your years at the Charlestown Primary School will contain success, challenge, and rewards as you attain a quality education.

The Fall Mountain Regional School District regularly releases lists of names and addresses of pupils, teachers, and other personnel for official and professional purposes. Parents and students may refuse the disclosure of information provided that a written request is submitted to the Superintendent of Schools, P.O. Box 600 East St., Charlestown, N.H. 03603, by September 11th.

Philosophy: The educational staff at the Charlestown Primary School believes that all children learn best in an environment that accommodates individual differences in learning rates and styles.

FMRSD Core Values:

Respect: treating yourself and others with patience, understanding, and honor.

Integrity: acting in a manner that is trustworthy, virtuous, and dedicated

Citizenship: commitment to our community, our nation, and our world

Responsibility: being accountable for our actions

Charlestown Primary School Staff

Principal: Paula Southard-Stevens

Assistant Principal: Lynn Carey

Lead Teacher: Kathy Hesch

Grade	Teacher	Room
Kindergarten	Kathy Hesch	K1
Kindergarten	Rachel Alford	K2
Kindergarten	Erin Roe	4
Grade 1	Amy Ashey	2
Grade 1	Donna Campbell	5
Grade 2	Katie Parkinson	7
Grade 2	Melissa Lynde	9
Grade 3	Sheryl Pierce	14
Grade 3	Kathy Olsen	15
Grade 4	Donna Bashaw-Benzie	17
Grade 4	Brenda Olsen	18
Grade 5	Beth Edson	19
Grade 5	Michelle Desilets	20
Special Education	Chris Rosinski	11
Special Education	David Sault	13
Art	Peg Hartz	21
Music	Lynn Lefebvre & Julie Armstrong	3
Phys. Ed.	Patrick Allen	
Specialists		
Guidance Counselor	Kecia Kofoed	16
Nurse	Mary Kane, Karla Chaffee, & Daria Durling	
Motor Skills Specialist	Al Langlais	
Occupational Therapist	Ruth Pratt	
Title I Teacher	Mary Beer, Heather Chapman, & Jessica Botting	8
Reading Specialist	Meg Green	12
Speech Therapist	Anne Swanson & Mindy Farnsworth	12
Media Generalist	Erika Crowe	12
Support Staff		
Secretary	Amy Wyman & Kimberly Pilvelait	
Resource Room Aide	Wendy Balcom, & Kristi Beneat	
Special Education Aide	Janet Buchan (individual), Lisa Perry (individual), Chris Perkins (kindergarten), Wendy Serbian (1st), Brenda Maxim (2nd), Maryann Sawchik (3rd), Shane Remer (4th), & Ruth Ann Knox (5th)	
Food Service	Pam Howe & Regina Boucher	
Custodian	Kim Benware, Greg Alford, & Peter Cannistraci	

Marking Period Schedule

August 26	1st Day of School
October 30	End 1st Quarter
January 22	End 2nd Quarter
April 9	End 3rd Quarter
End of Year	End 4th Quarter

Helpful Phone and Fax Numbers

	Tel. #	Fax #
Transportation	835-2527	835-2508
Superintendents Office	826-7756	826-4430
Spec. Education Office	826-5762	826-4430
Charlestown Middle School	826-7711	826-3102
Charlestown Primary School	826-3694	826-3905
North Charlestown School	826-3986	826-3186

CPS DAILY SCHEDULE

8:30	School Starts
10:00	Breakfast/Snack
11:15	Lunch: K & 1 Recess: 4 & 5
11:55	Lunch: 4 & 5 Recess: 2 & 3
12:35	Lunch: 2 & 3 Recess: K & 1
3:00	Dismissal: Riders & Walkers
3:10	Bus Wait

Elimination of Harassment: The Fall Mountain Regional School District (FMRSD) guarantees an environment free of harassment in any form.

