

**Sanborn Regional High School**

**Parent/Student Signature Sheet  
Student Handbook**

**Parents/guardians and students are required to sign this sheet and fill out all emergency cards and students must return them within one week to their period 1 teachers or the main office.**

*We have read and understood the contents of the 2018-2019 Sanborn Regional High School Student Handbook. We acknowledge that it is our responsibility to understand the contents of this book and to adhere to its rules and regulations. It is also understood that the policies, guidelines and expectations contained in the Student Handbook are subject to change at any time, in the best interest of students and the school community. We sign below with the understanding that we are bound by the policies, guidelines and expectations contained in this handbook.*

Student Name (Print Clearly)

Grade

\_\_\_\_\_

Signatures:

*Student* \_\_\_\_\_

*Date* \_\_\_\_\_

*Parent* \_\_\_\_\_

*E-mail* \_\_\_\_\_

*Date* \_\_\_\_\_



**2018-2019**

**Student Handbook**

**Sanborn Regional High School**

17 Danville Road  
Kingston NH 03848  
(603) 642 - 3341, 642 - 6500  
FAX 642 – 6947

Administration

Brian M. Stack, Principal  
Robert Dawson, Assistant Principal & Director of Curriculum  
Steve Krzyzanowski, Assistant Principal, Freshman Learning Community  
Vicki Parady-Guay, Director of Athletics  
Heidi Leavitt, Director of Guidance

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**Foreword:**

The Student Handbook provides information to both students and parents to help answer questions you may have regarding Academic Standards, School Policies and Student Conduct.

If you have any questions about Sanborn Regional High School or about your son/daughter's progress here, please contact us. We also welcome suggestions you may make to improve the quality of education or of student life at Sanborn.

Respectfully,

Brian M. Stack  
Principal

Robert Dawson  
Assistant Principal & Director of Curriculum

Steve Krzyzanowski  
Assistant Principal, Freshman Learning Community

# High School Telephone Directory

<b>Principal</b> <b>Brian M. Stack</b>	<b>603-642-3341</b>
<b>Assistant Principal &amp; Director of Curriculum</b> <b>Robert Dawson</b>	<b>603-642-3341</b>
<b>Assistant Principal, Freshman Learning Community</b> <b>Steve Krzyzanowski</b>	<b>603-642-3341</b>
<b>Absence/Attendance Line</b>	<b>603-642-3341</b>
<b>Main Office FAX</b>	<b>603-642-6947</b>
<b>School Nurse</b> <b>Karen Scanlon</b>	<b>603-642-3064</b>
<b>Director of Athletics</b> <b>Victoria Parady-Guay</b>	<b>603-765-4552</b>
<b>Director of Guidance</b> <b>Heidi Leavitt</b>	<b>603-642-3600</b>
<b>Special Education</b>	<b>603-642-6501</b>
<b>Library Media Specialist</b> <b>Pam Harland</b>	<b>603-642-3341/6500</b>
<b>School Safety Officer</b> <b>Rick Theriault</b>	<b>603-642-3341/6500</b>

# Sanborn Regional High School Core Values

Promoting Sanborn      Personalization  
                                 Risk-taking  
                                 Integrity              in all we do.  
                                 Discovery  
                                 Empowerment

*At Sanborn Regional High School we are committed to sustaining a positive environment which promotes respect, academic excellence, and pride by encouraging independent thinking within a culture of collaboration. We believe in Sanborn Pride:*

**Personalization:** Developing self-identity while respecting differences in others

**Risk-Taking:** Challenging individuals academically to develop their character

**Integrity:** Demonstrating high standards and moral courage both in and out of the classroom

**Discovery:** Inspiring creativity and imagination through exploration and self-expression

**Empowerment:** Pursuing excellence with confidence

To achieve the Academic, Social, and Civic Expectations, the Sanborn Regional High School community will empower students on their journey to:

- **Effectively Communicate:** Demonstrate a proficiency in the communication skills of reading, writing, speaking, viewing, and listening
- **Creatively Solve Problems:** Demonstrate a proficiency in problem solving and critical thinking skills
- **Responsibly Use Information:** Demonstrate a proficiency to effectively and ethically find and use information
- **Self-Manage Their Learning:** Demonstrate responsibility, intelligent risk-taking, effort, and initiation for one's own learning
- **Produce Quality Work:** Recognize and produce work of high quality
- **Contribute to Their Community:** Resolve conflict, assume responsibility for behavior, demonstrate diversity and tolerance, maintain a safe and supportive environment, and contribute responsibly to one's school, community, and world



**SANBORN REGIONAL HIGH SCHOOL**  
**BELL SCHEDULE 2018-2019**  
**SUBJECT TO CHANGE**

All students are scheduled for eight (8) academic classes per year as well as an advisory. Each day, five out of the eight academic classes will meet and three will drop out. There will also be a daily time built in for Advisory and Focused Learning.

**Focused Learning Time (FLT)**

Focused Learning Time (FLT) at Sanborn Regional High School is time for students to engage in intervention, extensions, and enrichments.

**Intervention:** Small groups of students work with the teacher on content support, remediation, or proactive support.

**Extensions:** Whole class groups where the teacher extends the current curriculum beyond what is able to be completed during a class period.

**Enrichments:** Above-and-beyond activities that go outside of the curriculum to expand the experiences of our students. Focused learning occurs during one period, daily, for 40 minutes. On A-Day, the student and their advisor will work together to develop a schedule for where the student will spend their focused learning time on B, C, E, and F days. Focused Learning Time is not optional --- all students are expected to participate. Since the time is built into the school day, all teachers are available to students at the same time.

**Advisory**

The advisory program ensures that every student has the opportunity to feel known, heard, and understood by an adult in a non-academic setting. Counselors and advisors work together to implement a comprehensive guidance curriculum which assists in fostering a fulfilling high school experience for all students and in establishing a post-secondary plan. Through these regular small group meetings, meaningful connections are made with other students and adults. The advisory program focuses around the school's core values of Sanborn P.R.I.D.E: **P**ersonalization, **R**isk-Taking, **I**ntegrity, **D**iscovery, and **E**mpowerment. Advisory activities will take place on A and D days.

**Schedule Rotation**

The schedule rotates with a six-day cycle. The days will be permanently set at the beginning of the year. If we have a school cancellation, that day will be skipped in the rotation.

**SANBORN REGIONAL HIGH SCHOOL  
BELL SCHEDULE ROTATIONS**

GRADE 9							
Time	Min.	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
7:20-8:40	80	1	2	1	2	1	2
8:44-9:24	40	Advisory	FLT	FLT	Advisory	FLT	FLT
9:28-10:28	60	3	4	3	3	4	3
10:32-10:58	26	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:02-12:02	60	4	5	5	4	5	5
12:06-1:06	60	6	7	6	6	7	6
1:10-2:10	60	7	8	8	7	8	8

GRADE 10							
Time	Min.	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
7:20-8:40	80	1	2	1	2	1	2
8:44-9:24	40	Advisory	FLT	FLT	Advisory	FLT	FLT
9:28-10:28	60	Green	Red	Blue	Green	Red	Blue
10:32-10:58	26	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:02-12:02	60	Blue	Green	Red	Blue	Green	Red
12:06-1:06	60	So. Exp.	7	So. Exp.	So. Exp.	7	So. Exp.
1:10-2:10	60	7	8	8	7	8	8

GRADES 11 and 12							
Time	Min.	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
7:20-8:40	80	1	2	1	2	1	2
8:44-9:24	40	Advisory	FLT	FLT	Advisory	FLT	FLT
9:28-10:28	60	3	4	3	3	4	3
10:32-11:32	60	4	5	5	4	5	5
11:36-12:02	26	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:06-1:06	60	6	7	6	6	7	6
1:10-2:10	60	7	8	8	7	8	8

**SANBORN REGIONAL HIGH SCHOOL**  
**EARLY RELEASE BELL SCHEDULE ROTATIONS**

GRADE 9							
Time	Min	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
7:20-8:10	50	1	2	1	2	1	2
8:14-9:04	50	3	4	3	3	4	3
9:08-9:18	10	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
9:22-10:12	50	4	5	5	4	5	5
10:16-11:06	50	6	7	6	6	7	6
11:10-12:00	50	7	8	8	7	8	8

GRADE 10							
Time	Min	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
7:20-8:10	50	1	2	1	2	1	2
8:14-9:04	50	Green	Red	Blue	Green	Red	Blue
9:08-9:18	10	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
9:22-10:12	50	Blue	Green	Red	Blue	Green	Red
10:16-11:06	50	So. Exp.	7	So. Exp.	So. Exp.	7	So. Exp.
11:10-12:00	50	7	8	8	7	8	8

