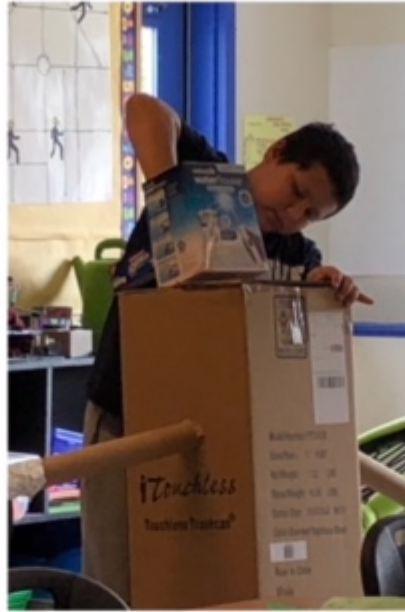


# John Powers School



**STUDENT/PARENT HANDBOOK  
2018 - 2019**

# John Powers School

A Strafford Learning Center Program

317 Main Street

Somersworth NH 03878

Telephone: (603) 692 – 4411

[www.straffordlearningcenter.org](http://www.straffordlearningcenter.org)

## Program Director

Jessy Gervais

## Case Managers/ Classroom Teachers

Kristen Balsler (Grades 6-7, Science/Interventions, Visual Arts)

Sarah Hart (Grades 3-5, Social Studies/Interventions, Performing Arts)

Marge Knowles (Grades 1-3, Math, Health & PE)

Sarah Jane Stone (Grades 7-8, ELA, Curriculum Coordination)

## Paraprofessional Staff

Peter Antognetti

Dan Curran

Tom Doherty

Suriya Lacy

Natasha Nemetz

Annie Whitehouse

## Counselors

Caitlin Fogg

Brian Wagoner

## Related Services/ Consultative Services

Adam Bowker, Speech/Language

Diane Mros, Reading Specialist

April Mroz, Occupational Therapy

Jenn Vachon, School Nurse

STRAFFORD LEARNING CENTER  
JOHN POWERS SCHOOL  
2018–2019 SCHOOL CALENDAR

M T W TH F M T W TH F

<b>AUGUST/ SEPTEMBER (22)</b>	<b>TW</b> X 10 17 24	<b>TW</b> 4 11 18 25	29 5 12 19 26	30 6 13 20 27	31 7 14 21 28	<b>FEBRUARY (16)</b>	4 11 18 X	5 12 19 X	6 13 20 X	7 14 21 X	1 8 15 22
<b>OCTOBER (21)</b>	1 X 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	<b>TW</b> 12 19 26	<b>MARCH (19)</b>	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	X 8 15 22 29
<b>NOVEMBER (18)</b>	5 X 19 26	6 13 20 27	7 14 X 28	1 8 X 29	2 9 X 30	<b>APRIL (17)</b>	1 8 15 X 29	2 9 16 X 30	3 10 17 X	4 11 18 X	5 12 19 X
<b>DECEMBER (15)</b>	3 10 17 X	4 11 18 X	5 12 19 X	6 13 20 X	7 14 21 X	<b>MAY (22)</b>	6 13 20 X	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31
<b>JANUARY (20)</b>	7 14 X TW	X 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	<b>JUNE (10)</b>	3 10 SD SD	4 11 SD SD	5 12 SD SD	6 13 SD SD	7 14 SD SD

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**X = No School      TW = Teacher Workshop – No School      ER = Early Release (Dismissal time @ 11:30 a.m.)**

8/27 & 8/28	Teacher Workshop Days	2/25-3/1	Winter Recess
8/29	First Day of School	3/22	Teacher Workshop Day
9/3	Labor Day	4/22-4/26	Spring Break
10/5	Teacher Workshop Day	5/27	Memorial Day
10/8	Columbus Day		
11/12	Veteran's Day (Observed)		
11/21	Teacher Workshop Day		
11/22-11/23	Thanksgiving Recess		
12/24-1/1	Holiday Recess		
1/21	Martin Luther King Day		

School will close on 6/14/19, or upon the completion of the 180<sup>th</sup> instructional day.

