

PAUL SCHOOL
2020-2021
STUDENT and FAMILY HANDBOOK



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General Information

Welcome Statement

The Paul School staff welcomes you to the 2020-2021 school year. Whether you are new to the Paul School Community or a returning family, we are happy to have you with us.

The Student Handbook is designed to help familiarize each student and his/her family with the expectations, programs, and policies regarding Paul School. We encourage you and your child to read the handbook, and keep it as a handy reference throughout the year. If you have any questions about the handbook, feel free to contact your child's teacher or administration.

The quality of the educational experience for each student is greatly enhanced when the school, the parents, and the student have a mutually supportive and cooperative working relationship. We encourage all parents to be active and well informed about our school through avenues such as the Parent Teacher Association, "Open House" night, parent conferences, weekly newsletters, the school website, and our school facebook page to mention a few.

We look forward to working with you to ensure a safe, responsible, kind and cooperative learning community for all!

Core Values

Environment: A safe and respectful environment is essential for student growth and success.

We believe that through respect, flexibility, communication and accountability, each and every person in our school will follow and expect others to follow the Be Statements to create high expectations and a safe, positive learning environment.

Relationships: Positive relationships help build the foundation for educational success.

We believe our school community can and will thrive when all stakeholders (staff, families, students, community members) have positive, meaningful interactions and are respectfully involved and engaged through active communication.

Successful Learning: Successful learning occurs when individual students' needs are met.

We believe that through effective problem solving, respect, a positive growth mindset and social emotional learning, all students will be able to advocate for themselves, manage their time wisely and challenge themselves to become successful life-long learners.

Academics: Academic success can be achieved through high expectations and an unwavering belief in all students' potential.

We believe that through modeling, high expectations and multiple modes of learning, students will be highly engaged and able to excel in their own individual success with a drive for life-long learning upon leaving the Paul School.

Wakefield School District Mission Statement

“Every learner will be prepared with the confidence, skills, and knowledge to be a successful, contributing member of their community and society.”

Paul School

60 Taylor Way
Wakefield, NH 03872
PHONE: (603) 522-8891
FAX: (603) 522-6143

SAU #101

76 Taylor Way
Wakefield, NH 03872
PHONE: (603) 871-8502
FAX: (603) 871-8608

Paul School Personnel

Principal	James Lampron
Assistant Principal	Jennifer Spector
Secretary	Jen Hayward
PT Secretary	Penny Morin
Guidance	Michael Tritter
Social Worker	Deb Wilson
Nurse	Lisa Wunderlich

SAU Personnel

Superintendent	Jerry Gregoire
Student Services Director	Anne Kebler
Business Administrator	Marie D'Agostino
Accounting Assistant	Kristin Levesque
Human Resources/Payroll Coordinator	Sharon Faria
Administrative Assistant	Michele Lambert
Student Services/Grant Admin. Ass't.	TBD

2020/2021 Paul School Staff

Principal: James Lampron

Asst. Principal: Jennifer Spector

Administrative Assistant: Jen Hayward

Classroom Teachers			Special Education			Transportation	
PK	Angela Boston			Coordinator	Amy Godfrey	Director	Brennan Peaslee
K	Jean Buck	Meghan Libby	Rebecca Roberts	Secretary	Katie Bilodeau	Drivers	Kelley Bushman
1	Laura Courts	Jackie Jakubec	Jen Learned	Sp.Ed. CM	Beth Capen		Amy Crawford
2	Meghan Kelly	Lauree Royle	Valerie Young	Sp.Ed. CM	Melissa Catuaro		Heather Dube
3	Jasmine Robinson	Heidi Smith	Katie Tyler	Sp.Ed. CM	Lisa Dubois		Stacey Dubreuil
4	Elayne Ellis	Robert O'Neill		Sp.Ed. CM	Kathy Frothingham		John Gavell
5	Aaron Nason	Cathy Olson	Noelle Taylor	Sp.Ed. CM	Meghan Nason		Jennifer Goldthwaite
6	Peter Boucher	Jessica Fortgang	Mark Perkins				Julia Hall
7	Alex Beckwith	Sam Fairfield	Lori Jerram				Stephanie Stewart
8	Jessica Cormier	Liz Hadzima	Gavin Kearns				Bailey Tasker
							Allison Turbitt
				SRO	Dave Landry		Emily Zanis

Integrated Arts		Title 1		Paraprofessionals	
Art	Tracy Bemis	Title 1 Coordinator	Diana Pettis	Breanne Arnold	Brittany Joy
PE	Jeff Boynton	Title 1 Tutor	Diane O'Neil	Colleen Bonnell	Sandy Milliner
Health	Kim Hastings	Related Services		Tammy Canney	Lisa Toohey
Library/Tech	Cara McNevech	School Psychologist	Esther Wakefield	Michelle Castonguay	Cynthia Trentsch
Music	Julie Sullivan	Speech	Sarah Willis	Clayton Cyr	Alicia Wallingford
			Beth Pagnotta	Robin Fifield	Jolene Welch
Partner Program	Amanda Long	TVI	Cheryl Gannon		
Partner Program ABA Tutors		OT	Ruth Ashley	LNA	Tracey Searles
Chrissy Carberry	Kristina King		Jillian Gullotti	Library Aide	TBD
Alex Gilliken	Rebecca Libby	PT	Krissy West	Support Staff	
Meghan Gregoire	Donita Bourne	Admin Asst. PT	TBD	Maintenance	Joe Williams
Amy Huppe		Social Worker	Deb Wilson		Gerry Soucy
		Counselor	Michael Tritter		Melissa Gylfphe
ABA Tutors		Nurse	Lisa Wunderlich		James Schirmer
Laurie Belliveau		Math Inter.	Julie Crowley		Ron Burpee
Jodi Furlong		Reading Specialist	Sharon Bonnevie	Cafe Services	Chris Barnes

General Information

Activities

Teachers and students plan activities that are educationally beneficial for all students. They are scheduled in conjunction with the school curriculum and special interests for the students and teachers. During activities both in school and away from school, students are expected to “Be Kind, Be Safe, Be Cooperative and Be Responsible”. Anything less may be cause for disciplinary action. In addition, dress must be appropriate for the activity. Parental permission is required for any away from school activity. Students who choose not to attend these activities are expected to attend school as usual.

Attendance

Wakefield School District requires regular school attendance. According to RSA 193.1, students are required by state law to attend school:

“Every child between 6 and 18 years of age shall attend the public schools all the time the public schools are in session, unless she/he has grounds that his/her physical or mental condition is such as to prevent her/his attendance or make it undesirable.”

Students are expected to have punctual and regular attendance. Absences, for any reason, results in lost educational experiences. Paul School students who have regular attendance will find more success in their educational experience. Student attendance at school is the responsibility of parents/guardians and students. In middle school, it is the student’s responsibility to ask teachers for work missed while absent.

Excused Absences

In order for an absence to be excused, it must first be called in by the parent.

The district considers the following to be excused absences:

- Illness (A parent/guardian may write a note to excuse absences due to illness where the child was not seen by a physician for up to two consecutive days. Any absences three or more consecutive days require a physician’s note.)
- Recovery from an accident
- Required court attendance
- Medical and dental appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good causes that may be acceptable to administration or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. Parents/guardians have an obligation to avoid, whenever possible, disruptions of the academic year by planning medical appointments and vacations at times that will not require students to be out of school. If students are out of school, they are expected to make up the work

they have missed. Teachers may send work to be completed during the time students will be excused or have the student make up work when they return. Students will have one make-up day per every day absent.