GRADES 11 and 12							
Time	Min	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
7:20-8:10	50	1	2	1	2	1	2
8:14-9:04	50	3	4	3	3	4	3
9:08-9:58	50	4	5	5	4	5	5
10:02-10:12	10	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:16-11:06	50	6	7	6	6	7	6
11:10-12:00	50	7	8	8	7	8	8

**SANBORN REGIONAL HIGH SCHOOL**  
**2 HOUR DELAY BELL SCHEDULE ROTATIONS**

GRADE 9							
Time	Min.	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
9:20-10:08	48	1	2	1	2	1	2
10:12-11:00	48	3	4	3	3	4	3
11:04-11:34	30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:38-12:26	48	4	5	5	4	5	5
12:30-1:18	48	6	7	6	6	7	6
1:22-2:10	48	7	8	8	7	8	8

GRADE 10							
Time	Minutes	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
9:20-10:08	48	1	2	1	2	1	2
10:12-11:00	48	Green	Red	Blue	Green	Red	Blue
11:04-11:34	30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:38-12:26	48	Blue	Green	Red	Blue	Green	Red
12:30-1:18	48	So. Exp.	7	So. Exp.	So. Exp.	7	So. Exp.
1:22-2:10	48	7	8	8	7	8	8

GRADES 11 and 12							
Time	Minutes	A DAY	B DAY	C DAY	D DAY	E DAY	F DAY
9:20-10:08	48	1	2	1	2	1	2
10:12-11:00	48	3	4	3	3	4	3
11:04-11:52	48	4	5	5	4	5	5
11:56-12:26	30*	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:30-1:18	48	6	7	6	6	7	6
1:22-2:10	48	7	8	8	7	8	8

\* PM SST Students must be dismissed from class at 11:30 to come to the cafeteria and eat before they leave for SST.

## **Important Dates 2018-2019**

Dates are subject to change. For up to date information, please visit us on the web at [www.sau17.org/hs](http://www.sau17.org/hs).

### **August-September**

AUG 25	SAT
AUG 27	First Day SST
AUG 27	First Day Grade 9
AUG 28	First Day Gr. 10-12
AUG 31 SEP -3	Labor Day Weekend
SEP 7	School Pictures
SEP 11	Open House & Academic Awards
SEP 12	College Fair
SEP 14	Gr 9 Camp Lincoln
SEP 19	PTO Meeting
SEP 26	SST Open House
SEP 29	Homecoming Dance

### **October**

OCT 1	Financial Aid Night
OCT 3	Early Release
OCT 6	SAT
OCT 8	Columbus Day
OCT 10	PSAT's
OCT 10	Senior Day
OCT 15	NHS Inductions
OCT 16	Picture Retake Day
OCT 18	SST College Fair
OCT 20	Jazz All-State Aud
OCT 26	Quarter 1 Ends

### **November**

NOV 3	SAT
NOV 5	Fall Sports Awards
NOV 9	Teacher Workshops
NOV 12	Veteran's Day
NOV 13	College Bound / I Applied Event
NOV 14	PTO Meeting
NOV 15-18	Fall Play
NOV 17	All-State Auditions
NOV 21-23	Thanksgiving
NOV 24	Hockey Craft Fair

## **December**

DEC 1	SAT
DEC 5	Early Release Day
DEC 10	Holiday Drama Show
DEC 11	Band Concert
DEC 12	PTO Meeting
DEC 14	Mr. Sanborn Contest
DEC 18	Chorus Concert
DEC 19	Band Snow Date
DEC 20	Concert Snow Date
DEC 24-JAN 1	Holiday Vacation

## **January 2019**

JAN 7	SST Sneak Peak
JAN 9	Early Release Day
JAN 12	SST Gr10 Presentation
JAN 14	Parent Open House
JAN 14	Grade 8 Open House
JAN 18	End of Quarter 2
JAN 21	MLK Day
JAN 25	Semi-Formal
JAN 28	Gr 9-10 College Night
JAN 30	SST New Parent Night

## **February**

FEB 4	Scholar Athlete Day
FEB 6	Early Release Day
FEB 6	Deliberative Session
FEB 8	Battle of the Talents
FEB 18	Jr. College Night
FEB 18-22	Winter Carnival
FEB 19	SRSD Choral Concert and Art Expo
FEB 20	PTO Meeting
FEB 21	Concert Snow Day
FEB 25-MAR 1	Winter Vacation

## **March**

MAR 4	Winter Sport Awards
MAR 8	ASVAB Testing
MAR 9	SAT
MAR 12	SST NTHS Inductions
MAR 10	SAT
MAR 12	Voting Day
MAR 15	Teacher Workshops
MAR 15-17	Musical
MAR 18	Senior Financial Aid Package Review
MAR 20	PTO Meeting

MAR 22 Spring Fling Dance  
 MAR 23 Large Group Festival  
 MAR 27 SST Open House  
 MAR 29 End of Quarter 3

**April**

APR 3 SST Sm. Bus. Showcase  
 APR 10 Early Release  
 APR 11-13 All State Festival  
 APR 12 8th Grade Dance  
 APR 15 Hon. Soc. Inductions (National, Spanish & French)  
 APR 17 PTO Meeting  
 APR 22-26 Spring Vacation

**May**

MAY 4 SAT  
 MAY 7 Band Concert  
 MAY 8 Early Release  
 MAY TBD Prom—DiBurro’s  
 MAY 13 Drama Awards  
 MAY 14 Chorus Concert  
 MAY 15 PTO Meeting  
 MAY 20 Sr. Honor Dinner & Sr. Scholarship Night  
 MAY 23 Community Partner Breakfast  
 MAY 27 Memorial Day  
 MAY 30 SST Certificate Night \*

**June**

JUN 1 SAT  
 JUN 3 Spring Sports Awards  
 JUN 4 Music Awards  
 JUN 5 Sr. Sports Awards \*  
 JUN 5 Last Day SST \*  
 JUN 6 Baccalaureate \*  
 JUN 6 8th Gr. Move Up Day  
 JUN 7 Early Release (Gr 9-11)  
 JUN 7 Graduation \*  
 JUN 13 Last Day of School \*

\*Indicates a tentative date based on school cancellations.

**Class Meetings**

Seniors	2 <sup>nd</sup> Thursday
Juniors	2 <sup>nd</sup> Tuesday
Sophomores	1 <sup>st</sup> Thursday
Freshman	1 <sup>st</sup> Tuesday





## SECTION ONE: ACADEMIC STANDARDS AND REQUIREMENTS, OVERVIEW

### GRADUATION REQUIREMENTS by Diploma Option

Please refer to School Board Policy IKF, located on page 49 of this handbook, for further information regarding SRHS diploma options.

Content Area	SRHS College and Career Diploma	SRHS College and Career Diploma With Distinction	SRHS State Minimum Standards Diploma
Art	1.00	1.00	0.50
Civics & Government	0.50	0.50	0.50
Economics	0.50	0.50	0.50
Elective / Advisory	9.00	13.00	6.00
English Language Arts	5.00	5.00	4.00
Health	1.00	1.00	0.50
Life Science	1.00	1.00	1.00
Math**	4.00	4.00	3.00
Physical Science	1.00	1.00	1.00
Science (Other)	1.00	1.00	0.00
Technology	1.00	1.00	0.50
US & NH History	1.00	1.00	1.00
Wellness	1.00	1.00	1.00
World History	1.00	1.00	0.50
<b>Total</b>	<b>28</b>	<b>32</b>	<b>20</b>

*\*These are the general graduation requirements – students with questions pertaining to their own transcript, post-secondary goals, and/or individual situation should schedule a meeting with their guidance counselor. All Juniors and Seniors should schedule an annual credit check.*

*\*\* Four math courses are required for graduation. At most one of those courses may be a “math related course.”*

### Student Speakers for Graduation Events

Students are invited to apply to be speakers for graduation events (Graduation, Class Day, and Scholarship Night). Several months prior to graduation, the building principal will invite interested students to submit a speech. Speeches will be judged blindly by a jury of adults selected by the building principal. The jury will determine which speeches will be delivered for which events. The selection criteria that the jury will use will be established in advance and made available to any student prior to submitting their speech.