7/26/18 - Revised

**OUR PHILOSOPHICAL BELIEFS:**

Strafford Learning Center and The John Powers School adhere to the following grounding beliefs when addressing the behavioral, social and emotional needs of students:

- Belief that it is never too late to support behavioral change
- Belief that academics and behavior are interconnected

- Belief in an instructional approach to behavior
- Belief in shared leadership
- Belief in family engagement and voice
- Belief in youth engagement and voice
- Belief in using data to support problem solving and decision making

## **OUR GOAL:**

All staff members at JPS strive to provide students with everything they need to find success. It is our mission to reach all students; **to teach safe and appropriate ways to manage emotions, conflict and social interactions**. Most importantly, we strive **to help students generalize these skills to all settings; home, community, and eventually the student's public school**.

## **HOW WE ACCOMPLISH OUR GOAL: POSITIVE BEHAVIORAL SUPPORTS:**

At John Powers School, we have adopted a school-wide Positive Behavioral Intervention and Support model to promote pro-social behaviors while reducing challenging behaviors. Students will receive reinforcement for making safe, responsible and respectful choices. Positive reinforcement increases the likelihood that desired behaviors will be repeated, focuses staff and student attention on desired behaviors, fosters a positive school climate and reduces the need for engaging in time consuming disciplinary measures.

There is much more that goes in to preparing our students for life outside of JPS; please refer to our guiding document, *Essential Strategies for Positive Behavior Supports*, for a more detailed look at our program.

## **John Powers School CORE RESPONSIBILITIES**

### **It is JPS Staff's responsibility to:**

1. Provide an engaging learning environment
2. Challenge each student to achieve their individual best
3. Be prepared to teach/coach
4. Communicate to parents/guardians and team any concerns or needs regarding educational programming
5. Continue to improve professional skills and knowledge
6. Be aware of and hold students accountable for policies and responsibilities

7. Be available for student/parent/district team meetings
8. Maintain physical and mental health
9. Provide feedback and direction to help students strive toward independence

**It is a student's responsibility to:**

1. Be in charge of their own behavior
2. Attend school daily
3. Arrive at school and class on time
4. Be prepared to learn and challenge themselves to achieve their personal best
5. Honor the community by recognizing teachers' duty to teach and other students' right to learn
6. Learn and uphold these school policies
7. Tell school staff about any concerns or needs that impact their education
8. Be actively engaged in their learning process and educational planning

**It is a parent's/guardian's responsibility to:**

1. Encourage students to do their best
2. Contact the school if the student will be absent
3. Be available for conferences and school related functions
4. Assure that children attend school daily
5. Help students learn about JPS's behavioral expectations
6. Communicate with school any issues which may affect the learning process (i.e. med changes, pertinent personal issues)
7. Encourage and support students to maintain physical and mental health

## **ATTENDANCE POLICY**

At JPS we believe attendance is essential to each individual student's educational success. Therefore, students have the responsibility to be in school participating fully in their classes on a daily basis. Students and parents must understand that any pattern of repeated absences will seriously jeopardize a student's ability to successfully complete a course of study.

**Excused Absences** are absences which and are identified below:

- Illness documented by a doctor, or flu-like symptoms with phone call from a parent
- Death in the family (Parent note or phone call)
- Professional appointments (examples include legal, medical, dental, and psychiatric)
- Religious holiday
- Dismissal by a school official (nurse, guidance, administrator)

### **Unexcused Absences/ Truancy**

- State Attendance Law (*NH RSA 193:1*) places the responsibility on the parent of any child between the ages of 6 and 18 years to ensure their child's school attendance

- If a student is absent without the approval of his/her parent, the truancy may be reported to the school district and police.
- Absences, even with the approval of the parents, which are excessive and/or interfere with the student's educational process will be interpreted as truancy (we urge families to schedule vacations around the student's time off from school).

### **Tardiness/ Dismissals**

- Students are expected to be in school by 7:55am.
- Students will not be dismissed early without a note or phone call from the parent or legal guardian
- Tardies and dismissals are a form of absenteeism—the same rules apply as stated above

## **BUILDING**

- Students supervision begins at 7:45 am; staff will direct students to their classroom or the playground.
- Once a child is dropped off in the morning, leaving school grounds is not permitted (even if there is time before class starts).
- Students are expected to respect the building and its contents. Property damage over \$50 in worth may be reported to the police. Reimbursement for property damage caused by a student may be required as well.
- All visitors must check in at the main office located adjacent to JPS.
- Students are taught proper building evacuation procedure and practice during monthly fire drills. Campus evacuation and lockdown procedure are also reviewed and practiced each year.