Unexcused Absences

Sleeping in, babysitting, missing a ride, skiing, hunting, trips without prearranged clearance, etc. will result in an unexcused absence mark on attendance. Work must be made up after a student returns to school.

A Paul School staff member calls home each time a student is absent from school (without parent notification) to ensure parents are aware of the absences. If a student has four whole days (8 half days) of unexcused absences, a letter will be sent home and parents/guardians will be invited in to discuss the attendance issues. The purpose of the discussion is to determine the reasons for the absences and to consider possible support Paul School could offer to help eliminate future absences. After five whole days (10 half days) of unexcused absence, an official truancy letter will be sent home.

For each subsequent unexcused absence, the assistant principal will contact the parent/guardian to determine the nature of the absence. If necessary, a parent meeting with the assistant principal, guidance counselor, classroom teacher and other pertinent school staff will be scheduled. The purpose of the meeting will be to establish an attendance plan with the collaboration of the parent/guardian, offer school assistance, and to notify parent/guardian that ongoing absences will constitute "habitual truancy".

Reference: Policy JH

Tardiness

The school day starts at 8:30 and students are expected to be in school by that time. Students arriving after 8:30 will need to stop in the office for a tardy pass. At this time, school starts at 9:00.

"Educational Neglect" means that any parent/guardian who has a minor child, age 6 to 18, that is not meeting mandated educational requirements of NH RSA 193:1 Duty of Parent; Compulsory Attendance by student as a result of the behavior of the parent or guardian and not the truant behavior of the child. Educational neglect exists only after multiple and meaningful remediation attempts have been made and documented by school personnel, school resource officers, truant officers/school liaisons or designee, court and school social workers.

Call-In Procedures



We are concerned for the safety of all Wakefield students. In order to ensure that all students arrive at school safely or are home or at a location known to a parent or guardian, the following procedures are used: Parents must notify the school between **8:00am and 9:00am** if their child is to be absent or tardy on a given

school day. Please leave a message if you are unable to reach a secretary. For students who are absent and have not been reported by the parent/guardian, a call will be made to the home, work, or emergency number(s), generally by 9:30am. If a student is absent and the school is unable to reach a parent/guardian or other previously designated person, the truant officer or police may be contacted. Your help in faithfully calling in when your child is absent will help save the school unnecessary calling and would help us to quickly identify an emergency involving a missing child.

Early Dismissal

In all instances, parents/guardians must come to the school office to dismiss their child. Please try to schedule non-emergency doctor and dentist appointments for after school hours. When dismissals are planned, parents/guardians need to send a note to school with their child indicating the time and reason for dismissal. If you have a change in dismissal that your child is not aware of, please call the school office prior to 2:30pm.

Unless specific arrangements have been made in advance, the child will be released only to his/her parent or guardian. If you would like someone to pick up your child that is not on your emergency contact list, we will need to be able to verify this by calling you on one of your contact numbers. If there is a court order or separation agreement concerning custody of the child, please ensure the office has the most current copy of the court order.

End of Day Dismissal

The school day ends at 3:00pm. Please make every effort to dismiss students prior to 2:45pm. Three parking cards will be sent home per family. Please display the card on the car dashboard whenever you are picking up your student. This will help to make the process faster, more secure and safer for students. If you do not have the card, you may be asked to present proper identification. When picking up your child, please stay in your car and follow the parent pickup line. A staff member will bring your student(s) to your vehicle once you've reached the loading zone in front of the flagpole. If you need to enter the building, please park in the parking lot and enter through the front entrance. Walkers will be dismissed first, followed by parent pick-up students who will be dismissed directly from their classroom, and then bus students who will be dismissed as the buses arrive by seat number. The bus lane may not be used when buses are present. All pedestrians must cross the roadway at the designated crosswalk.

*At this time, to minimize exposure in the building, we are restricting visitors.

Bicycles/Skateboards/Rollerblades

Students are welcome to bring bicycles, skateboards, scooters and rollerblades and must wear a helmet per State Law RSA 265:144. Bicycles must be secured in the bike racks, while rollerblades and skateboards are to be stored in the student's locker or classroom. Bicycles, skateboards, scooters, and rollerblades are brought to school at the owner's risk. The school will not assume responsibility for loss or damage. Students are not to ride bicycles, scooters or skateboards on school grounds, especially on the walkways to and from the school doors. If students violate these rules, they will lose the privilege of riding these items to school.

Bus Regulations



The right of all students to ride the school buses operated by the Wakefield School District is conditional upon their good behavior and observance of the following rules and regulations. Students who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis. Video Cameras may be used on school buses to monitor student behavior. Audio recording in conjunction with video recording may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recording are occurring. If disciplinary action occurs as a result of audio or video recordings, the student's parent/guardian may request, in writing using the Access Request Form to the business administrator within five (5) days, to review this information with the appropriate personnel. No other individuals shall be entitled to view or listen to the recording without the express authorization of the Superintendent.

Bus routes can be found on the SAU website and the school's Facebook page.

Bus students must ride the bus assigned to them unless a note has been provided by the parent/guardian indicating the reason for the bus change. Students must get a bus pass from the office in order to ride a different bus. Permission to ride a different bus is dependent on available space.

Students in grades PK-2, must have a parent or older sibling present at the bus stop, for afternoon drop off. Parents may opt out of this, by writing a letter to the principal. This letter should be received 24 hours prior to the opt out beginning.

Reference: Policy ECAF

Change of Contact-Emergency Information

In order for the school to quickly contact parents/guardians in the event of an emergency, it is necessary for the school to have the following information on file at the school:

- Home telephone number or the number of a neighbor who may relay a message
- Name and phone number of parent/guardian place of employment
- Name and phone number of a responsible person who may be contacted in case a parent/guardian cannot be located.

The school MUST have a phone number, even if unlisted, in order to make contact in the event of an emergency. The school will respect the privacy of all parents and students.

Parents/guardians must inform the school office of any changes in address or phone numbers throughout the school year. All parents/guardians must provide a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

Debts

Students are responsible for school property issued to them and may be charged a fine for lost or damaged property. Bounced checks will result in additional fees to cover all costs incurred by the school district, as well as possible loss of check writing privileges. Parents/guardians are responsible for negative lunch balances.

Reference: Policy JQ

Dress Code

The following dress requirements for Paul School students are designed to provide a standard of pride and personal care while allowing for choice dictated by individual taste and comfort. It is the right of each individual to dress according to his/her personal preference provided that the execution of his/her right does not interfere with the rights of others, cause disruption to the educational program, or is considered a health and safety hazard. Students who arrive at school in inappropriate clothing will be given the option of changing the objectionable garment or calling a parent/guardian for a change of clothing.

The following are not permitted:

- Bare and stocking feet;
- Clothing exhibiting vulgar, suggestive or obscene language or pictures referring to sexual activity, nakedness, drugs, alcohol, tobacco or violence; contains double/hidden meanings or is otherwise disruptive, as deemed by administration.
- Midriff exposed blouses or shirts;
- Shirts: Necklines/sleeve openings should provide thorough coverage of the chest and back areas. All shirts are allowed as long as they have straps and meet the other requirements.
- Shorts/Pants/Skirts: underwear should not be visible at any time. The stomach and waist area should also not be visible. The length of shorts and skirts should be modest (approximately mid-thigh) and provide appropriate coverage when standing, walking or sitting. "Short shorts" and "miniskirts" are not appropriate for school.
- Hats/hoods, unless for a special event or occasion, and sunglasses, unless prescribed by an optometrist and
- Any other mode of dress or article of clothing that is disruptive to the learning environment of the school.