## Special Graduation Titles

At the end of Grade 12, the valedictorian, salutatorian, and class essayist titles are awarded to the students who have a class rank of 1, 2, and 3 respectively in their graduating class. The following titles are awarded at graduation to any student who meets one of the following sets of criteria:

**Summa Cum Laude:** Cumulative non-weighted GPA of 3.90 or higher \*

**Magna Cum Laude:** Cumulative non-weighted GPA of 3.30-3.89 \*

**Cum Laude:** Cumulative non-weighted GPA of 2.70-3.29 \*

Students who are on track to be Magna or Summa Cum Laude Graduates by the end of junior year will be eligible to attend a special Senior Honor Recognition Dinner that is held each spring.

*\*Based on "new scale." An appropriate adjustment will be made for courses that were based on the "old scale" from 2013-2014 year or prior.*

## SRHS Grading and Reporting System

Sanborn Regional High School uses a **competency-based grading and reporting system** for all of its courses. The purpose of this section is to provide parents and students with a basic overview of this system. Additional resources and information are available for download in a document called —Assessment and Grading Guidelines on the SRHS website.

### What is a competency?

A competency is the ability of a student to apply content knowledge and skills in and/or across the content area(s). At Sanborn, there are two kinds of competencies used in grading:

**School-Wide Competencies:** Sanborn has identified six –21<sup>st</sup> Century Expectations for Learning, the P.R.I.D.E. standards, that are based on social and civic –behavioral expectations. These are assessed each quarter by each teacher in each course using a common rubric and are printed on report cards. These grades are NOT included in the final grade calculation for courses but a summary of these grades appears on each student's final transcript that is made available to employers and colleges.

**Course-Based Competencies:** Each course at Sanborn has anywhere from 3-6 competencies that are specific to each course. These competencies are the –big ideas of the course and answer the question: *What is it we want our students to know and be able to do in this course?* These competency averages are printed each quarter for each course on Sanborn's report card and ARE included in the final grade calculation for courses.

### How are competencies used to report linked to grades?

**Formative Assessment:** A formative assessment is an assessment for learning and can be broadly described as a –snapshot or a –dipstick measure that captures a student's progress through the learning process. A formative assessment explains to what extent a student is learning a concept, skill, or knowledge set. In a sense, a formative assessment is –practical and is, therefore, not heavily weighted in the grading system.

Examples of formative assignments include class work, homework, and quizzes.

**Summative Assessment:** A summative assessment is a comprehensive measure of a student's ability to demonstrate the concepts, skills, and knowledge embedded within a course competency. A summative assessment, then, is an assessment of learning and it is heavily weighted in our grading system. At Sanborn, each summative assignment is linked to at least one (or more) of the course-based competencies. Examples of summative assignments include research projects, presentations, labs, writings, tests, and other similar performance tasks.

A student's final grade is based on the total points earned over the entire length of the course (not an average of quarter grades) and is based on the following weights: 90% for summatives, 10% for formatives.

### **How does a student earn credit for a course?**

In order to receive full credit for a course, a student must earn a passing grade for the course and a passing grade for each course competency.

### **Course Add/Drop Guidelines**

Students are permitted to add or drop a course without penalty, provided that space is available in the class anytime during the *1<sup>st</sup> 6 Day Schedule Rotation*.

After this time frame, students may only add or drop a class with parental approval and parent meeting.

If there is and a student is to be removed from a course after October 1, one of the following designations will be recorded on the student's transcript for the course:

–WPl-(Withdrawal Pass) if the student was passing the course.

–WF-(Withdrawal Failure) if the student was failing the course.

This designation will also be determined with administrative discretion depending on the circumstances.

### **Honor Roll**

Honor roll is determined once, at the end of each academic year, and is based on a current-year non-weighted GPA.

**Honors With Distinction:** Current-year non-weighted GPA of 3.90 or higher

**High Honors:** Current-year non-weighted GPA of 3.30 – 3.89

**Honors:** Current-year non-weighted GPA of 2.70 – 3.29

### **National Honor Society**

The National Honor Society is a service organization which recognizes a student's achievements in the areas of scholarship, leadership, service, and character. During the spring of the junior year, students with an unweighted cumulative GPA of a 3.5 or higher are invited to apply to the NHS within the time allotted by the adviser. After collecting input from faculty and staff on the character traits of each applicant, a board of Sanborn faculty

and staff anonymously choose the new members who will be inducted that spring. Candidates are selected by a majority vote of the Faculty Council based on how they have demonstrated outstanding character, have participated in various amounts of community service, and are leaders during school and outside of school.

Any applicant who is not selected in the spring of their junior year will have another chance the fall of their senior year or can appeal the spring decision. The appeals process is in place for students who feel that they are under-represented by a certain category. This might include a student who did not get an application based on their GPA, but may be very active with leadership roles and service activities and have true and admirable character traits, or a student who was not selected, but has extenuating circumstances that they didn't explain in their original application that they can better explain with an appeals letter and two teacher recommendations backing up their claims.

### **Grouping for Instruction (Policy IIA-R)**

At the high school level, students are placed into groups/courses which best suit their learning styles, educational needs, and post-secondary/career goals. Parents and students themselves play a large part in selecting individual courses and programs, which in many cases are leveled to meet student needs.

### **Cheating and Plagiarism**

#### **Definition of Plagiarism**

Although the following definition focuses on plagiarism, the standard of expectation and the consequences described apply to all forms of cheating and academic dishonesty, including, but not limited to unauthorized use of crib notes, forgery, and permitting another student to use your work. To submit to your instructor a paper that is not truly the product of your own mind and skill is to commit plagiarism. Plagiarism is the act of stealing the ideas and/or expression of another and representing them as your own. It is a form of cheating. Plagiarism can take several forms:

1. The most obvious and serious form is word-for-word copying of someone else's work, in whole or in part, without acknowledgment (quotation marks, footnotes, citations, etc.).
2. A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition. If such borrowing or paraphrasing is ever necessary, the sources must be scrupulously indicated by footnotes.
3. Another form of plagiarism is more difficult to define. It consists of writing a theme based solely on the ideas of another. Even though the language is not the same, if the thinking is clearly not your own, then you have committed plagiarism. (Abridged from the English Department at Ohio State University)
4. Additional forms of plagiarism include:
  - Copying and pasting from on-line sources without providing proper credit.
  - Using on-line paper suppliers or cheat sites.

#### **Consequences**

Cheating and plagiarism are considered serious offenses at Sanborn. Offenses will result the following consequences:

- Student will complete an alternative assignment
- Teacher will notify parent
- Student may be referred to administration for an additional consequence

### **Student Obligations**

Fees may be charged for materials, projects, and special items in particular courses and activities selected by students. In such cases the fee amount will be determined in advance and will be due within two weeks after the course or activity begins. In cases of financial hardship, such fees and charges may be waived by the building principal.

Students should respect all books and equipment they are entrusted with. When they are damaged or destroyed, students will be required to pay for repair or replacement and may receive disciplinary action as well.

Parents are expected to pay an appropriate charge for any Chromebooks, laptops, textbooks or other district owned materials (sports uniforms, band instruments, etc.) that are lost or damaged.

In instances where financial responsibilities are not met the following may occur:

- Report cards, diploma, and transcripts will be withheld
- Students may be prevented from participating in graduation exercises
- Participation in non-academic extra-curricular activities will not be permitted

### **Complaint Procedure**

The administration and staff of the Sanborn Regional School District believes every student is a unique and important individual deserving of our respect and courtesy. We want you to feel comfortable bringing forward any issue concerning your child.

The procedure for bringing a concern to the attention of the school is as follows:

1. If applicable, bring your concern to your child's teacher or guidance counselor first.
2. If you are unable to resolve the issue, contact the Director of Guidance or an Assistant Principal.
3. If you are unable to resolve the issue, contact the Principal.
4. If you are still unable to resolve the issue, please write a letter to the Superintendent of Schools, with a copy to the principal.
5. You may request a mediation meeting.
6. You must then be notified of how the resolution was achieved.

## SECTION TWO: STUDENT CODE OF CONDUCT

The primary goal of Sanborn Regional High School is to educate, not to discipline. The discipline code at Sanborn Regional High School is written in the best interest of our academic and social community, which focuses on balancing student rights with the school's obligation to maintain safety and order. Conduct by any student that interferes with or disrupts such an atmosphere will be dealt with utilizing a restorative justice model. There are three main goals in Restorative Justice: accountability, community safety, and social development. Restorative Justice provides an opportunity to hold the wrong-doer responsible for their actions and figure out a way to repair the harm they have caused. It also strives to keep the community safe through strategies that build relationships and empower everyone to take responsibility for the well-being of all members. Lastly, Restorative Justice seeks to increase the social skills of those who have harmed others, and attempts to address the factors that led to the harmful behavior. Students are expected to follow all school rules. Non-compliance penalties are outlined below in the Student Discipline Code. Any infraction not covered by rules set forth in the Code will be handled at the discretion of the administration and the Justice Committee at SRHS.