Definition of Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and sexually motivated physical conduct or verbal communication which has the purpose or effect of substantially interfering with a student's educational environment or which creates an intimidating, hostile or offensive educational environment. Sexual harassment includes, but is not limited to the following:

- Verbal or physical sexual advances including pressure for any sexual activity
- Unwelcome sexually motivated touching, pinching, patting or intentional brushing against
- Repeated verbal harassment or abuse
- Repeated remarks or gestures of a sexual nature
- Demanding sexual involvement accompanied by threats

Sexual harassment is an abuse of POWER. Sexual harassment is viewed from the eye of the receiver of the behavior, not the giver. FMRSD shall not tolerate any behavior, verbal or physical conduct, by any administrator, faculty, staff member, or student, which constitutes sexual harassment of any employee or student.

Procedure For Filing Alleged Charge of Harassment:

1. The complaint is reported to the **building complaint manager (KECIA KOFOED)** and an informal interview is held to determine the seriousness of the charge. If the charge is in violation of HUM 402.02 an investigation is held.
2. A Harassment Complaint Form and Witness Disclosure Form is filed with the principal, complaint managers, and District Title IX Coordinator.
3. Upon completion of the investigation, the complaint managers will attempt to resolve the complaint and will take action, as it deems necessary to correct the effects of the sexual harassment charge.
4. If the complainant is not satisfied with the action, they may appeal in writing within five working days to the complaint manager.
5. An investigation will be scheduled with the Superintendent and Title IX Coordinator in an attempt to determine remedial action to satisfy the complainant.
6. If the complainant is not satisfied with the resolution, he/she may submit written objection to the Fall Mountain Regional School Board.

Elimination of Discrimination on the Basis of Handicap: The Fall

Mountain Regional School District will comply with Section 504 of the United States Rehabilitation Act of 1973 and the regulations implementing Section 504 promulgated through the United States Department of Health, Education, and Welfare.

The School Board is of the general view that discrimination against a qualified handicapped person solely on the basis of handicap is unfair. The School Board will, to the extent reasonably possible, see that qualified handicapped persons are included in the mainstream of life in the school community.

The administration will comply with the provisions of this policy and implement Section 504 of the United States Rehabilitation Act of 1973 and the regulations promulgated hereunder by the United States Department of Health, Education, and Welfare, as part 84, Title 45, U.S. Code, as such regulations are applicable to the FMRSD.

Elimination of Discrimination on Basis of Sex, Race, Age, Creed, Color, Marital Status or National Origin:

The FMRSD School Board is committed to nondiscrimination in relation to sex, race, age, creed, color, marital status, national origin, handicap, and any other human differences. In keeping with the requirements of Federal and State Laws, every effort will be made to remove any vestige of discrimination in employment, assignment, promotion, educational opportunities, services offered, discipline, location and use of facilities and educational offerings and materials.

Bullying Policy: Bullying among children is commonly defined as intentional, repeated hurtful acts, words or other behavior, such as name calling, threatening and/or shunning committed by one or more children against another. The victims do not intentionally provoke these negative acts. For such acts to be defined as bullying, an imbalance of real or perceived power must exist between the bully and victim.

Bullying may be physical, verbal, emotional or sexual in nature. The following may constitute bullying behavior, if intentional, repeated and not intentionally provoked by the recipient, and if there is a real or perceived imbalance of power between the bully and recipient:

- *Physical Bullying* (i.e. punching, poking, strangling, hair pulling, beating, biting and excessive tickling)
- *Verbal Bullying* (i.e. hurtful name-calling, teasing and gossiping)
- *Emotional Bullying* (i.e. rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure)
- *Sexual Bullying* (i.e. exhibitionism, voyeurism, sexual propositioning, sexual harassment, abuse involving actual physical contact and sexual assault, and may also include many of the actions listed above.
- *Cyberbullying* This District is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by students, staff or third parties is prohibited and will not be tolerated in the district. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner. In addition, any communication of this form, which disrupts or prevents a safe and positive educational or working environment, may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district property to harass or stalk another. The district will take any report of cyberbullying seriously and will investigate reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report should also preserve evidence of the cyberbullying. For example a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges and discipline, up to and including expulsion. Any perceived criminal conduct will be reported immediately to the local law enforcement.