Please refer to the Dress Code section of the Behavior Matrix on pg. 36 for more specifics.

Administration reserves the right to allow exceptions to the dress code for special occasions and circumstances.

Early Arrival

Students are not authorized to be on school property prior to 8:45am, which is when supervision of students begins. Students are to remain on school property once they arrive at school. Students who leave school grounds after arriving, will be subject to disciplinary action.

Electronic Devices

All cell phones, pagers, music/video players, electronic games and cameras must be off and out of sight during school hours (8:45am until exiting the building) other than for sanctioned educational activity i.e. field trips. Text messaging/phone calls are prohibited. If parents need to get in touch with their child, please call the office. Devices will be confiscated by a teacher and returned to the student at the end of the day. Additional offenses will result in the device being turned over to administration and will only be released to parent/guardian. The school will not assume responsibility for loss or damage.

Reference: Policy JICAB

Email

To contact a staff member, please refer to the complete listing of staff email addresses and links on our school district website at www.sau101.org.

All staff and student emails follow the same format:

first name.last name@sau101.org

Emergency Closing

When inclement weather or emergency situations cause the school to close, radio and television stations will be notified prior to 7:00am. Announcements will be carried on the following radio and television stations:

WOKQ 97.5 FM

WMUR Channel 9

The school district has installed a phone notification system called School Messenger. This system will contact parents/guardians at the phone number(s) provided at the beginning of the year. This system notifies parents/guardians of weather/emergency school closings and of unexpected early dismissals.

- Caller ID will display the school's main number
- School Messenger will leave a message on any answering machine or voicemail provided
- School Messenger cannot call an extension number

In the event school is delayed, it will always be for two hours. Breakfast will not be served. Buses will pick-up students two hours later than usual, including buses for out-of-district placements.

In the event school is cancelled for the day, there will be no bus transportation from Wakefield to the high school, or out-of-district locations. In addition, all school activities scheduled for that day will be cancelled.

Emergency Drills

The school will periodically run emergency drills to ensure the safety of everyone at Paul School. Any person in the building is expected to participate in all emergency drills being conducted while they are on campus.

Food in the Classroom

Any classroom in the school may be designated as “nut free.” These classrooms will be clearly marked.

Carbonated drinks are not allowed in the classroom or the cafeteria at any time. Clear water is recommended throughout the day; exceptions are made for juice, gatorade, etc. during snack time and lunch.

Food Services



Breakfast is available daily from 8:15-8:30. Students will be dismissed directly from the bus to the cafeteria to pick up their breakfast. The cost is \$2.00 and no cost for students eligible for free or reduced meals.

Students with food allergies will be provided a table that is free of foods known to induce an allergic response from them.

A complete lunch menu is sent home to parents/guardians at the beginning of each month. The cost of lunch is \$3.00, \$.40 for reduced eligible and no cost to students eligible for free meals.

Families may apply for Free and Reduced lunch at any time during the school year. Applications are available in the main office and the cafeteria.

Parents have two methods to fund their student’s account:

1. Online Payments - You may set-up an online account (www.myschoolbucks.com) using a Credit/Debit card to make deposits into your child’s account. In addition to providing you with a secure online payment option, the system will allow you instant access to details on what your child is purchasing in the cafeteria, as well as other convenience features such as automatic low balance alerts. This automated system will help increase the speed of service and allow students additional time for a more relaxing dining experience. Instructions for setting up your online account are available in print from your Food Service Director and posted on the Fresh Picks Cafe website.
2. You may send a check with your child made payable to the Wakefield School Lunch Program. Please make sure to include the child’s name in the memo line. We encourage parents to either utilize the online payment method or to send in a check, but cash can also be accepted.

Wakefield School District recognizes that these are difficult economic times, but we are still responsible for the financial stability of the breakfast and lunch program. We will take the following steps when a student's account is about to become or is insufficient to cover costs:

1. If the student's meal account balance debt grows to \$15.00 or more, a letter asking for payment will be sent from the school.
2. If the student's meal account debt grows to \$30.00 or more, the parents will be requested to meet with the principal. When appropriate, the principal should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the district will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

Reference: Policy EFC /EFAA

Guidance Services

The school counselor offers a safe and confidential place to talk with students. Counselors are professionally bound to maintain the confidence of discussions within legal guidelines.

School counseling and social work services are available to all students PK-8.

Services offered by our guidance counselor include: individual counseling (as needed); academic advising; classroom lessons; consultation with students, parents, and school staff; collaboration with community agencies; student placement; individually or in small groups, to support educational, emotional, and behavioral growth. Our counselor seeks to establish caring, collaborative, and confidential relationships with students, parents, and teachers to facilitate student's personal development.

Hallway Pass

Any time a student needs to leave an assigned area, he/she must receive permission from the classroom teacher. A written pass will be issued. For students in grades 6-8, they are required to use the passes in their agenda.

Health Services

Health care at Paul School is provided by a certified full time nurse. The role of the nurse is to enhance student learning by modifying or removing health related barriers and by promoting an optimal level of wellness. Duties include taking care of ill/injured children, screenings, and compiling student health records.

Students should not go to the nurse's office unless they have the permission of their classroom teacher. In addition, they are not to call parents or guardians directly to be picked up; that is the job of the school nurse, or in her absence, the front office.

Emergency forms are required for all students. The nurse must be able to contact parents when children are ill or injured so please keep your child's emergency information current. If there is an

injury or illness that requires immediate emergency medical attention, the Wakefield Ambulance will be called to transport the child to the nearest medical facility. Every attempt will be made to contact the parents/guardians if an injury or illness of a serious nature occurs at school. The alternative person listed in the emergency information provided will be contacted if parents/guardians cannot be reached.

Reference: Policy JLCE-R

Students are not permitted to self-administer internal medications without authorization from the nurse and/or administration. When possible, please give student medication at home. Medication needed during school hours must be brought to school by a parent/guardian or authorized adult, and be in the original prescription container. Written parent/guardian permission and a physician order are required. Inhalers may be kept in the nurse's office to prevent loss. Older students may keep inhalers with them if written parent/guardian permission and physician orders are on file. The use of cough drops in school is discouraged; a note from a parent is required for use of cough drops.

Reference: Policy JLCB

When to Keep Your Sick Child Home From School*

It is important for children to attend school but there are times when an absence due to illness is necessary. Keeping your child home when they are sick gives their body time to rest and recover and protects other students and staff from potential illness. If your child has any of the following symptoms please keep him/her home.

- Fever - temperature of 100 degrees or higher. Your child must be fever free for 24 hours without the use of fever-reducing medications before they may return to school
- Vomiting - your child may not return to school for 24 hours following the last episode of Vomiting
- Diarrhea - while a single occurrence of diarrhea may simply be the result of an aggravated belly, more than one episode may indicate illness. In this case, your child should not return to school for 24 hours following the last occurrence of diarrhea.
- Cold/Cough - if your child has heavy cold symptoms such as, severe sinus congestion, significant lack of energy, and/or, a deep or uncontrollable cough, they should remain at home to rest.

*The current expectations for returning to school during COVID-19 supersede these requirements which are in place for a typical school year.