Sanborn Regional High School utilizes a Justice Committee System that provides ways to effectively address behavior and other school-related issues.

- Improves safety by preventing future harm.
- Offers effective alternative to suspension and in-school detention.
- More supportive, inclusive, and educational than other approaches.
- Enables students to settle low-level disputes or disciplinary problems
- Helps to figure out the best solution for the community
- Empowers students to work to resolve conflict, representing a variety of different perspectives.

Teacher Detention – Each teacher within the policies set forth by the Sanborn Regional District School Board, will establish behavior expectations in their own classes. The right of the class to learn in a safe, orderly, and effective manner outweighs the rights of one to disrupt. If a student disrupts the social harmony of the classroom, it is the responsibility of the student to restore balance in collaboration with the student/teacher/class. To make it right with the community, students may be asked to give time back for time taken at the discretion of the teacher, administration, or Justice Committee. A teacher may assign any student a detention for an infraction of any of the school or individual classroom rules. A teacher can also fill out an incident report and refer the student to the Justice Committee. Students must be given notice and the detention cannot be more than one hour in duration. A phone call or conference with the parent is an additional option.

Administrative Detention – If a student disrupts the social harmony of the school, it is the responsibility of the student to restore balance in collaboration with the

administration. To make it right with the community, students may be asked to give time back for time taken at the discretion of the teacher, administration, or Justice Committee. School administrators may assign after school detention to any student for violating a school rule. School administrators can also fill out an incident report and refer the student to the Justice Committee. Administrative detention is held in the in-school suspension room under staff supervision. Students are expected to report on time and to stay for the entire hour. Students should come prepared to do schoolwork or with appropriate reading material. No talking or sleeping is allowed. Failure to comply with detention regulations or to be respectful and cooperative while serving detention will result in escalated consequences. Students are expected to report to administrative detention on the day assigned unless prior arrangements are made with the assistant principal. Students absent from school on the day they are assigned detention will report on the day they return to school following the absence.

Community Service – The Justice Committee may assign community service as an option to restore balance to the school community. Students may be given the option to perform community service hours in lieu of other disciplinary consequences.

Inside School Suspension – ISS is an in-house program to which a student may be assigned to spend the entire or a portion of the school day in the designated ISS location for breaking school rules. Students must meet the requirements set for in the ISS contract in order to receive credit for the day. Students who are serving ISS will be required to turn in their cell phone to administration prior to beginning ISS. If a student refuses, the ISS can be turned into an OSS, with additional ISS's possible. The Justice Committee may recommend to the administration that a student be suspended, but it is the goal of Sanborn Regional High School to implement a restorative model that reduces in-school suspensions. The Justice Committee does not have the authority to suspend students.

Outside School Suspension (External Suspension) – OSS is a mandatory leave assigned to a student who commit serious violations of school rules or pose a threat to school safety. Students are not allowed to participate in school events/athletics during the duration of this suspension. The Justice Committee may recommend to the administration that a student be suspended, but it is the goal of Sanborn Regional High School to implement a restorative model that reduces outside school suspensions. The Justice Committee does not have the authority to suspend students.

Suspensions - No student shall be suspended without being informed of the reason for the suspension. The parent or legal guardian shall also be informed as to the reason for the suspension. The site administrator may suspend the student for not more than ten (10) days. Depending on suspension type, the site administrator may offer the student a choice to visit the Justice Committee to reduce the number of days suspended. (Refer to the section 6 of this handbook entitled –Sanborn Regional School District Policies for additional information.)

School Safety Officer – The School Safety Officer is present at Sanborn Regional High School each school day and is responsible for all school safety issues, for keeping the community in balance, and as a personal resource for both students and staff. We hope that students will feel comfortable seeking assistance and counsel whenever they have



issues or concerns that might require the School Safety Officer's expertise or advice.

Police involvement - in situations that occur during school, in any school building, on any school property, on any school bus, during any school sponsored event, or during any period of time when students are subject to the authority of school personnel is governed by a –Memorandum of Understanding between the Sanborn Regional School District and the Kingston Police Department. A copy of the memorandum is available upon request. This collaborative effort is designed to ensure a safe school environment and supports –zero tolerance for drugs, alcohol, weapons, and violence. In accordance with these goals, the Kingston Police Department becomes involved with the school in these areas and any others that may violate the law. In such cases, individual incidents, including student names, will be reported to the police. The principal reserves the right to involve the police in the investigation of suspected illegal activity.

### **Attendance Guidelines**

Class attendance is essential for gaining the full learning experience provided by Sanborn Regional High School and for providing teachers with sufficient evidence to determine whether or not a student has demonstrated competency. Students must make every effort to be in class on a consistent basis to fully benefit from the opportunities for academic, social, emotional, and physical growth.

1. Parents and students are expected to share responsibilities for regular attendance.
2. The school should be notified of any anticipated absences and/or called on the morning of an absence. Parents are encouraged to call before the start of school or leave a message on the school’s attendance voice mail at any time prior to the start of school (642-3341 press 4 after the voice recording).
3. Whenever possible, parents should send to the office any written documentation to support an absence (doctor visit, college visit, court hearing, funeral, etc.) as soon as possible.
4. A student’s absence will be declared documented or undocumented based on the guidelines listed below. Students are expected to make up all work that they miss due to an absence from class in a timely manner. Individual teachers will set deadlines for this make up work.
5. All absences, excused or unexcused, documented or undocumented, will count toward the attendance limit.

Documented absences are absences necessary for the health and welfare of the student, a significant family emergency, or a school sponsored activity. Documentation is required for all of these absences and will be kept on file in the Main Office. Such absences may include but are not limited to the following:

- Illness: A doctor’s note may, at the discretion of administration, be required. An absence of 5 or more consecutive days will require a doctor’s note brought to the school nurse.
- Medical appointments or treatment.
- Religious holidays regularly observed by persons of the child’s faith.
- Attending the funeral service of an immediate family member.
- Personal or family emergency requiring the student’s absence when approved, at the discretion of the school administrator.

- Family obligations (not including vacations) with prior approval from an administrator.

Undocumented absences are absences from class or school that are not within the spirit of the New Hampshire Education Laws. Undocumented absences may include, but are not limited to, leaving the building without permission, truancy, class cuts, other absences that do not meet the criteria to be considered documented absences as noted above. Absences that are not declared by a parent on the day of the absence will be considered undocumented until documentation is provided.

It is important that students and parents realize that the limits of absenteeism listed in these guidelines are not to be considered as approved days to be absent from class.

### Family Vacation

Family vacation absences will be charged against the student's attendance record for the purpose of the attendance policy. It is the student's and parent's responsibility to have the family vacation form filled out one week before the requested family vacation. It will then be the student's responsibility to collect any work that will be missed during the family vacation and to set a deadline for the work with each individual teacher. A student must give the teacher at least one week's notice prior to the family vacation.

### Attendance Limits

The attendance limit for a full year course is twelve (12) absences. Students who surpass the attendance limit for a course will be assigned additional academic coursework and a date by which it must be completed, typically immediately following the last day of school. If the student does not complete this work by the established due date, their final course grade will be recorded as an IWS (Insufficient Work Shown) which will result in no credit for the course.

The school will notify students and parents quarterly if they are in danger of surpassing the attendance limit for a class.

If a parent or guardian believes their child should be exempt from this attendance limit due to extenuating circumstances, they may make an appeal to the Building Principal. See below for information on the appeal process.

### Tardiness/cutting class

Students are expected to be in school and in class on time. Students who are habitually late to school will receive disciplinary consequences from a school administrator. Students who are habitually late to class will receive disciplinary consequences from their teacher.

### Participation in Extra-Curricular Activities

Students who arrive to school late without a valid (documented) reason and students who have undocumented absences from school will not be permitted to participate in any extra-curricular activities or school-sponsored events that are held that same day. This includes participation in sports, sports practices, clubs, music concerts, plays, field

trips, etc.

### Suspensions

Suspension days do not count toward the attendance limit. Students who are suspended from school are required to make up work they missed during their suspension from school. Students are responsible for requesting work from each teacher. Upon return to school all work must be completed in a timely manner with a due date established mutually between the student and the teacher.