Attendance: Students are required by law to attend school during the hours that school is in session. It is important that students be in school each day in order to maintain a high level of achievement. Students absent from school for 30 days in one school year will be considered for retention at their current grade level. Work missed when you are absent is to be completed as quickly as possible after you return to school. You have, with teachers' permission, up to a maximum of two days to make up work for every one day that you are absent, with the exception of long-term assignments that will be determined by the teacher.

Perfect Attendance: Students who have perfect attendance will receive a certificate at the end of the school year. To qualify for a certificate, a student's record must not reflect any tardies or early dismissals from school.

Absence: The State Board of Education and the Fall Mountain Regional School Board have adopted attendance policies to help us ensure that children are accounted for each morning. School starts at 8:30.

1. Teachers take homeroom attendance and send an absent list to the office by 8:30 A.M.
2. Parents should call the school office (826-3694) before 8:30 to notify us of their child's absence or send a note with brother, sister, or neighbor.
3. The school secretary checks the teachers' absence lists against the parent call list.
4. Parents of children not accounted for are called either at home or at work.

Reasons For Excused Absences:

1. Student illness.
2. An appointment that could not be scheduled after school.
3. A family emergency.

Early Dismissal: If a student is to be dismissed early, he/she must bring a note explaining the reason. The note should be given to the classroom teacher, and it will be sent to the office with attendance slips. In order to ensure proper supervision, students will remain in their classrooms until the parent arrives. Parents need to check in at the office and the secretary will call the classroom for the child to be dismissed.

Tardiness: School starts promptly at 8:30. Walkers and car riders should arrive prior to 8:30, but not before 8:15. If a student is late, he/she is to report directly to the school office with a note. The late arrival time will be noted, and the student will then report to class. If a student misses a bus, or has lost the privilege to ride the bus, it is the parents' responsibility to get him/her to school on time. Students are considered tardy after 8:30.

1. Students arriving late, without a note, will make up missed class time during recess.
2. Any student who accumulates three unexcused tardies (no note of explanation) within a marking period will be required to attend a meeting for the purpose of finding a solution to the problem. This meeting will include his/her parents, the classroom teacher, and the school principal.

SCHOOL PROGRAMS

Guidance: The Guidance Counselor is available to talk with students or parents regarding any concerns. These include academics, personal problems, or peer relationships. The Guidance Counselor also conducts classroom guidance activities and teaches personal safety.

Physical Education: Physical Education will offer all students a program of games and activities aimed at skill development, social growth, and increased levels of physical fitness. This is an active participation class, and all students should wear clothing appropriate for physical activity. For health and safety reason, all students will be required to wear sneakers for Physical Education.

Volunteer Program: Volunteers perform a very valuable service in our school. If you are interested in volunteering here at the Charlestown Primary School, please contact your child's teacher or leave your name in the office, and the volunteer coordinator will contact you.

Lunch Program & Snacks: Hot lunches are served on a daily basis at the Charlestown Primary School. Students are encouraged to purchase lunch tickets for the week on Monday morning; tickets are also available for purchase on a daily basis. The cost of hot lunch, including milk, is \$3.00. Students who choose to bring a lunch from home may purchase milk for 45 cents. Applications for free and reduced priced lunches are sent home at the beginning of the school year. New applications can be made during the year as the need arises.

Snacks are available for purchase from the school cafeteria. Milk is 45 cents. Ice cream is available on Fridays. A price list for snacks, juice, and ice cream will be sent home the first week of school.

Care of Books: Students are responsible for all books that are assigned to them. Parents will be responsible for paying the cost of replacement for a lost or damaged book. Final report cards will be held at the end of the year if books have not been returned or replaced.

An effort to take care of school property in general will result in longer service and help minimize replacement costs to parents and other taxpayers.