Minimum Immunization:

Reference: Policy JLCB

- DTP/DT/DTaP/Td
 - Under the age of 7 – Four or five doses, last dose after 4 years of age
 - Over the age of 7 – Three or four doses with 3rd dose after age 4
- Tdap
 - One time dose at age 11
- POLIO
 - K-12 – Three doses with last dose after age 4 of all IPV or OPV; or four doses of combination of IPV and OPV
- MMR
 - Two doses of measles-mumps-rubella vaccine
- HEPATITIS B
 - Three doses if born after 1/1/93
- VARICELLA (chicken pox):
 - Grades K, 1, 2, 6, 7 – Two doses, or proper documentation of immunity
 - Grades 3, 4, 5, 8 – One dose or history of disease

Students for whom records do not indicate vaccination, may be unable to attend school to prevent the spread of infectious disease.

Birth certificates must be on file for all students.

Homeroom Period

Students report directly to their assigned homerooms at 8:45am so teachers can accurately record daily attendance. In addition, this time is used to discuss activities, rules, and procedures. Morning exercises include the salute to the flag, a moment of silence, and daily announcements. The 9:00am bell will ring and announcements will begin promptly after.

Internet Use

The Wakefield School District offers students' access to the Internet. Students will be able to access the Internet under the supervision of their teacher.



All information on Paul School computers belongs to the Wakefield School District. The teachers, administration, and the district technology coordinator periodically monitor the sites students are visiting. Any inappropriate activity or visiting of inappropriate sites will lead to disciplinary action to include possible forfeiture of all internet privileges for the remainder of the school year and/or legal action.

Reference: Policy JICL-R

Late Bus

The school will provide a late bus for students who are involved in after-school activities. The bus will run on Tuesday and Thursday, leaving the school at approximately 4:30pm.

A schedule of stops is available in the office and on the school website. At the discretion of the principal, students who are repeatedly not picked up on time may not be allowed to utilize the late bus. Students who are suspended from the bus will not be allowed to utilize the late bus.

Library Books

Procedure for notification of overdue materials:

- One week overdue: The student will be verbally reminded
- Two weeks overdue: A written notice will be issued to the student
- Three weeks overdue: A second written notice will be sent home with the student
- Four weeks overdue: A letter will be mailed to the parents. The letter will list the titles of book(s) overdue, date due and cost of replacement if book is not returned.
- If library books that are lost have not been paid for, the student who is responsible for the book will not be permitted to borrow books from the library until the debt is paid.

Reference: Policy JQ

Lockers

Students in grades 5-8 will be provided with a locker and a combination lock for their locker. Students are expected to store coats and backpacks in their lockers as these items will no longer be permitted in the classroom. Students may go to their lockers only at assigned times or with permission from a staff member. Locks must be returned in June to avoid a \$5 charge. No personal locks will be allowed on the lockers at any time. Lockers are the property of the Wakefield School District and are subject to inspection by administration (with or without notification). Specific inspections of individual lockers may be conducted by administration upon reasonable suspicion that illegal or prohibited items or substances are present.

Reference: Policy JH

McKinney-Vento Homeless Assistance Act

If a family becomes homeless at any time during the school year, please notify the school's social worker in order to receive services to help you during this transition. According to the McKinney-Vento Homeless Act the criteria for being homeless is:

- lacking a regular, fixed and adequate nighttime residence (substandard housing)
- sharing housing due to economic struggles (double-up)
- living in a shelter, hotel or motel
- living in a public place not designed for sleeping (cars, parks)
- an unaccompanied youth
- a child or youth abandoned in a hospital
- a migrant child who qualifies under any of the above

The school district will assist families during this time, so please speak with the school social worker. Matters of homelessness are confidential.

Reference: Policy JFABD

Nondiscrimination

The Wakefield School District will not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, genetic information, or disability in its educational programs, activities, or employment policies.

Inquiries, requests, or complaints about compliance with nondiscrimination may be directed to the superintendent of schools.

The Wakefield School District certifies that it has a Title IX, 504, and an ESOL Coordinator. SAU 101 Student Services Director, Anne Kebler, serves as the coordinator of each. She can be reached at 871-8502. Her office is located at the SAU 101 office at 76 Taylor Way, Wakefield NH, 03872.

Parents Right to Know

Parents have the right to:

- Know if their child is being provided services by paraprofessionals and their qualifications
- Know the degree/major/certifications of their child's teacher(s)
- Receive information on their child's level of achievement on all state assessments

Pictures

Individual photographs of students are taken during the first few weeks of school.

Parents/guardians have the opportunity to purchase photographs in a variety of packets. A prepay order/information form will be sent home with the students containing dates for school pictures and prices of the picture packets. Pictures are used for student identification cards. Purchase of pictures is optional.

Photo Waiver

Paul School's ability to portray its program accurately and vibrantly is, in part, dependent on parental support to communicate with the community at large. We may utilize photographs of your child when participating in school related activities (classroom and otherwise) and athletics. These photos may be published in our regular communication media such as our school newsletter, school Facebook page and school website.

Your permission is assumed unless an opt out form is completed which is included in the registration packet. The opt out form can also be obtained by communicating with the front office.

Questions and Concerns

Open and honest communication between home and school can support learning. Parents/guardians and caregivers are strongly encouraged to ask questions and address concerns in a timely manner regarding any aspect of our class and school operation directly with the person involved. In return, parents/guardians and caregivers should expect such open and timely communications from school personnel. In the interest of effective communications and efficient resolution of classroom and school concerns, the following process has been established:

- Step 1: Individual Teacher
 - Make an appointment to discuss the concern with the teacher or other individual involved. Depending on the situation, it may be helpful to have the child participate in a conference.
- Step 2: School Administrator
 - If the situation has not been resolved to your satisfaction at the individual level, make an appointment to discuss the concern with the principal or assistant principal.
- Step 3: Superintendent of Schools
 - If the situation has not been resolved to your satisfaction at the school administrator level, make an appointment to discuss the concern with the superintendent of schools.
- Step 4: School Board
 - If your efforts have not met success, even after working with the superintendent, you may ask him/her to discuss the concern with the school board.

Recess

Students will go outside daily for recess, unless excused by a doctor's note or an arrangement made through the school. Students are expected to come to school prepared for outside recess. Proper footwear and outer-wear is important for student safety. Indoor recess due to inclement weather is called in severe weather situations only. In the winter, indoor recess will occur when the 'real feel' is below 20°, Students are expected to have all appropriate outdoor weather gear for winter recess. If you have any trouble obtaining warm items, please contact the main office.

School Board

Wakefield School Board meets twice monthly, on the first and third Tuesday, at the Paul School. Agendas for regular and special meetings are posted on the District website (www.sau101.org) and posted on the community bulletin board in the school lobby prior to the meeting. Meetings begin at 6:00pm and are open to the public. There is time set aside at the beginning and end of the meeting for public comment. The School Board formulates and adopts policies and budgets in support of the education of our students. Parent attendance and comments are welcomed and encouraged.

Staying Connected

Staying connected to your child's teacher with e-mail, phone calls and review of the Wakefield Weekly newsletter is important. You are also always welcome to make arrangements to come in and visit! Our school is looking great due to the interest and involvement of the stakeholders who continue to demonstrate support. Our school Facebook page informs you of special events and milestones in our classrooms-and the school's website is also a great resource (www.sau101.org).

Student Records

Parents/guardians have the right to examine their child's records. This may be done by written request at any time while school is in session. An appointment for the parent to come in will be made promptly after the request is received. Administration will be present to interpret any items that the parent/guardian requests. The parent/guardian has the right to appeal any record or portion thereof. Any student may meet with administration for the same purpose.