### Appeal Process

All appeals of the attendance policy shall be made in writing to the principal as soon as possible, no later than five days after the parent and/or student has received notification that they have surpassed the attendance limit. The appeal will be reviewed by the principal, or his or her designee. Documentation provided by students throughout the year will be kept on file and will be reviewed as part of the appeal process.

### **Dress Code**

Students at Sanborn Regional High School are expected to dress in an appropriate manner during the school day. At all times the expectation is that students abide by common rules of decency, hygiene, safety and consideration in choosing their school dress.

Inappropriate Attire - Any attire prohibited by the school board dress code regulations will be deemed inappropriate at the high school. Inappropriate attire will be determined using the following guidelines:

- Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, proper foot protection, or other similar requirements.
- In all matters relating to individual dress and grooming, students are required to exercise discretion, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community.
- The wearing of clothing, insignia, symbols or adornments worn or carried on or about a student which may promote the use of any controlled substance, including but not limited to drugs, alcohol, or tobacco, is unacceptable.
- The wearing of clothing which features offensive and/or vulgar words, pictures or drawings, or, for the sake of humor, includes phrases of a sexual nature or phrases that have derogatory language regarding a person's ethnic background, national origin, religious belief, sexual orientation, or disability is unacceptable.
- The wearing of clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school is unacceptable.
- The wearing of hats is permitted only in the hallways, cafeteria, and other

non-instructional spaces in the school as determined by the Building Principal

The administration reserves the right to ask students to change any attire that does not conform to the dress code. Administrators may also send home any student who is dressed in an unduly offensive manner which disrupts the educational process. Further violations will result in parent/guardian notification and could result in disciplinary action or referral to the Justice Committee. Refer to Section 6 of this handbook, Sanborn Regional School District Policies, for complete policy stipulations.

### **School Dances**

It is a privilege to attend a dance sponsored by Sanborn Regional High School. Students that receive behavior referrals in the week prior to a dance will not be permitted to attend. Students that are absent from school on the day of a dance, or on the Friday before a Saturday dance, may not attend. Dances will be held between 7:00 PM. and 10:00 PM. on selected days. All school rules, regulations, and policies are in effect at any dance, semi-formal, or prom. Students should dress appropriately and extend courtesy and respect to each other, to chaperones, to the police, and to any wait staff. Students, who leave any dance, including the prom, may not re-enter. Students may be permitted to bring a high school aged guest from another school to a Sanborn dance, or the prom, with prior approval from an administrator (guests must be under the age of twenty-one (21) years old.) Students must submit a Guest Approval Form prior to the event. A form is available in the main office. The prom is scheduled for May 9th, 2014. Students who fail to adhere to these guidelines could be subject to disciplinary action or referred to the Justice Committee.

### **Prom Guidelines**

The prom, an event organized by the Junior class each Spring, is open to all Sanborn Regional High School junior and senior students and their registered guests only.

Any junior or senior who meet the eligibility requirements may purchase a prom ticket within the 2 week sales window. Once a ticket is purchased, it is non-refundable. If a student is not going to be able to use their ticket and they want to arrange for another student to purchase their ticket from them, it must be cleared first by the junior class advisors. The last day to make a name change to a ticket is one week before prom and at that point, all tickets are non-transferable and non-refundable, no exceptions.

The *procedure* when selling prom tickets is for the junior class prom committee to record all students via ticket number. This list is considered the *“guest list”* for prom. **ONLY** those listed on the guest list will be allowed into prom.

- There are many reasons this procedure has been put in place which include but are not limited to: students changing tickets last minute, tickets being lost or stolen, all of which leave Sanborn with an inaccurate list of prom attendees.

A host student may sponsor only one guest who does not attend Sanborn that meets the eligibility requirements. The host student is responsible for the proper behavior of his/her guest. Guests must be registered with all proper documentation prior to the dance.

**All guests must be under the age of 21 on the date of the dance.** Students may be required to show their identification card before they will be granted admittance.

The hours for the prom will be from 6:30 to 11:00 P.M. No student will be admitted to the prom after 8:00 P.M. Any student who leaves the prom early will not be permitted back into the prom. All school rules will apply during dances.

### **Attendance Requirement:**

Any student who wishes to attend any school dance or the prom **must** be present to school on the day of the dance. Students on **non-credit status** for any class may not participate in any extracurricular activities or interscholastic athletics.

### **Assemblies, Dances, Pep Rallies, and Sporting Events**

Students are expected to follow all school rules, to exhibit courteous and respectful behavior, and to demonstrate good sportsmanship when attending school events. Exemplary behavior is expected from every Sanborn student at all events. Students who leave any sporting event may not re-enter. Students who fail to adhere to these guidelines could be subject to disciplinary action or referred to the Justice Committee.

### **Bullying, Harassment, Hazing, Discrimination (SRSD Policies JICK and ACAA)**

It is the policy of the Sanborn Regional School District to maintain a working and learning environment that is free from harassment and violence based upon age, color, disability or handicap, gender, national origin, race, religion, or sexual orientation. The district prohibits any and all forms of bullying, harassment, or violence and has developed this policy to ensure that the educational opportunities of all students and the employment conditions of all employees are not threatened or limited by such harassment. Refer to the section of this handbook entitled Section 6 –Sanborn Regional School District Policies for more specific detail and to determine reporting procedures. Students who fail to adhere to these guidelines could be subject to disciplinary action or referred to the Justice Committee.

### **School Bus Transportation (SRSD Policy EEAEC)**

School bus transportation is a privilege. All school rules for behavior, including non-smoking, apply. Failure to cooperate with the driver can and will ultimately result in loss of the school bus privilege. Please do not request the bus driver to allow a student to get off the bus at a stop other than the one the passenger is supposed to use. The driver may stop only at designated bus stops. System-wide bus rules and regulations are also in effect. Refer to the section 6 of this handbook entitled –Sanborn Regional School District Policies for additional information. Students who fail to adhere to these guidelines could be subject to disciplinary action or referred to the Justice Committee.

### **Seacoast School of Technology (SST) Transportation**

All students enrolled in the SST program are expected to ride the bus to and from SST. Daily, and/or temporary driving passes may be approved on a case by case basis by a building administrator. Students who drive to SST without permission will be subject to disciplinary action.

### **Student Parking Regulations**

Students who bring a car to school must demonstrate safe driving practices, abide by the school Attendance and Discipline Codes, and obey parking regulations. Students who fail to adhere to these guidelines will be subject to disciplinary action or referred

to the Justice Committee. In an effort to maintain a safe and orderly school campus, as well as to comply with guidelines set forth by the Kingston Police Department, the following procedures are established:

- Students parking without a permit will have their vehicle towed, ticketed or booted, at the owners' expense.
- Any student who leaves campus without permission will have their parking pass revoked in addition to an out-of-school-suspension of 1-5 days. The student may reapply for a parking pass.
- Permit applications must be approved by a school administrator. Students with a history of discipline referrals or attendance issues during the previous year will be denied a parking pass. Students with outstanding obligations such as fees or fines will not be issued a parking pass until such obligations are met.
- Only one parking permit per student will be issued annually. The charge for the permit is \$10.00. If you need to purchase a new sticker because you change vehicles during the year, a \$5 fee will be charged. If your parking permit is revoked for disciplinary reasons, you will need to purchase a new one at \$10 once you become eligible again.
- The permit application must be completed clearly and legibly. The student must present a valid driver's license, current vehicle registration, and proof of insurance. During the course of the school year, students are responsible for reporting any change in vehicle registration to the School Safety Officer.
- Seniors have priority in receiving parking permits, followed by the Juniors. Sophomores will receive permits only after all eligible upperclassmen have been processed. Freshmen are not eligible for a parking pass.
- The South Lot has been designated for student parking. Students who have been granted a Sanborn Regional High School parking permit may park in any available in the South Lot spot upon arriving at school. Students are not allowed to park in the staff or visitor parking areas.
- Only students with valid parking privileges will be permitted to park on campus. Vehicles must be parked within lined spaces. Parking stickers shall be placed on the interior front windshield, lower left corner (drivers' side). Fire lanes, delivery areas, and sidewalks must be kept open. The student lot is monitored and violators will face disciplinary action.
- All vehicles should be properly locked. The school is not responsible for valuables left in cars or for damage incurred while the vehicle is parked on campus.
- Students are not permitted in the parking lot during school hours. If a student has a compelling reason to return to his/her vehicle during school hours, he/she must have permission from an assistant principal. Students outside the

building without permission are subject to disciplinary action.