Grading and Reporting: Classroom teachers evaluate each student's work on a regular basis. Four times a year report cards are sent home to summarize progress. Parents must sign the report card and return it to the classroom teacher.

Parent Conferences: In October, there is a time set aside for parents and teachers to meet. These conferences provide an opportunity to discuss each student's progress and to establish a cooperative program that will best help the student. Additional conferences are welcomed and may be scheduled on an individual basis at either a parent or teacher's request.

Student Portfolios: Students need to take ownership in the development of their electronic portfolio throughout their education at Fall Mountain. Students should understand and sign the ICT Guidelines and Agreement for Electronic Portfolios. Portfolios should contain authentic project outcomes and real-world examples. Teachers will assist students with their portfolios. The student's role should be to: create > collect > select > reflect > present.

Family Vacations: It is recommended that family vacations be scheduled during school breaks. In the event, that a student must take a vacation during school time, parents must sign an extended leave form and provide the classroom teacher with a request for make-up work, one week prior to the vacation. It is the parent's responsibility to make sure all work is completed.

It must be understood that all absences from the classroom environment affect learning. Introductions are missed, reinforcement activities are missed, social interaction, cultural, musical, and physical experiences are missed. There is no way to recapture these educational events.

We do, however, recognize the value of travel and visits to other places. In keeping with this, we offer the following policy:

We request that parents recognize the implications of extended absences and take on the responsibility of their child's education during such absences. This means that parents will assist the child in making up lessons and homework. In order to be counted for grading purposes, make up work must be completed and given to the teacher, not more than one week after returning. Parents must recognize that the absence may affect the quarter report card grades.

Illness: Requests for make up work, due to illness, should be made to the classroom teacher, early in the day. All efforts will be made by the teacher to have all work ready for pick up by the end of the school day.

Student Placement: In order to ensure optimal educational outcomes and to establish heterogeneous classrooms, placement of students for the following school year is a grade level team decision. Decisions are based on the social, emotional, and educational needs of the students.

Parental input will be taken into consideration but may not always be honored. All requests must be in writing, addressed to the principal, and must state the educational reasons for the request.

Distribution of Notices, Newsletters and Handbooks: In order to conserve paper, school newsletters, handbooks, and some notices will be distributed on a one per family basis. The oldest in the family, attending the Primary School, will be responsible for taking this information home.

Telephone Calls to the Teacher: If it is necessary to get in touch with a teacher, please call during school hours. If the teacher is not available, please leave a message if you would like your call returned. If you have a situation in the evening or on the weekend, please contact the building principal.

TRANSPORTATION

Buses: District Transportation office phone # 835-2527

The Fall Mountain Regional School District provides transportation for all eligible students. These students have the right to ride the bus providing they obey the rules of proper conduct. These rules exist to ensure a safe trip for everyone. Further, it is expected that each student will ride his or her assigned bus. Any exceptions to this rule will require a written note from home. Upon receipt of such a note the school secretary will issue a bus pass.

Bus Policies & Procedures

1. Pupils shall arrive at their assigned bus stop at least 5 minutes before the bus is scheduled to arrive. Drivers will not wait.
2. Pupils shall wait in a safe place, clear of traffic and at least 10 feet away from where the bus stops. Pupils must be standing in a line when the bus arrives.
3. Pupils shall follow directions of the bus driver at all times.
4. Pupils shall exhibit classroom conduct at all times.
5. Pupils shall go directly to an available or assigned seat when boarding the bus.
6. Pupils will remain seated, facing forward, with their feet on the floor. They are not to block the aisles or exits.
7. Pupils are permitted to carry only objects that can be held on their laps.
8. Pupils shall refrain from eating, drinking, gum chewing and smoking on the bus.
9. Pupils are prohibited from extending their head, arms, other body parts or objects out of the bus windows.
10. Pupils shall not spit inside the bus or out of the bus windows.
11. Pupils shall refrain from the use of profane language and obscene gestures on the bus.
12. Pupils shall cross the road in front of the bus only after the bus has come to a stop and upon direction of the driver (10 foot minimum crossing distance).
13. Pupils are prohibited from using tobacco products, alcohol, drugs or any controlled substance on the bus.
14. Pupils shall not carry hazardous materials, nuisance items or animals onto the bus.
15. Pupils shall not have possession under/or use of weapons or articles used as weapons (including rubber bands, pea showers, etc.) while on the bus.
16. The noise level will remain low enough for the bus driver to be heard at all times, without having to raise his/her voice.
17. Pupils shall be polite and courteous to all passengers, passerby and to the bus driver.
18. Pupils shall respect the rights and safety of others.
19. Pupils shall not damage any part of the school bus.
20. Pupils shall not wear earphones while on the bus.