## **BULLYING/ HARASSMENT**

John Powers School provides an educational setting that is safe, secure, peaceful and free from student harassment or bullying. We will not tolerate unlawful harassment of any type and conduct that constitutes bullying will not be endured. If such targeting behaviors become a pattern or rise to a significant level, the student may be referred to Mike Powers, Assistant Executive Director and Title IX Coordinator, for a harassment/bullying investigation.

### **Bullying Defined by RSA 193-F**

“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 pupil which:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.
- (6) 'Bullying' shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

### **Harassment**

- Language or gestures with intent to cause insult based on physical appearance, gender, race, religion, ethnicity/ national origin, sexual orientation, socio-economic status, or disability.
- Explicit sexual language, gestures or innuendo with intent to be sexually provocative.

## DRESS CODE

Students at JPS are expected to dress appropriately for the school environment.

- We encouraged students to dress in day clothes rather than pajamas, and ask that clothing provide proper coverage/ not be provocative in any way (ie: cover midriff and chest, no exposed undergarments, skirts/shorts no higher than fingertips when arms are straight down).
- T-shirts or other clothing that displays messages related to drugs, alcohol, cigarettes or sex are not permitted; students wearing such items will be asked to change.
- Steel-toed boots and spiked clothing/ jewelry are not permitted at school due to safety concerns.

## DRUGS AND ALCOHOL

It is illegal for students to possess alcohol or drugs, on or off school property.

- **Physical Possession:** Staff will confiscate any paraphernalia, drugs or alcohol and make a report to the local police department (confiscated items will be handed over to the PD). A student found in possession will be suspended from school, and a team meeting may need to be held prior to his/her return.
- **Internal Possession:** If a student is demonstrating signs s/he may be intoxicated, staff will contact the school nurse for an evaluation and contact the parents. The local police department may be contacted if it is believed the student has consumed alcohol or drugs, and the student may be referred to the emergency room for evaluation/ monitoring or sent home with the parents. Students who are suspected of alcohol/drug use during school hours will be suspended from school, and a team meeting may need to be held prior to his/her return.
- **Distribution:** If a student is caught giving or selling drugs of any kind during school hours, all items will be confiscated and turned over to the police. Students who distribute will be suspended from school until a team meeting is held, and may be subject to termination from the program.

## ELECTRONICS/ PERSONAL ITEMS

- **Electronics:** Students bringing electronic items from home can lead to a variety of issues. Given the world is changing and electronic devices are part of everything we do now-a-days, we do not fully prohibit students from possessing and using them. Our aim is to teach students *responsible* use of electronics. Following are the guidelines:
  - Personal electronic use at school is strictly **at your own risk**; JPS will not be held responsible for lost, damaged or stolen items.
  - Students may not utilize/ link to the internet on their personal devices during school hours, and texting is not permissible during school hours.
  - Students may not take their electronics with them when they leave the classroom to take a break or use the restroom.
  - Electronics must be left inside during outdoor recess and are not permitted at PE class.
  - All electronics should be silenced and out of sight during instructional time. Teachers will let students know when it is appropriate/acceptable to utilize their devices (ex: music during individual work time to assist in focus, use of calculator for math work, use of other features as deemed educationally beneficial by the teacher).

- Students may be permitted use of electronics during transportation to a field trip, but the above applies while on site—field trips are considered instructional time.
- Personal Items: Students bringing personal items such as toys and games from home can lead to a variety of issues; this is generally not encouraged. If a child does bring in an item that is not essential to school (ie. trading cards, action figures, electronic games, etc), the item is to be stowed in the student’s school bag so as not to be accessible during class time. Depending on the level of responsibility the students in a classroom demonstrate, the teacher may grant permission for use of personal items during certain times of the day; this does not mean that students must bring anything in. It is your right as a parent to prohibit items from coming to school. When making a decision, consider carefully that sending expensive items will be **at your own risk**; JPS will not be held responsible for lost, damaged or stolen items.
- Violations of the rules for Electronics and Personal Items will be handled as follows:
  - Strike 1 = Warning
  - Strike 2 = Item must be passed in for the day; returned to student upon dismissal
  - Strike 3 = Item must be passed in each morning for 5 school days; returned at dismissal daily
  - Strike 4 = Item confiscated and parent must pick up; plan for future use will be made

## **GRADING**

Each marking term will consist of 45 days. Grades are based on attainment of the skills students require to truly be career and college ready. These skills/standards are the same for all schools in NH and most schools in the US; JPS teachers follow the Common Core State Standards, Next Generation Science Standards and the NH Curriculum Frameworks. Because skill acquisition rather than volume of work is what we focus on, more weight will be given to summative evaluations (projects, papers, tests, etc. that demonstrate what the student has learned after much instruction and practice) than to formative work (day to day assignments done with the purpose of learning and solidifying skills).