- Parking permits are non-transferable and cannot be loaned or given to another student. No student other than the one to whom the permit is issued may drive a vehicle to school. Any student who registers a vehicle under false pretense will jeopardize future parking privileges and may be subject to disciplinary action. If a student needs to temporarily park a different vehicle on campus, a temporary permit will be issued.
- Student vehicles are subject to search if there is reasonable suspicion that contraband or other illegal materials are present.

### **Bicycles**

Students using bicycles for transportation to and from school should park and lock their bicycles, at their own risk, to one of the racks located in the front of the building.

### **Skateboarding**

Skateboarding, roller-blading, scooter riding is NOT permitted on campus at any time. Skateboards must be stowed in a locker, classroom, or main office during the school day.

### **Appeal Process**

Any student who questions disciplinary action taken against him/her has the right to appeal that action to the Justice Committee or Administration. Notification of appeal must be made in writing to the high school principal within one (1) school day of notification of disciplinary action. The appeal will be heard and a decision rendered within five (5) school days. If the disciplinary action involves suspension from school, the suspension may be postponed until the appeal process has been completed, unless, in the judgment of the administration, the safety of the school community would thereby be jeopardized. If the suspension is postponed, the student will be permitted to attend classes, but will not be permitted to participate in any other school activity, including athletics. The above-stated procedure is to be followed if the student wishes to appeal the principal's decision to the Superintendent of Schools.

### **Electronic Devices**

Student use of electronic devices is permitted in the hallways, between classes, and at lunch. Student use of electronic devices during instructional time, for educational purposes only, is at the discretion of the classroom teacher.

### **Discipline Reports**

A student's discipline record may be reported to colleges, universities, military organizations, and other educational institutions when requested.

## **STUDENT DISCIPLINE**

### **Level I: (Dealt with by teachers)**

1. Unauthorized use of electronic devices
2. Tardiness to class (Chronic tardiness may result in administrative consequences or referral to Justice Committee.)
3. Dress code violations, wearing hats or hoods, in the building during school hours (may result in confiscation)



4. Disrespect/insubordination
5. Any violation of a school-wide policy, or of an individual teacher's rules of conduct, such as classroom disturbance, non-cooperation, refusal to perform classwork, failure to turn in homework, cheating/plagiarism, cutting class, etc.

Consequences: Verbal or written warning, confiscation by teacher, teacher detention, communication with parent/guardian, or, for chronic offenses, referral to the administration and/or hearing by the Justice Committee.

**Level II: (Dealt by an administrator and/or referral to Justice Committee)**

1. Failure to report for teacher detention
2. Absence from assigned area without permission (cutting class, roaming hallways during lunch time, advisory, etc.)
3. Misbehavior in the cafeteria (Also dealt with by staff assigned to lunchroom supervision)
4. Unauthorized presence in the cafeteria during lunches or unauthorized presence in the gym area at any time during school hours
5. Opening any outside doors to any person during the school day (All visitors must be let in by the office staff only)

Consequences: Conference with assistant principal and/or Administrative Detention, and/or In-School Suspension, and/or Community Service hours, and/or hearing by the Justice Committee.

**Level III: (Dealt with by an administrator)**

1. Outside of the school building without permission during school hours
2. Failure to report for Administrative Detention/Community Service
3. Attendance violations (truancy/tardiness)
4. Failure to sign in at the main office when tardy to school or to sign out for dismissal or for Early Release programs
5. Persistent cafeteria disruption or chronic class cuts.
6. Failure to serve In-School Suspension or to comply with In-School Suspension regulations will result in an out-of-school suspension. This could lead to a referral to the administration or Justice Committee.
7. Disrespect and/or insubordination (willful and/or intentional refusal to follow a reasonable directive given by a staff member). May require mediation
8. Any act which disrupts the educational environment of the school, including, but not limited to, inappropriate language, profanity/obscenity to a staff member or peer
9. Forgery, failure to give his/her name to any school employee when asked, lying, gambling, plagiarism or cheating (both of which also have an academic consequence), stealing (requires restitution and may include police involvement)
10. Gambling
11. Violation of Acceptable Use Policy for Technology (network access may be restricted)
12. Presence in any unauthorized area of the school
13. Persistent disregard of a school rule

14. Leaving campus without permission and/or transporting another student without permission will result in revocation of parking pass and in-school suspension for the first offense and out-of-school suspension of 2-5 days for additional offenses. Any student who is absent from the last class of the day and whose whereabouts cannot be verified by a staff member will be assumed to have left school property without permission.

Consequences: Conference with assistant principal, detention, loss of parking pass, Community Service hours, or up to five days of either In-School or Out-of-School Suspension, at the discretion of the administration depending on the severity of the infraction. Some of the above offenses may be reported to the school safety officer and/or police. Suspension may be reduced if the student chooses to meet with the Justice Committee and follow its recommendation.

#### **Level IV: (Dealt with by an administrator)**

1. Smoking and/or use or possession of tobacco, on school property, on any school bus, at any school-sponsored event, or at any period of time when students are subject to the authority of school personnel.  
(First offense-Kingston Police will be notified of any possession or use of tobacco, tobacco and/or drug related products/paraphernalia. Students may receive a summons and/or fine from Kingston Police. In addition, a two-day suspension and a parent conference with an administrator. This does not apply to those who use materials that would be considered —Drug paraphernalia. ‖ –Drug paraphernalia‖ may include, but is not limited to rolling paper, blunts, pipes, hookah pens or other types of electronic or nonelectronic delivery systems, including any nicotine delivery system. Please see Level VI infractions for more information.
2. Instigating a fight or threatening another person on school grounds including the access roads to and from the school facility, any other public school in the district, and school buses. (First offense-Three to five day suspension and a parent conference with an administrator. This suspension may be reduced if the student meets with the Justice Committee and adheres to the agreed upon outcome.)
3. Fighting (also see —Assault‖ under Level V), including the access roads to and from the school facility, any other public school in the district, and school buses. (First offense-Five day suspension and a parent conference with the principal. The suspension may be shortened if the student shows proof of enrollment in an anger management program. This suspension may be reduced if the student meets with the Justice Committee and adheres to the agreed upon outcome.)

Second Offense: Five-day to ten day suspension and hearing with the Superintendent of Schools.

Third Offense: Minimum ten-day suspension, police notification, and a hearing before the Superintendent of Schools.

4. Vandalism, destruction or defacing of school property (Student is also responsible for full restitution or replacement/repair costs of damaged material, equipment, and/or facilities.)
5. Any act which could cause, does cause, or results in the injury or public embarrassment of a student or staff member.
6. Any act which threatens the safety or well-being of the offending student or of other students or staff
7. Any other similar behavior not specifically listed above.

First Offense: One to five-day suspension from school. This suspension may be reduced if the student meets with the Justice Committee and adheres to the agreed upon outcome.

Second Offense: Five-to-ten day suspension and a meeting with the Superintendent of Schools.

All suspensions for Level IV infractions require a conference between parent/guardians and a school administrator. Some of the above offenses may be reported to the police.

#### **Level V: (Dealt with by an administrator)**

1. Organizing or participating in hazing incidents
2. Harassing, bullying, threatening, or otherwise discriminating against students or staff (includes racial, sexual, ethnic, religious, etc.; also prohibits such behaviors directed toward gay or lesbian students and toward those perceived to be gay or lesbian.)
3. Harassing or otherwise violating the civil rights of a staff member or damaging his/her property on or off school grounds
4. Assaulting or physically threatening/intimidating another student or otherwise violating the civil rights of another student. It is the responsibility of the administrator to determine whether or not violent and/or aggressive or threatening behavior by the student constitutes an assault

First Offense: Five-day suspension from school and a meeting with the principal. In addition to consequences, student may appear in front of the Justice Committee for option to seek restitution.

Second Offense: Ten-day suspension from school and a meeting with the Superintendent of Schools.

5. Aggressive behavior is when a student is put in a situation of harmful, offensive, or injurious contact by another student. It also involves intentionally behaving in such a manner that could cause physical injury to any student or staff member.

First Offense: Ten day suspension and a parent conference with the principal or assistant.

Second Offense: Ten to twenty day suspension, meeting with the superintendent, and/or recommendation for expulsion by the school board.)