Any violation of these or other rules of prudent conduct may result in the suspension of a passenger for up to 10 days. Repeated incidents will result in longer loss of bus privileges. Physical damage will require restitution. Specific questions may be addressed to the Transportation Manager at 835-2527.

Bus Policies & Procedures (Continued)

Students will ride the assigned bus in the assigned seat. Changes in bus assignment will be approved only by the principal and transportation manager.

Although the law requires the district to provide transportation, it does not relieve parents of the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day. Nor does it relieve students of the responsibility to behave in an orderly and safe manner on the bus.

School bus transportation is a privilege that can be taken away any time a student's conduct is considered to jeopardize the safety of the other passengers or the driver. The right to safe transportation will not be taken from an entire busload of students because a few disobey the rules. If necessary a bus will return to the school or the transportation office and parents will be called to pick up their unruly child.

Those students guilty of flagrant, repeated, or gross disobedience or misconduct on school buses are subject to discipline within the guidelines of the district's policies and regulations. Continued violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

The bus driver will have complete control of the bus and the students he or she is transporting for the durations of the bus ride. Any problem arising with a student, for which the driver issues a written referral, will be promptly reported to the Transportation Manager.

Discipline for violations of the above safety rules will be administered as follows:

STEP 1: A written warning sent home to parents

STEP 2: 1-3 day loss of bus privileges

STEP 3: 5 day loss of bus privileges

STEP 4: 10 day loss of bus privileges

STEP 5: 20 day loss of bus privileges

STEP 6: 20+ days as recommended jointly by the Transportation Manager and Principal to the School Board.

The above progressive discipline schedule is for common infractions. Violations of a more serious nature, such as but not limited to smoking, fighting, profanity, possession/use of contraband, destruction of property or behavior which jeopardizes the safety and/or well being of other students will result in advanced progression on the above scale which may include up to a STEP 6 action, even for a first offense.

In destruction of property cases, parent/s guardians must make arrangements for full restitution of bus privileges.

Bicycles: Students may ride their bikes to and from school provided they have parental permission. Bikers may not arrive to school prior to 8:15 and will be dismissed at 3:00.

Walkers:

- Walkers should walk on the sidewalks, not in the road. If there are no sidewalks, walkers should walk on the left, facing the traffic.
- In winter, walkers must stay off the snow banks.
- Walkers should plan their morning so that they do not arrive at the Charlestown Primary School earlier than 8:15, as no supervision is provided before that time.

Dismissal: Each school year parents/legal guardians will fill out a dismissal plan for their child. Students will be dismissed according to the information on the plan, unless there is a signed and dated note from the parents/legal guardian stating a change, phone messages will not be accepted.

Children who do not live with both parents will be dismissed to either parent unless there is a court order prohibiting such action. It is the custodial parent's obligation to provide the school with a copy of the court order.

Walkers, bikers, and car riders are dismissed at 3:00. Bus students remain in their classroom until their buses arrive.

Emergency Contact: It is very important that we have up-to-date emergency contact information on the registration sheet in the office. Be sure that we have a number where we can reach a responsible adult in an emergency.