**Tentative grading periods for 2028-2019** (may be altered due to snow days)

**Quarter 1:** Ends 11/2/18   **Quarter 2:** Ends 1/22/19   **Quarter 3:** Ends 4/4/19   **Quarter 4:** Ends 6/14/19

### **Competency Based Grading**

- *Advanced (4)* - Student demonstrates exceptional competence of the standard(s) expected at this grade level and time of year.
- *Competent (3)* - Student demonstrates baseline competence of the standard(s) expected at this grade level and time of year.
- *Progressing (2)* - Student is attempting and making progress toward competence of the standard(s) expected at this grade level and time of year.
- *Not Progressing (1)* – Student is attempting, but not yet progressing toward competence of the standard(s) expected at this grade level and time of year.



- *Insufficient Work Submitted (IWS)* – Student has not yet attempted to demonstrate progress toward competence of the standard(s) expected at this grade level and time of year.

## **HOMEWORK**

All JPS students are expected to complete homework assignments as assigned. Homework is a key factor in solidifying learned skills and material, and prepares the students for what they will be expected to do in public school. Younger students will receive homework that focuses on ELA and Math skills, while older students will also receive some content area assignments.

\*Please be aware that other homework may come home on an as-needed basis (examples: Student didn't finish assignment in class by their own choice, ongoing long-term projects, etc.)

\*\*All students are expected, in addition to their homework assignment, to **read for at least 20 minutes per night**.

## **INTERNET ACCEPTABLE USE POLICY**

### **Purpose of Internet Access**

- The purpose of JPS internet access is education.

### **Privilege**

- The use of JPS internet access is a privilege not a right. There should be no expectation of privacy for any personal uses and any personal use must abide by the expectations set forth below. Inappropriate use shall result in restriction or cancellation of access and appropriate disciplinary actions as warranted by the infraction.

### **Responsibilities**

- Responsible use of JPS internet access by students includes, but is not limited to, the following:
  - Only using the Internet after getting permission from a teacher who is in the room with the student
  - Not interfering with the normal and proper operation of the JPS network or the Internet
  - Not adversely affecting the ability of others to use equipment or services
  - Not conducting themselves in ways that are harmful or deliberately offensive to others
  - Only using the network for legal purposes
  - Only accessing or changing computer files that belong to the user
  - Only storing or transferring files that are relevant to JPS
  - Not creating, transferring or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, obscenity or language that offends or tends to degrade others
  - Not attempting to install any software on the computers
  - Not downloading software or screen savers from the Internet
  - Not to reveal their personal home address, home phone number, or phone numbers of any individual

### **Disciplinary Actions for Failure to Comply with Internet Usage Policy**

- Student violation of this acceptable use policy may result in one or more of the following disciplinary actions (based on the severity of the infraction):

- Removal from a class activity
- Suspension or revocation of access privileges
- Restriction, suspension or expulsion
- Referral to the appropriate legal authorities for possible criminal prosecution

## **MANAGING STUDENT BEHAVIOR**

Please take the time to review JPS Essential Strategies for Positive Behavioral Support. Its purpose is to inform students, parents and staff of behavioral expectations, and to clarify how JPS staff will respond to behaviors that do not meet expectations.

## **MASTER SCHEDULE**

- 7:55 – 8:10 Executive Functions Skills/ Breakfast  
 8:10 – 8:30 Morning Meeting  
 8:30 – 9:15 1-3 English, 3-5 Math, 6-7 Science\*, 7-8 Social Studies\*  
 9:15 – 10:00 1-3 Math, 3-5 English, 6-7 Social Studies\*, 7-8 Science\*

<b>*ROTATE*</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Lower Middle - Period 1</b>	Social Studies	Social Studies	Social Studies	Science	Science
<b>Lower Middle - Period 2</b>	Social Studies	Social Studies	Science	Science	Science
<b>Upper Middle - Period 1</b>	Science	Science	Science	Social Studies	Social Studies
<b>Upper Middle - Period 2</b>	Science	Science	Social Studies	Social Studies	Social Studies