Refer to the Section 6 of this handbook entitled –Sanborn Regional School District Policies for additional information regarding Level V offenses. All suspensions from school for Level V infractions require a conference between parents/guardians and a school administrator. Mediation may be required for some offenses. Some of the above offenses may be reported to the police.

#### **Level VI: (Dealt with by an administrator)**

1. Students procuring, possessing, using or being in the presence of drug paraphernalia (including vaporizers, or vape pens) and/or any controlled or illegal substance, or under the influence of any controlled or illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event shall be suspended from school for a ten (10) day period, shall be reported to the appropriate law enforcement agency, and shall have a hearing with a school administrator and the superintendent. For any subsequent violation, the students will be suspended for 10-20 days.
2. Any student who assists in the use or procurement of an illegal or controlled substance is subject to the same penalties as the actual user or possessor.
3. Any student transmitting, selling, supplying, giving or intending to transmit, sell, supply, or give any controlled or illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event shall receive a ten to twenty (10-20) day suspension from school, shall be reported to the appropriate law enforcement agency, shall have a parent conference with the superintendent, and shall have a hearing with the school board with the recommendation for expulsion from school.
4. Any prescription medication required by a student should be kept in the nurse's office and administered by her when required. Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home, and will only be administered at the request of a physician. This will require written permission from the physician and parents. Non-prescribed medication will not be encouraged for use unless the school nurse receives permission from parent/guardian, as obtained on the –Medication Administration Permission Card and follows the same procedures as for prescribed medicine. Students will be allowed to carry inhalers for which they have a prescription.
5. Any student who is determined to have brought a dangerous weapon to school in violation of school board policy (JICI) shall be deemed to have committed an act of gross misconduct. Such an act of gross misconduct shall result in both notification of the local police and a suspension not to exceed 10 days without referral to the superintendent.

6. Any student who sells, has in his/her possession with intent to sell any dangerous weapon on school property, on school buses, or at a school-sponsored function, shall be expelled from school by the School Board for a period of not less than twelve (12) months.
7. Any student who performs an act which endangers or has the potential to endanger the safety of any student or any group of students or staff will be deemed to be in violation of the Safe Schools Act. The students shall receive a ten-day suspension from school by the principal/assistant principal or twenty-day suspension by the Superintendent of Schools, each pending possible School Board action for exclusion from school. A report of the incident will be submitted to the appropriate law enforcement agency. Students are required to attend a hearing with a school administrator and the superintendent

## **Searches and Interrogations (Policy JIH-R)**

### **I. Searches**

The Sanborn Regional School Board has authorized searches and interrogations of students by the school principal and/or his/her designees. Searches may be of the following types:

Personal Searches- A student's clothing, pocketbook, backpack, or other personal possessions may be searched when there is reasonable suspicion. Such searches will be conducted by an administrator whenever possible.

Locker Searches- Lockers remain the property of the school district at all times and may be searched at any time without notice, without the student's consent, and without a search warrant.

Automobile Searches- School officials are authorized to search student vehicles when they have reasonable suspicion that the search will turn up evidence that the student responsible for it has broken the law or the rules of the school.

Narcotic Dog Searches- The Superintendent of Schools and the building principals are authorized to arrange for narcotics dogs to sniff objects that are not affixed to or carried by an individual student. Lockers, desks, student vehicles parked in school parking lots, or any objects that have been discarded or abandoned may be subject to search by narcotics dogs.

### **II. Interrogations**

By School Officials – The principal or designee may, with reason suspicion, question a student about his/her behavior and/or knowledge of facts regarding the inappropriate behavior of other students. The administrator shall attempt to obtain the cooperation of the student. In matters deemed very serious or atypical of the age of the students at hand, the administrator shall involve the appropriate law enforcement authorities in the interview. In such cases, parents are to be notified and given the option of being

present.

By Law Enforcement Officials - Law enforcement officials have the right to come on campus to interview students as suspects or witnesses in non-school matters. School officials will not delay, hinder, or obstruct officers from the performance of their duties. When appropriate, the principal or designee will attempt to contact the student's parent/guardian to solicit consent when an officer requests an interview on school premises. Whenever possible, the principal or designee shall be present during the interview.

### **SECTION THREE: EMERGENCY PROCEDURES**

The Sanborn Regional School District is committed to ensuring the safety of its students and staff. Members of the administration, professional personnel, and support staff have received training in emergency procedures and have adopted the following recommendations of the *New Hampshire Office of Emergency*

*Management:*

**Emergency Situations:** *The first person who is aware of a situation, should immediately direct nearby people to safety and then notify the office by intercom or telephone.*

**Response Plans:** *All staff members will immediately consult the Emergency Procedures Manual posted in each room and will follow the procedures pertaining to the specific occurring event.*

**Lockdown** – This action is used to clear the hallways and common areas of all students and staff and secure them in classrooms or other designated Area of Refuge. When the announcement is made:

1. All students, staff and visitors will report to the nearest classroom or secured space.
2. Close, cover and lock windows and doors and do not leave.
3. Stay away from doors and windows and move to interior walls.
4. Be quiet, shut off lights, and wait for further instruction.
5. Take attendance
6. Do NOT respond to anyone at the door. Administration or emergency responders will enter the room to release you.

**Secure Campus (Shelter in Place)** – This action is used when the school has been threatened from the outside. When the announcement is made:

1. Students are to be cleared from halls and report to assigned classrooms.
2. Close, cover and lock all windows and doors.
3. Close shades and keep students away from windows.

4. Continue with normal class activities, if practical.
5. Wait for further instructions.

**Evacuation** - When the announcement is made:

1. Take the closest and safest way out as posted.
2. Do not stop for belongings.
3. Go to designated area and wait for further instructions.
4. Take attendance and complete Emergency Accounting Form.
5. Students will be allowed to re-enter the building only after all have been accounted for and the fire department and administration have determined that re-entry is safe.

**Reverse Evacuation** – This action is used to bring all students and staff into the building. When the announcement is made:

1. Move students/staff inside as quickly as possible.
2. Report to designated area, take attendance and wait for further instruction.

**Drop and Cover** - When the command DROP is given:

**DROP** - Take cover under a nearby desk or table and face away from windows.

**COVER** - Cover your eyes by leaning your face against your arm.

**HOLD** - Hold onto the table or desk legs.

## **RADIOLOGICAL EMERGENCY RESPONSE PLAN**

### **The Level of Emergency Determines the Appropriate Response**

**Unusual Event at the Seabrook Nuclear Power Plant:** *No notification; no action required.*

**Alert at the Seabrook Nuclear Power Plant:** *School may be notified. No action required unless directed.*

**Stand by Status:** *Superintendent of Schools may order, as a precautionary measure, school cancellation via normal procedures.*

### **Site Area Emergency or General Emergency**

**School in session:** *School may be notified and may be directed to undertake a protective response, such as lock down, or evacuation*

**School not in session:** *The Superintendent may cancel school via normal procedures as a precautionary measure*

**Other Instructions:** *Turn on AM/FM radio to WOKQ (97.5 FM).*

### **Options to be used as directed;**

**Lock Down:** When directed to lock down, follow normal lock-down procedures

**Evacuation:** The Superintendent or Emergency Broadcast System personnel announce that evacuation has been recommended and teachers will follow normal evacuation procedures, including accountability forms.

*In the event of students being evacuated from the high school campus because of a radiological*

*emergency, the following procedures will be in place:*

Students may be released to their parents/legal guardian if the parent or guardian arrives prior to his or her student boarding the bus. All remaining students will be transported via bus to the reception center (**Southside Middle School, or Memorial High School, Manchester, NH**), where they may be picked up by parents/legal guardians. Faculty members will accompany the students on each bus. School representatives will be assigned to supervise the students until they are picked up at the reception center by parents or legal guardians.

## **SECTION FOUR: STUDENT ACTIVITIES AND SERVICES**

### **Co-Curricular Activities**

*It is the philosophy of Sanborn Regional High School that much of what is valuable about the high school experience takes place outside of the traditional classroom. We encourage students to develop, and maintain, connections to the school community by becoming involved in activities that they have an interest in or already have a talent for. We are committed to offering a wide range of activities for all students to become involved in. The variety and availability of these programs is something we are proud of and we would like to see all students take advantage of our co-curricular program.*

### **Athletics**

*Sanborn's athletic program consists of an interscholastic program which is elective and offered after regular school hours. Interscholastic: interscholastic sports are offered in the fall, winter and spring seasons. All contests are played under the New Hampshire Interscholastic Athletic Association (NHIAA) regulations.*

The principal must certify all players' eligibility through the school's official eligibility affidavit as filed with the Executive Director of the NHIAA. For eligibility purposes a particular sport's season begins on the starting date for that sport and ends at the awards ceremony. In order to be eligible to participate in interscholastic athletics, each participant must have a medical statement provided by a physician, dated after January of his or her freshman year, certifying that the student has passed a pre- participation physical examination prior to the beginning of the student athlete's high school athletic career. Any student athlete significantly ill or injured since the last review shall be re-examined by a physician in order to be eligible to participate in interscholastic athletics.