Student Rights

The rights and privileges of all students shall be guaranteed without regard to race, religion, sex, creed, marital status, national origin, sexual orientation, or genetic information.

Students have the right to peaceably and responsibly advocate the change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of these rights may not interfere with the rights of others or be disruptive to the day-to-day operation of the school. Freedom of expression does not extend to all expression, such as that which is obscene or slanderous; defamatory; bullying; advocates violation of federal, state and local laws or school policies, rules and regulations; or uses "fighting words."

Students may present complaints to teachers or administration. Adequate opportunities shall be provided for students to exercise these rights through channels established for considering such complaints.

Paul School students have the right to have:

- Their ideas and feelings respected
- A quiet and orderly place in which to learn
- Personal safety
- Personal belongings protected
- Questions answered in a timely fashion
- Due process when accused of misconduct

Student Due Process

Students facing discipline will be afforded all due process rights given by law. The Superintendent or his/her written designee is authorized to suspend any student for ten days or less for violations of school rules or policies. Should the Superintendent desire to suspend a student for more than ten days, such student will be afforded a hearing before the school board. In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules. Student due process rights shall be printed in the Parent-Student Handbook and will be made available in other languages or presented orally upon request.

Reference: Policy JIA

Tobacco Free Schools



Smoking and use of other tobacco products or possession of any tobacco products is prohibited at all times within Paul School and on all school property. We consider ecigarette devices to be in this category. Anyone found smoking, using other tobacco products, or in possession of any tobacco products on school grounds will be asked to cease immediately and subject to

disciplinary consequences and will be referred to the local law enforcement agency if they are less than 18 years old.

Reference: Policy ADB, ADC, GBEC, GBED, JICG

Toys/Items Brought to School

Toys should only be brought to school for show-and-tell or other special events. Items brought must be stored in their backpacks after they are presented.

Video Cameras

Video cameras have been installed in various locations in and around the building. In addition, our school buses are also equipped with audio/video cameras.

Reference: Policy EEAA, ECAF

Visitors

Upon entering the school, please report immediately to the window at the main office. All visitors will be required to sign-in and receive a visitor pass that is good for the duration of your scheduled activity.

Reference: Policy KI

Volunteers

We greatly value volunteer service provided by parents and other community members. The talent and support provided by school volunteers make our school a more dynamic and successful educational setting.

Before working with students regularly in a classroom or in an unsupervised situation on or off school property, a school volunteer must undergo a background investigation, including a criminal history records check. The entire process, including fingerprinting, can take up to three months to complete. Directions for completing the background check are available at the SAU. Volunteers must sign in and out at the office each time they are in the building during school hours.

Reference: Policy IJOC

Wakefield Weekly

A school newsletter goes home with the students weekly and is also available on the Paul School Facebook page and in the front entrance of the school. Important school and classroom news, procedures, events, and dates are included. Additional classroom newsletters and notices are sent out regularly to inform and remind parents of important dates and special upcoming events. If your family requires a double copy of the newsletter, please make that request through the main office. We will do an electronic mailing whenever possible.

Academics

Engagement

Students are expected and encouraged to engage in their learning at high levels. This means students take ownership of learning activities, display high levels of energy, demonstrate a willingness to ask questions, pursue answers, consider alternatives, and take risks in pursuit of quality. They do not simply follow directions but actively work to improve the quality of their performance. With deep engagement, students retain what they learn and can transfer that learning to new contexts.

Extracurricular Activities

Athletics

The Paul School offers students in grades 6-8 a chance to play the following sports through the school:

Soccer

Baseball

Softball

Please reference the Student Athletic Handbook for additional information.

The school works closely with the Wakefield Parks and Recreation Department to provide additional athletic activities for students of all ages. Contact the Parks and Recreation Department at 522-9977 for more information.

Under an agreement with the Wakefield Parks & Recreation Department, students who have been assigned a detention or suspension must complete the detention or suspension prior to participating in any Parks & Recreation activities.

Dances

Dances are considered an extracurricular activity and are for Paul School students only. In order to attend dances, students must be in school the entire day. Wakefield homeschool students are permitted to attend.

Students attending the school dance must enter and exit the dance from the main entrance in front and are not permitted to leave the building, prior to the dance ending. Students who do leave will not be permitted back inside and parents will be notified.

Student Organizations

Paul School offers the following student organizations:

Band

Chorus

Student Council

Athletics

After School Activities

Club Committed

Robotics

Yearbook

Field Trips

Field trips are designed to stimulate student interest and inquiry. They provide opportunities for social growth and development and are an important extension of classroom learning. Field trips are planned in advance and require parents/guardians to sign a permission slip for their child to attend. Field trips may require families to pay basic costs. Student financial assistance is available by request.

All volunteers on field trips must register in the office prior to leaving. Field trips are an extension of learning. However, if students do not have permission to attend the trip, those students will be placed in another classroom for their instruction. Occasionally, a class will take a “walking” field trip where no bus transportation is involved. At the start of the year, a blanket permission slip for walking field trips will be sent home for signature. A notice will be sent home informing parents/guardians of the impending field trip, but no additional signed permission slip is required.

All field trips require appropriate school behavior while imposing additional responsibility on teachers. To cope with the additional responsibility while outside the classroom environment, one or both parents must accompany students who are disruptive. If a student has not demonstrated that he or she is able to behave appropriately in school, he or she may not be allowed to participate in field trips. If there is a question about a particular student attending a field trip, the teacher should bring the concern to the principal for review; the goal is to maintain the focus and purpose of the field trip.

In addition to following normal dismissal regulations, students will only be dismissed from a field trip into the custody of their parent or legal guardian. This must be put in writing and approved by the Principal or his/her designee at least 24 hours in advance. At the time of dismissal from the field trip, the parent / legal guardian must sign the student out with the supervising teacher. No parent / guardian may dismiss their child into the care of another person. No parent/guardian may dismiss a student from the field trip via a phone call unless it falls under the regular dismissal guidelines for emergencies.

Reference: Policy IJOA

Grading

Report cards are sent home quarterly. Parents and students have ongoing access to student grades throughout the year by utilizing PowerSchool (<https://sau101.powerschool.com/public/home.html>). Midway through each quarter, parents will receive a reminder to check PowerSchool in order to be aware of any difficulties in time to meet with teachers and develop a plan to help the student. This reporting system is designed to inform both students and parents/guardians of the grade status of the students, to alert them to any potential problems and to provide time for students to remedy the situation if necessary.

Letter grades and percentage equivalents (for grades 3-8)

A+ 98-100 B+ 91-92 C+ 83-84 D+ 75-76 F 69 or below

A 95-97 B 88-90 C 80-82 D 72-74

A- 93-94 B- 85-87 C- 77-79 D- 70-71

Homework

Homework is assigned to supplement and reinforce classroom teaching and learning. It may be assigned for a variety of reasons: to strengthen new skills, to complete unfinished classroom assignments, or to work on projects or guided reading activities begun in class. The amount of daily homework is established by each grade level team based on their curriculum, and may vary depending on individual needs.

Students who do not complete and turn in homework by the time specified by the teacher, may be assigned an incomplete and/or a school consequence such as, but not limited to, classroom detention or loss of school privileges.

Students should be assigned homework on a consistent basis according to the following guidelines:

Grades 1-3	10-30 minutes per day
Grade 4	40-50 minutes per day
Grades 5-6	50-60 minutes per day
Grades 7-8	up to 90 minutes per day

Reference: Policy IKB

Honor Roll

Students who attain an A average in every subject will be recognized for High Honors. Those students who maintain an average of B or better in all subjects will be recognized with Honors. All subjects are considered when determining honor roll status.