When filing out the white registration sheet, PLEASE include any information regarding your child's health on the bottom line such as headaches, nosebleeds, etc. PLEASE list any allergies your child may have. Please include food or environmental allergies as well as allergies to any medications. All information provided on the registration sheet is strictly confidential. Only school personnel have access to this information.

No School Days: In the event that schools will not be in session or will be delayed in opening, announcements will be made through Global Connect and WKNE FM 103.7, WKBK AM 1290/WBZK AM 1220, WOQL 98.7, WTSL1400/XL92.1, KIXX 100.5/93.5/WVRR-V101 101.7/93.9, WWOD Oldies 104.3, WHDQ Q106, WNBX1480/WNTK 99.7, and WMUR TV Channel 9.

Dress Code: Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the reference criteria.

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Parental judgment will also be relied on to support this policy, and parents will be notified as to the nature of any code violations and remedies will be identified.

In partial attainment of the foregoing, the following exceptions or guidelines will be the standards of criteria.

1. The administration has the absolute responsibility to determine what clothing is acceptable.
2. Cleanliness--clothing and grooming must be such that they do not constitute a health or safety hazard.
3. Clothing--clothing must be adequate in ensuring a decent appearance (underwear must **not** show)
4. Educational distraction--grooming and dress must not be so unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of the other students. With the ever-changing styles and seasons, additional guidelines are established to help maintain high standards of dress, so as to prevent distraction to the educational process.
5. Shorts, such as walking shorts, Bermuda shorts, and other shorts of similar length (mid thigh or longer) are acceptable and appropriate. Bus wait may be held outside and students should take into consideration the weather. Short shorts and CUT OFFS (fringed edges) are not allowed. No pants with writing on the backside.
6. Shirts and tops must be at the minimum waist length. Tank tops are not allowed.
7. Common courtesy and etiquette dictates that hats, bandanas, and sunglasses not be worn inside the building.
8. Apparel with slogans or graphics that promote activities prohibited by the school district code of conduct and statue are not permitted.
9. Clothing normally worn when participating in a school sponsored extra-curricular or sports activity may be worn to school when approved by the sponsor or coach, however, gym shorts will not be worn to any class other than physical education.

Any student deemed in violation of the dress code will be required to find acceptable clothing or will be sent home to correct the situation after parents have been notified. Refusal to comply with these standards may result in disciplinary action, including detention and or suspension.

Field Trip Policy: The teachers of the Fall Mountain Regional School District are encouraged to take their students on field trips when funds are available. Field trips are intended to allow students experiences that provide them with insight, information and/or knowledge that cannot be adequately developed through regular classroom instruction. Field trips should support, be an extension of classroom experiences, and be an intricate part of the curriculum.

Field Trip Procedural Guidelines: Teachers must submit a written request to the principal for all field trips, which includes a statement of learning outcomes and associated costs.

1. Parents must sign a FIELD TRIP PERMISSION FORM for their children to participate in any field trip that leaves school grounds.
2. Transportation in most cases should be by school bus. When private vehicles are used, parents will be informed of driver's name and estimated time of return.
3. When private vehicles are used, a certificate of appropriate liability insurance (\$100,000.00/\$300,000.00 liability) must be on file at the SAU office. The parent or staff member must realize that his/her insurance is the primary insurance that comes into effect in the event of an accident. The school's liability insurance is secondary in the event of an accident.
4. Teachers organizing field trips will be responsible for obtaining permission forms from parents, scheduling transportation and overseeing arrangements with the field trip site.
5. The teacher sponsoring the field trip is the person in charge, unless the principal attends and or delegates this responsibility to another staff member.

Personal Property: The following items are not appropriate or allowed in school.

Radios	Cassette Recorders
Weapons	Electronic Games
Tobacco	Drugs/Alcohol
Cameras	Pokemon Cards

Some of the above items, if brought to school, will be held in the school office until a parent comes to pick it up. The police will be notified in cases involving weapons, drugs, alcohol, and tobacco.