- 10:00 – 10:30 Literature Out Loud & Snack/ Recess  
 10:30 – 11:15 1-3 Science, 3-5 Social Studies, 6-7 Math, 7-8 English  
 11:15 – 2:00 1-3 Social Studies, 3-5 Science, 6-7 English, 7-8 Math  
 12:00 – 12:45 Literature Out Loud & Lunch/ Recess  
 12:45 – 1:30 Specials

<b>**ROTATE**</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Primary</b>	Visual Arts	Group	Performing Arts	Group	Health/ PE
<b>Elementary</b>	Visual Arts	Group	Performing Arts	Group	Health/ PE
<b>Lower Middle</b>	Group	Performing Arts	Group	Health/ PE	Visual Arts
<b>Upper Middle</b>	Group	Performing Arts	Group	Health/ PE	Visual Arts

- 1:30 – 1:50 PM Meeting/ Executive Function Skills  
 1:50 – 2:00 Recess/ Dismissal

## **SCHOLASTIC DISHONESTY**

Academic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, from any source, or unauthorized collaboration with another person to prepare work, will result in a student receiving no credit for the assignment.

## **SCHOOL CALENDAR**

### **Early Release Days**

- On early release days, students will be dismissed at 11:30 for the purpose of staff professional development. There are six early releases per school year.

### **School Cancellation and Delayed Openings**

- John Powers School will announce school cancelations and delayed openings under the name *John Powers School* on the following stations:
  - Radio: WOKQ 97.5 FM, WTSN 1270 AM
  - Television: WMUR channel 9
  - Internet: WMUR.com

### **Teacher Workshops**

- On school days where there is a scheduled teacher workshop day for JPS, the school will be closed for all students. There will be three teacher workshops during the course of the school year.

### **SEARCH POLICY**

Students should have no expectation of privacy in regards to the searching of personal property. At any time, if the staff of JPS has reasonable suspicion that there is a threat to the safety of the school community, regarding suspicion of drugs, alcohol, weapons, etc, we reserve the right to search persons and personal possessions, i.e. bags/ purses, cubbies, pockets, shoes, etc.

### **SMOKING**

It is illegal for students to use tobacco in any form, on or off school property. New Hampshire state law requires schools to report any violations to the police. Any tobacco items found will be confiscated, and may be destroyed or held for parent pick-up.

### **WEAPONS**

JPS staff members are acutely aware of the precautions and supervision needed to provide a productive learning environment for all students. During school hours, both on and off campus, students are strictly prohibited from:

**Weapon Possession** – Including knives of any size, razors, explosive materials, martial arts weapons, mace/pepper spray, bullets, or a replica of any such weapons.

- Weapons will be confiscated and held for parent pickup or turned over to the police. A police report may be filed and a suspension will be issued.
- Possession of a knife with a blade over two and one-half inches long requires a police contact, and an IEP team meeting must occur prior to the student returning to school.

**Firearm Possession** – Including firearms of any make, size or projectile output, or a replica of any such firearm.

- If a student brings a firearm to school, the local police department will be notified immediately.
- An automatic 10-day suspension will be issued, and a Manifestation Meeting will be arranged.
- In such a case, termination from the JPS program will be requested.

**Threatening Weapons Possession** – Including any sort of weapon that can be used to harm staff or students.

- Students who threaten to bring weapons to school will be subject to daily searches of their belongings and their person.

**STUDENT AND PARENT/GUARDIAN SIGNATURE PAGE:**

***STUDENT***

I \_\_\_\_\_, a student of JPS, have read or have had read to me the Student Handbook for the 2018 – 2019 school year.

I \_\_\_\_\_, understand the expectations outlined in this Handbook and I am committing to work with the members of the JPS Learning Community to meet the outlined academic and behavioral expectations.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

***PARENT***

I \_\_\_\_\_, parent or guardian of a student of JPS have read or have had read to me the Student Handbook for the 2018 - 2019 school year.

I \_\_\_\_\_, understand the expectations outlined in this handbook and I am committing to work with my son/daughter and the members of the JPS Learning Community to help my son/daughter meet the outlined academic and behavioral expectations.

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be signed by both parties indicated and will be photo-copied and put in student records at JPS. If you have any questions regarding the information in the Handbook, please bring them to the attention of the school prior to signing this form.