- ≥ 93 High Honors
- ≥ 85 Honors

Integrated Arts (IA's)

Paul School provides five integrated arts for all students K-8: **Art, Health, Library/Technology, Music, and Physical Education***.

Students in grades 7 & 8 choose elective courses within each IA. Topics have included: Painting, 3D Art and Sculpture, Drawing, Concert Band, Chorus, Garageband, Music Theory, Bucket Drumming, Outside Sports, Backyard Games, Fitness, Inside Sports, Book Club, Keyboarding, Robotics, You and Your Money, Media Literacy and more.

*Sneakers are to be worn for physical education. Your child will not be allowed to participate in PE without the proper shoes. Please be advised that this could affect his/her participation grade. These guidelines will be enforced for the safety of our students.

Make-up Work

In middle school, it is the student's responsibility to ask teachers for work missed while absent. If students are out of school, they are expected to make up the work they have missed. For excused absences, teachers may send work to be completed during the time students will be excused or have the student make up work when they return. Students will have one make-up day per every day absent. Work must be made up after a student returns to school for unexcused absences.

Students missing three or more assignments will be issued an after school teacher work session for that class. Teachers will contact parents/guardians to discuss a plan to assist the student with makeup work.

Parent-Teacher Conferences

At the end of the first quarter in November, a teacher/parent conference will be scheduled for all students. First quarter report cards will be distributed at the conference. Although we have these parent-teacher conferences each fall, parents/guardians are encouraged to schedule meetings with their child's teacher at any time there is a concern. Ongoing communication is the key to continued success.

Placement

Class placement is a cooperative process that takes place in the spring, involving the classroom teacher(s), specialists, administration and parent input from a class placement survey. There are many factors involved in this process, including what is best for individual students academically, socially and behaviorally as well as for the class as a whole.

The principal has the authority to change and finalize class placement. While we welcome parent input, requests for placement cannot always be honored.

Reference: Policy JG

Report Cards

K-2 report cards indicate the student's developmental understanding and mastery of the skills presented at each grade level. The report informs the parent(s) of how well the child is able to understand and apply the skill(s) being taught. Grade 3-8 report cards indicate numerical averages represented by a letter grade.

Report cards are sent home to students at the end of each quarter. Parents should contact teachers directly if they have questions about a student's grade(s).

Retention

Students in grades K–5 who are failing or are in danger of retention, will be identified by the beginning of the third quarter. The district refers to Light’s Retention Scale as an aid when considering student retention. The scale considers several variables including but not limited to; size, age, sex, behavior, attendance, academic achievement, student attitude about retention, learning disabilities, intelligence and motivation. A team consisting of parents, teachers, and administrators and, when appropriate, the child, will meet to develop a written action plan to promote increased academic success. This plan will be reviewed, and if necessary, revised at the midpoint of the third quarter, the end of the third quarter, and the midpoint of the fourth quarter. A decision on whether to retain or promote a child will, whenever possible, be made by June 1st.

Reference: Policy IKE

Special Education/Title I/504

Students needing additional assistance are afforded help through federally funded programs.

Special Education

The Wakefield School District provides every child with an educational disability a free and appropriate public education. Children with disabilities are educated within the regular classroom setting to the maximum extent possible. The special education coordinator is responsible for overseeing the implementation of Individualized Education Programs (IEPs).

Anyone who feels that a student may have an educational disability should refer them to the special education coordinator or the principal.

Title I

Title I is a federally funded program to help students achieve success while meeting high academic standards. Students are referred to the program by staff members and selected based on classroom performance and test results. Title I offers supplemental literacy and math instruction for students in grades K–8. Permission from parents/guardians is required for all Title I services provided. Parents/guardians also have the right to refuse Title I services.

Section 504

Federal law defines a qualified handicapped individual under Section 504 as one that:

- Has a physical or mental impairment that substantially limits one or more major life activities.
- Has a record or history of such impairment.
- Is regarded or treated as having such an impairment.

A detailed copy of the Section 504 process can be made available by contacting Deb Wilson, our social worker and 504 coordinator.

Reference: Policy IHBA, KB

Testing

To monitor the progress of students, the Northwest Evaluation Association (NWEA) and STAR assessment will be administered to students. Students in grades 3-8 will also participate in the NH state test. This information is used to help our teachers plan an educational program that is appropriate and is used by the school as a programmatic diagnostic tool.

Textbooks and Other School Property

Students are responsible for books and supplies furnished to them and for their use of the school building and other property. Parents/guardians shall be required to make restitution for damages. Students are encouraged to report any prior damages immediately to their teacher. All textbooks should remain covered throughout the school year.

Reference: Policy JQ

Behavior

Behavior Guidelines

1. School is a place for learning, working and cooperating with others.
2. All students have a right to learn in a safe environment, free from verbal or physical harassment.
3. Respect for others should be the basis for all relationships within the school.
4. Parents will be contacted when their child's behavior is interfering with the learning environment.

Bullying

Bullying is 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 student that involves:

- An imbalance of power
- Intent to do harm
- the person fearing for their safety

It is a form of student harassment that is prohibited by school board policy and state law and will not be tolerated. If you become aware of bullying at Paul School or at a school activity, please speak directly with a staff member. A 'Potential Bullying Reporting Form' has been created and shared with staff. A 'Paul School Student Potential Bullying Form' is available in the office and with classroom teachers for students to fill out.

Investigation

The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyber-bullying. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

The superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days, if necessary.

Reference: Policy JICK

Detention

Any teacher may keep a student after school for up to one hour if the situation warrants. Students will be given a 24-hour notice and the parent/guardian will be notified so that transportation can be arranged, or the student may take the late bus, if available. Failure to attend a scheduled detention will result in additional school consequences including, but not limited to, additional detention, in school suspension, and/or loss of school privileges such as school dances or having lunch with peers in the cafeteria.

1. Teacher Lunch Time Detention LTD – 10 minutes at the start of lunch
2. Admin Lunch Time Detention LTD – Intervention Room, bagged lunch is provided if student is in need, 25 minutes
3. Teacher After School Detention – 60 minutes with staff
4. Admin After School Detention – 60 minutes
5. In School Suspension
6. Out of School Suspension
7. Expulsion

Dismissal From the Bus

Students whose conduct on the bus is unacceptable may be denied the use of bus transportation by the principal, superintendent, or his or her designee as per NHRSA 189:9A. In this event, it is the responsibility of the parent/guardian to see that the child is transported to and from school, since dismissal from the bus should not be construed as dismissal from school.

PBIS

Paul School uses Positive Behavior Intervention Supports (PBIS) as a method for addressing behavior issues. PBIS places an emphasis on proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive student environment. Introducing, modeling and reinforcing positive social behavior is an important part of a student's educational experience. The Universal Team has set school-wide behavior expectations and office referral behavior definitions with a goal of creating common vocabulary for all students, teachers, and parents. The Universal Team regularly reviews student behavior to identify behaviors that are school-wide issues which need to be addressed. The Universal Team develops challenges which are designed to help teach students the expected behaviors, develop school wide goals, and establish a way to recognize and celebrate when goals have been achieved.

Minor Office Referral Definitions

- Behavior that does not require an administrator
- Behavior that is managed by the teacher, paraprofessional or other staff
- Behavior that does not violate other student's rights
- Behavior that is not chronic

Procedures may include:

- Inform student of behavior violation
- Reteach expected behavior
- Seek student input as to his/her version of the behavior
- Contact parent

Things to Consider:

- Does the student understand the expected behavior?
- Does the behavior expectation need to be taught?