Items From Home: Items brought to school from home are unfortunately often misplaced, damaged or lost. Students may bring items from home, only at their teachers' request, for activities such as Show and Tell. The school has outdoor equipment, such as balls, jump ropes, etc. for students' use at recess.

Lost and Found: It is strongly recommended that students not bring extra money or other valuables to school. The school cannot be responsible for personal property. If a student loses an article he/she should report the loss to the teacher in charge as soon as possible. The student should check the lost and found box or the office to see if a lost article has been found.

Birthday Parties: Invitations for any parties will not be distributed to students unless every student in the class is invited. Due to confidentiality, the school office is not permitted to give out student addresses or telephone numbers. Parents are asked **not** to have flowers or balloons delivered to school.

Telephone: Telephones in the office are for school business and emergencies only. Permission to use such phones may be granted by the person in charge. Parents may contact teachers during school hours. If a teacher is unable to come to the telephone, the secretary will take a message and the teacher will return the call.

Visitors: Parents and volunteers are always welcome at school. Visitors, including parents and volunteers, must check in at the office before going to other parts of the building. Advanced notice of visitations is helpful and appreciated. The Charlestown Primary School does not permit student visitors. For health and safety reasons pets are not allowed in the school building or on school property.

If a student forgets his/her lunch, bring it directly to the office. This will eliminate any unnecessary disturbance in the classroom. The secretary will see that your child receives his/her lunch before their lunch period.

Solicitation: No solicitation by students is allowed.

Behavior Expectations: These are the things a student is expected to do to help himself/herself:

- Use equipment and facilities carefully.
- Report to class on time with all the necessary materials, pencils, books, and assignments.
- Pay attention. Get involved in classroom lessons.
- Do all the work that is assigned. Ask for help when you need it.
- Get assignments and help when you have been absent.

If a student does not do these things, the teacher may:

- Work with the student to develop better learning habits.
- Notify the principal and the parents of the problem.

These are the things a student will do to get along with other people and to ensure the safety of everyone:

- Treat other students and all adults with respect.
- Respect school property and the property of others.
- Use appropriate and acceptable language and tone of voice at all times.
- Treat others as he/she would like to have them treat him/her

If a student doesn't do these things, he/she can expect to be involved in the disciplinary process.

DISCIPLINARY STRUCTURE

Step 1: Classroom Discipline

Examples of infractions handled at Step 1:

1. Chewing gum and foreign objects.
2. Classroom disturbances, uncooperative attitude.
3. Lying, cheating-once.
4. Inattentiveness-not doing schoolwork or not bringing materials to class.
5. Running and other inappropriate physical behavior.
6. Out of assigned seat.
7. Being disrespectful to students and their work.
8. Arguing with other students.
9. Tardy to school without a note or call from parent or guardian.

Step 2: Office Discipline

Examples of infractions handled at Step 2:

1. Repeated discipline problems in classroom, hallway, bus wait, lunch etc.
2. Repeated cheating, stealing, swearing, and fighting incidents.
3. Constant disruption and refusing to cooperate in the classroom.
4. Mental and verbal abuse of another person.
5. Throwing rocks or snowballs or other missiles.
6. Temper tantrums.
7. Not showing up for assigned detentions.
8. Abusive language/threats to others.
9. Disrespect to teachers.
10. Truancy

Step 3: Suspension from School

Examples of infractions handled at Step 3:

1. Defacing school property.
2. Possession of weapons, drugs, drug paraphernalia, tobacco, alcohol, pornography, or literature promoting drug use or tobacco products.
3. Leaving the school grounds without prior approval.
4. Blatant disrespect to teacher or other school personnel.
5. Threats, hitting or kicking.
6. Fighting and intentionally causing injury to another student.
7. Continued disregard of school rules and interruption of the learning process.
8. Repeated truancy.

OFFICE DISCIPLINE CONSEQUENCES

Office referrals can result in:

- A warning
- A detention
- An in-school suspension
- An out of school suspension
- A parent conference can be included with any of the above

Health Services and Regulations: The Charlestown Schools have one full time nurse and one part time nurse who covers all three buildings on a rotating schedule or as needed. Any health related questions or concerns should be directed to them.

The nurses provide the following services for the school and community:

- Health assessments
- Height and Weight
- Vision and Hearing screening for grades K, 1,2,3, 5 and 7
- Scoliosis screening for grades 5,6,7, and 8
- School physicals for students in grades 5 and 7 by Dr. Brenton
- Contagious disease checks
- Kindergarten screenings
- Social work and home visits
- Immunization surveys
- Dental program supervisor
- Health and Hygiene counseling

Prescription Medication may be given in school with the following rules:

- The school must have a written order from the student's doctor. This gives permission for the child to receive medicine at school.
- The parent must also sign a form permitting their child to receive medicine at school.
- Medication **must** be in the pharmacy's original container, labeled with the student's name, prescription date, name and strength of medication, and administration directions.
- Medication needs to be delivered to the school and picked up by a parent or guardian.

Non-Prescription Medication will only be given with parents' written permission. Medication prescribed three times a day should be given at home unless the physician states it needs to be given during school hours.

Student Participation: Students are expected to participate in all activities of the school program, including recess. If health problems exist which would limit participation, a note from your doctor is required explaining your limits and the reasons. This includes being excused from physical education. Student athletes injured during a sports season may not be allowed to play unless they have written permission from their physician to return to athletics.

Accidents and Illness During School: If a student is injured, he/she must notify the teacher on duty. The teacher will make sure the student receives proper care. Accident reports are required for any serious injury and parents are notified. **Make sure the school has your emergency telephone numbers and home address on your registration card. It is important to keep the emergency cards up-to-date and add changes as they occur.**

If a student becomes ill during the day, the teacher will refer the student to the nurse's office. The nurse may be called and/or parents notified. No medication will administered to a student without written permission.

Lead Teacher: Each building in the Charlestown Attendance area has a lead teacher. The lead teacher at CPS is Kathy Hesch. Lead Teacher responsibilities are as follows:

1. Assume responsibility for the building in the principal's absence.
2. Inform the principal of any concerns pertaining to the students and staff.
3. Promote and assist keeping communication lines open between staff and administration.
4. Check building daily for any serious maintenance problems that could affect the health, safety, and welfare of staff and students.
5. Help orient new staff to the school and district.
6. Assist teachers whenever necessary.
7. Represent school at local parent or community meetings.
8. Conduct periodic fire drills in building and reports as required
9. Implement medication procedures according to school policy.
10. Record and report daily attendance to school secretary.
11. Aid staff and students if nurse is not available.
12. Distribute and route the mail.
13. Supervise end of the year closing procedures.
14. Check out staff and rooms at the end of school year.
15. Monitor aides' attendance in building.
16. Greet and log all visitors in building.
17. Conduct staff meetings and forward minutes to principal.
18. Assist principal in administering the school discipline code.
19. Assist principal in interviewing candidates for teaching positions by serving on local screening committee.
20. Maintain building and equipment security according to district policies.
21. Review and expedite purchase orders from the staff to principal for approval.
22. Facilitate and assist the school lunch and milk programs for students.
23. Review mid-quarter Progress Reports to parents.
24. Coordinate the supervision of school assemblies and field trips.
25. Communicate and review district policies and procedures staff and implement the same.
26. Perform other duties assigned by the principal.

Handbook Signature Form

These are the expectations and procedures that enable us to provide a safe and successful environment for all our students. It is our hope that this handbook provides the information needed to continue as a participating partner in the education of your child. After you and your child have reviewed the material, please sign this portion and return it to the school by 9-7-07.

My child and I have reviewed the Charlestown Primary School's handbook and agree to abide by the expectations as outlined.

Student's Name (Please Print)

Student's Signature

Parent's / Guardian's Signature

Date