Possible interventions/consequences for minor behaviors:

- Verbal cue to change behavior
- Conference with student
- Relocate for a brief “time out”
- Reteach school-wide behavior expectations
- Refer to Guidance
- Parent contact
- Loss of privilege (dance, field trip)
- Atonement
- After school detention
- Lunch time detention (LTD)
- Assigned seating
- Access Panther’s Den

Major Referral Definitions:

- Behavior that requires an administrative consequence, could involve detention, in- or out-of-school suspension or expulsion
- Behavior that is chronic minor behavior
- Behavior that significantly violates the rights of others (e.g., bullying/harassment)
- Behavior that is a violent act: physical aggression, loss of self-control, verbal or tempered aggression, endangering classmates and teachers.
- Behavior that requires an emergency response
- Behavior where a student is out of bounds without permission and unsupervised

Procedures may include:

- Staff will fill out the major office discipline referral form
- Assigning consequences
- Contacting parents
- Inform student of the rule violated
- Reteach expected behavior
- Seek student input as to his/her expected version of the behavior
- Follow additional due process guidelines
- May warrant administrative response

Possible interventions/consequences for major behaviors:

- Detention
- Restitution / community service
- In-school suspension
- Loss of student activity (dance, field trip)
- Atonement
- Refer to Guidance
- Parent contact
- Out-of-school suspension
- Expulsion

After office interventions, the referring staff member will be notified of the consequence, interactions and conversations had with the referred student for a follow-up. In most cases, follow up communications will happen by the end of the day.

It is the expectation of building administration that teachers inform parents/guardians of all concerns and coordinate efforts with them toward positive change.

Minor V. Major Behavior Definitions

These definitions help to define which behaviors are considered major and minor violations of school rules and expectations.

Behavior	Minor	Major
Inappropriate language	Student uses a low intensity swear or near swear or offensive gesture which is not directed towards an individual.	Student directs inappropriate, profane, abusive language towards others. Continuous minors will result in a major. Repeated majors directed towards others may be referred for harassment or bullying.
Physical Contact	Student engages in low intensity mutual horseplay involving contact with another person such as pushing in a playful manner.	Student engages in non-mutual horse play. Any contact resulting in physical injury intentional or not. Student employs mannerisms that conveys a challenge to fight, or creates an unsafe environment.
Fighting	No minor offense	Student engages in significant physical contact with another person (student or adult) with the intent to harm.
Non-Compliance	Failure to follow directions within a reasonable amount of time (isolated incident)	Continuous failure to comply with school-wide expectations.
Bullying /	No Minor Offense	<u>Bullying</u> - A single significant incident

Harassment		<p>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 student. (Policy JICK)</p> <p><u>Harassment</u> - Student engages in conduct, actions, writings, or comments based upon an individual's gender, race, national origin, sexual orientation, religion, age, or disability, that is carried out with the intention of, or has the effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment.</p> <p><u>Sexual Harassment</u> - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. (POLICY JBAA)</p> <p><u>Hazing</u> - An activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education. (JICFA)</p>
Disruption	<p>Student disrupts academic learning environment.</p> <p>Student behavior interrupts other students' learning. Examples include but are not limited to: shouting out, excessive talking, out of assigned seat without permission.</p>	<p>Student engages in purposeful or persistent behavior that interrupts or significantly disrupts the educational process of the activity or classes. Excessive disruption or jeopardizing the safety of other students and staff.</p>
Property Damage/ Vandalism	<p>Student marks another's paper, hides or moves peer's materials or supplies with the intent to disrupt.</p>	<p>Student participates in substantial destruction or disfigurement of property.</p>

	<p>Student fails to use classroom materials for their intended use.</p> <p>Student unintentionally causes damage to school or personal resources.</p>	<p>Student deliberately or repeatedly causes damage to school or personal resources.</p> <p>Student knowingly participates in substantial destruction or disfigurement of property.</p> <p>Student deliberately causes destruction to belongings of high personal or monetary value. (JQ)</p>
Theft	No Minor Offense	<p>Student is in possession of, has passed on, or is responsible for removing someone else's property without the person's permission. Student has signed another person's name without his/her permission.</p>
Cheating / Plagiarism / Lying	<p>Student submits someone else's work or ideas (intellectual property) as their own and/or allows others to use his/her work as their own.</p> <p>Student delivers a message that is untrue.</p>	<p>Student continuously submits someone else's work or ideas as their own.</p> <p>Student delivers message that is untrue which creates a disruption in a classroom or school.</p>
Dress Code	<p>The following are not acceptable:</p> <p>Student wears hats, bandanas, durags or "hoodies" on the head or head gear (including sunglasses) that make student identity difficult to determine.</p> <p>Student wears underwear not covered by outer clothing, including boxers and bra straps.</p> <p>Student has any portion of buttocks or midsection visible.</p> <p>Student wears apparel or accessories which, through words or design, is sexually suggestive or</p>	

	<p>offensive; promotes the use or consumption of alcohol, drugs, or tobacco, including drug paraphernalia; suggests intolerance or lack of respect to others on the basis of gender, race, religion, or ethnic, social, or economic background; promotes violence.</p> <p>Student wears, carries or displays gang paraphernalia.</p> <p>Student wears apparel (including jewelry) which through normal use, is destructive to school property, is inherently dangerous or poses a threat to the student or others, such as chains and spike collars.</p> <p>Slippers *Flip flops are strongly discouraged</p>	
Out-of Bounds Location	<p>Student is outside their scheduled location without a pass or teacher awareness.</p> <p>Student uses different grade level bathrooms and water fountains.</p>	<p>Student leaves school building or grounds without authorization.</p> <p>Student deliberately skips or leaves class without permission.</p>
Bomb/ School Violence Threat	No minor offense	<p>Student participates or plans in the delivery of a message of possible destructive materials being on school property, near school property and/or pending violence.</p>
Use or Possession of Drugs, Alcohol, Weapons	No minor offense	<p>Student possesses, uses, distributes, or sells drugs, alcohol, weapons, combustibles, or other unsafe substance or item which could harm or does harm an individual or property. (JICG, JICH, JICI)</p>

Behavior Matrix

A matrix has been developed for teachers and students to identify the expected behaviors at Paul School. All students are expected to be safe, be cooperative, be kind and be responsible. The matrix includes appropriate behaviors in each of these categories in different areas of the building (refer to page 36).

	Be Safe	Be Cooperative	Be Kind	Be Responsible
Panther Expectations	<ul style="list-style-type: none"> Give others personal space, keep hands and feet to yourself Notify adults when there is a problem or bullying/harassment Report unsafe/suspicious behavior Use equipment and materials properly and for intended purpose Ask and receive permission to leave an area Dispose of trash properly Practice excellent hygiene Move safely Follow emergency procedures 	<ul style="list-style-type: none"> Follow adult directions Use appropriate voice levels Use appropriate language Take care of property Use equipment and supplies appropriately Leave areas cleaner than you find them 	<ul style="list-style-type: none"> Offer help to others Use kind words Play fairly Practice good manners Solve problems peacefully 	<ul style="list-style-type: none"> Clean up after yourself Use appropriate language and tone Be on time and prepared Use personal and school belongings appropriately Take ownership for your choices and actions; be honest Follow the dress code All phones and electronic devices should be turned off when entering the building and remain off until exiting the building
Arrival and Departure	<ul style="list-style-type: none"> Enter and exit building safely using designated entrances/exits Once on school grounds: <ul style="list-style-type: none"> Walk bikes, skateboards, and scooters to appropriate areas Store or hold other sports equipment Hoods, sunglasses, and headgear should be off upon entering the building 	<ul style="list-style-type: none"> Hold door for others behind you Recognize the movement needs of others 	<ul style="list-style-type: none"> Greet others kindly 	<ul style="list-style-type: none"> Arrive/leave at designated time Dress for the weather Keep belongings organized Store all energy drinks/soda until the conclusion of the day
Assembly	<ul style="list-style-type: none"> Sit in designated areas 	<ul style="list-style-type: none"> Use audience manners Applaud appropriately Listen, pay attention, and respond politely to speakers and presentations 	<ul style="list-style-type: none"> Applaud the effort and bravery of presenters 	<ul style="list-style-type: none"> Come with empty hands Make a good seating choice
Bathroom	<ul style="list-style-type: none"> Receive adult permission to use the bathroom Use closest available bathroom Wash hands when finished Water and soap stay in the sink Practice excellent hygiene 	<ul style="list-style-type: none"> Flush after use Give others privacy and maintain your privacy Maintain a graffiti-free environment Keep bathroom surfaces clean 	<ul style="list-style-type: none"> Conserve soap, water, paper towels, and toilet paper 	<ul style="list-style-type: none"> Keep bathroom clean, dry, and free of debris Dispose of personal products properly Return to room immediately when finished
Bus	<ul style="list-style-type: none"> Report unsafe behavior Enter/exit the bus in an orderly manner Remain seated and face forward Follow evacuation procedures Keep food, drink and belongings in backpack Cross the street in front of the bus after driver direction 	<ul style="list-style-type: none"> Keep bus clean and aisles clear Follow bus stop rules 	<ul style="list-style-type: none"> Use good bus riding manners 	<ul style="list-style-type: none"> Know your dismissal plan prior to dismissal Have an office note if going to a different stop Be prepared to load/unload the bus Sit in assigned seat Keep track of belongings
Cafeteria	<ul style="list-style-type: none"> Arrive in a single file line using appropriate voice levels and walk directly to assigned table Keep food and utensils to self and use as intended Remain seated until instructed otherwise 	<ul style="list-style-type: none"> Be courteous to all staff and students Listen, pay attention, and respond politely when lunch is being served Wait patiently in the lunch line Stay seated while eating Practice good table manners 	<ul style="list-style-type: none"> Be friendly and inviting to others 	<ul style="list-style-type: none"> Follow rules of your grade level in the cafeteria Clean up table and floor area Food/drinks should be finished before leaving the cafeteria
Classroom	<ul style="list-style-type: none"> Prevent spread of germs Walk/interact appropriately inside the classroom Use classroom technology safely and as directed Use supplies and furniture correctly 	<ul style="list-style-type: none"> Listen, pay attention, and respond politely to speaker Accept others for their differences and opinions Allow others to learn Respect the property of others Work as a team when appropriate Positively contribute to classroom community 	<ul style="list-style-type: none"> Use considerate words, actions and body language Try your best Be part of the solution Offer help to others in need when appropriate Share supplies 	<ul style="list-style-type: none"> Come to class with all necessary materials Ask for and/or accept help appropriately when needed Do your own work Follow classroom rules Keep classroom materials in the appropriate location Meet or exceed the classroom academic expectations Stay on task and engage in your own learning
Emergency Drills	<ul style="list-style-type: none"> Complete silence Listen for adult instructions Walk safely in line to designated area Keep hands and feet to self 	<ul style="list-style-type: none"> Complete silence Exit efficiently 	<ul style="list-style-type: none"> Complete silence 	<ul style="list-style-type: none"> Complete silence Stay with group in designated area Listen for adult instructions
Hallway	<ul style="list-style-type: none"> Walk on the right side Be aware of obstacles 	<ul style="list-style-type: none"> Enjoy artwork and displays with eyes Respect classes in session Recognize the movement needs of others 	<ul style="list-style-type: none"> Greet people silently Be aware of students' personal space 	<ul style="list-style-type: none"> Have signed agenda/hall-pass at all times Keep hallways clean
Recess	<ul style="list-style-type: none"> Dress appropriately for weather Line up using the appropriate voice level in the designated area when called Use equipment for its intended use Communicate recess concerns with recess staff immediately Stay in designated recess area Be gentle and fair to avoid injury 	<ul style="list-style-type: none"> Share the equipment Allow others to participate in group activities Accept rules and outcomes appropriately 	<ul style="list-style-type: none"> Encourage good sportsmanship Invite others to play 	<ul style="list-style-type: none"> Follow the rules of the game/playground At adult signal; stop, look, and listen Pick up equipment and personal belongings

Positive Office Referrals

Students should be written up for positive behaviors as well as negative behaviors. Any staff member can fill out a positive referral form and submit it to the main office. Students should be written up for consistently following school expectations and when they're caught going above and beyond the expectations of being kind, cooperative, responsible or cooperative. A positive referral will trigger administration to call the student's home to celebrate and communicate the student's positive behavior.

Sexual Harassment

All students of the Wakefield School District are expected and instructed to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student, or by anyone a student or employee may interact with in order to fulfill their job or school responsibilities, is a violation of Wakefield School District policy and will not be tolerated.

Recognizing that some may not be comfortable filing a complaint without support, the Wakefield School encourages the alleged harassed individual to seek support from school staff, a parent, or other trusted individual. If the investigation indicates that harassment has occurred, it will be reported to the principal and appropriate law enforcement and/or state agencies.

Reference: Policy JBAA

Suspension From School

The school administration is authorized by the superintendent of schools and state law to suspend students from school if the situation warrants. Parents will be notified of all suspensions.

Reference: Policy JICD

Out of School Suspension

The school administration is authorized by the superintendent of schools and state law to suspend students from school for major breeches of school rules or ongoing minor breeches of school rules. Parents/guardians will be notified in writing, and when possible by phone, when their student has been suspended. Students may not be on school property or at any school sponsored events on or off school property on the day(s) they are suspended. Parents/guardians will be informed in writing of the reason for the suspension and the length of the suspension. Parents/guardians may be required to attend a meeting with the student and the school administration prior to the student's readmission to school. Any student who commits an offense warranting suspension may be referred to the superintendent of schools for further action, which

may include expulsion from school. Students suspended from school are now required, by law, to have educational assignments made available to them during their suspension. Upon the student's return, they will be required to process with the behavioral inclusionist.

Reference: Policy JICDD

In-School Suspension

In school suspension allows the student to remain in school but he or she does not participate in his/her normal academic day. Students who receive this consequence will report directly to the office upon arrival at school.

Reference: Policy JICD

Weapons in School

The Wakefield Schools and the Wakefield Police Department, in an effort to ensure a safe environment for students and employees, prohibit persons bringing weapons, whether visible or concealed, into any school building, onto school property, school buses, or to school sponsored events regardless of where it is being held. The term weapon shall be defined as any of the following: a firearm, or any device, object, or artifact that has been determined by the superintendent of schools to be dangerous to any student or faculty member and also determined by him/her to have no legitimate purpose in school on the day in question.

Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or harm and/or intimidate, coerce or harass another person, is prohibited. Examples of such objects include, but are not limited to, belts or other articles of clothing, combs, pencils, files, compasses, scissors, and replicas of weapons.

Reference: Policy JICI