**Section 1: Age of Contestants:** A student who has reached the age of 20 on or after September 1 may not represent the school in any interscholastic athletic contest during the school year.



**Section 2: Post-Graduate and Educationally Handicapped:**

- A. No graduate will represent the school in interscholastic athletics.
- B. Special Education Students receiving service under PL 94:142, 89:313, RSA 186:C and related State Board of Education regulations may be declared academically eligible by the principal provided that all other eligibility requirements are met.

**Section 3: Scholastic Standing**

- A. A Student who has failed 2 courses or more during the previous ranking period may not represent the school on any interscholastic team. A student must be full-time to participate in interscholastic sports.
- B. *Summer School* - A student may not regain *athletic* eligibility by making up academic failures of the regular school year during the summer. (Academic appeals should be directed to administration).
- C. *Incompletes* - not to be considered passing grades for the purpose of eligibility.

**Section 4: Semester Rule**

A student is eligible for competition for no more than 8 consecutive semesters beyond the 8<sup>th</sup> grade whether he/she competes in interscholastic athletics. Athletic participation by seventh and eighth graders does not count toward the 8 allowed semesters. A student may not transfer to another school to increase eligibility.

**Section 5: School Attendance Requirements**

All student athletes are expected to be present at school, in all of their classes, and on time, in order to participate in practices and games on that day. Students that are habitually tardy to school may be suspended from athletic participation. Any student who is absent from school, tardy to school, or NOT present in an academic class, may not attend practice or an athletic contest on that day. Exceptions must be authorized by the Athletic Director or an administrator.

**Section 6: Participation**

All members are expected to participate in all practices and events. Special arrangements will not be allowed. Members of a school team are prevented from missing a high school practice or competition to compete with an "out-of-school team." Priority must be given at all times to the high school team, its practices, and its contests. Any student athlete who violates this rule will suffer consequences mandated by the state. The Athletic Director and the Administration may consider extenuating circumstances on a case-by-case basis. Violations could result in dismissal or suspension from the organization.

**Attendance rules:**

*On the 4<sup>th</sup> unexcused absence an athlete will be dismissed from the team – This includes things you choose to do. Examples include: dance, driver's education, ski club, concerts, work, etc.*

*School vacations/holidays – miss a game/sit a game*

*1 unexcused absence athlete will not play in next contest*

*2 late or leave early = 1 unexcused absence*

*3 1 late to game sits first half*

### ***Section 7: Travel to and From Event***

Every participant is expected to travel to and from each event with the organization he or she is a member of. Exceptions will only be considered upon written request from parent or guardian. Any emergency situation must be noted in writing to the coach as soon as possible for authorization.

### ***Section 8: Unsportsmanlike Conduct***

The Coaches and Athletic Director expect good sportsmanship and proper behavior at all times. Severe misconduct may result in immediate removal from the team.

### ***Section 9: Uniforms and Equipment***

These should be returned in the same condition that they were issued. Students who do not return cleaned uniforms will be billed.

### ***Section 10: Tobacco/Drug/Alcohol***

Offenses are cumulative throughout the year.

- A. Tobacco: First Offense - One-week suspension or two contests, whichever is greater. Student must show proof of registration in a substance awareness class. Athlete will complete course by date agreed upon by Athletic Director/administration. Second Offense (this is cumulative throughout a student's high school career) - Dismissal from athletics for the rest of the year.
- B. Alcohol/Drugs: First Offense - Two-week suspension or four contests, whichever is greater. Student must show proof of registration in a substance awareness class. Athlete will complete course by date agreed upon by Athletic Director/administration. Second Offense (this is cumulative throughout a student's high school career) - Dismissal from athletics for the rest of the year.

### ***Probationary Eligibility***

When a student-athlete is deemed ineligible for athletics based on the school standard, but is eligible based on the NHLAA standard, they may request, in writing, probationary eligibility. The request must be signed by the student and his/her parent or guardian and contain compelling reasons in order to be considered.

The school principal may grant probationary eligibility based on the student's ability to adhere to the following standards and expectations:

1. *Weekly academic progress reports with not more than 1 (one) failing course (due on Fridays).*
2. *No disciplinary infractions resulting in In-School or External Suspension.*

In the event that the student athlete does not meet either of the above standards, he/she will immediately be deemed ineligible and removed from the team for the remainder of the season. The school principal will have final decision-making authority.

All other team requirements are in effect during the probationary eligibility.

### **Interscholastic Sports Programs:**

**Baseball**

**Golf \***

<b>Basketball</b>	<b>Soccer</b>
<b>Cheerleading</b>	<b>Softball</b>
<b>Cross Country</b>	<b>Tennis</b>
<b>Field Hockey</b>	<b>Track and Field</b>
<b>Football</b>	<b>Winter Track</b>
<b>Swimming**</b>	<b>Wrestling**</b>
<b>Gymnastics**</b>	<b>Bowling**</b>

*\*Course play experience and some rule knowledge required*

*\*\*Not a funded school sport.*

**Complaint/Appeal Procedures** – The protocol listed below should be followed in communication or actions taken with student/athletes in regards to any situation that arises during the season.

1. Coach > 2. Athletic Director > 3. Principal > 4. Superintendent > 5. School board

**Co-Curricular Clubs, Organizations and Activities**

*List subject to change based on student interest*

<b>Academic Quiz Team</b>	<b>Knitting Club</b>	<b>Diversity Club</b>
<b>After School Fitness</b>	<b>Math Team</b>	<b>Yearbook</b>
<b>After School Library</b>	<b>National French Honor Society</b>	<b>Key Club</b>
<b>Art Club</b>	<b>National Honor Society</b>	<b>Shop Club</b>
<b>Big Brother Big Sister</b>	<b>National Spanish Honor Society</b>	
<b>Card Club</b>	<b>Outing/Ski Club</b>	
<b>Drama</b>	<b>Youth in Government</b>	
<b>Film Club</b>	<b>Student Council</b>	
<b>Golf Club</b>	<b>Writing Club</b>	

**Advisory**

The advisory program ensures that every student has the opportunity to feel known, heard, and understood by an adult in a non-academic setting. Counselors and advisors work together to implement a comprehensive guidance curriculum which assists in fostering a fulfilling high school experience for all students and in establishing a post secondary plan. Through these twice-weekly small group meetings, meaningful connections are made with other students and adults. The advisory program focuses around the following vision:

**Rigor** - Challenging curriculum and high expectations for all students.

**Relevance** - Meaningful course of study with real-life applications, clear pathways to college and work.

**Relationships** - Powerful, sustained involvement with caring adults who mentor, advise, and support students throughout their school careers.

**Junior and Senior Career Speaker Advisory Requirement**

In order to earn credit for advisory (Junior and Senior) students must attend a minimum of four career speakers during the school year and write a one page reflection on each. Reflections need to be shared with Mrs. Alley, the Career Pathways Advisor, through GoogleDocs. In order to receive a satisfactory (S) grade each quarter, students must submit at least one career reflection to Mrs. Alley one week before the end of the quarter. Students may submit reflections early to complete their advisory career speaker requirements.

SST students who are not able to attend career speakers will earn their advisory requirement by completing four reflections (one for each quarter) on the career training/exploration they are completing at SST. Each reflection will be one page in length and will discuss what they learned about their selected career at SST. SST students must share their SST career reflections with Mrs. Alley at least **one week before** each quarter ends through GoogleDocs.

[kalleyviolet@sau17.net](mailto:kalleyviolet@sau17.net)

### **Driver Education**

A Driver Education classroom and on-the-road program is available for students fifteen years and six months of age or older. Students must have parental permission to take this course and must follow sign-up procedures. The course is offered throughout the school year as well as during the summer.

### **Emergency Cards**

Emergency cards are maintained in both the main office and the nurse's office.

Students must turn in a set of new cards at the beginning of each school year.

Emergency information may also be submitted online using the form located on the high school website. The information you provide to us is critical to direct communication with parents/ guardians in case of an emergency. Accurate medical information also helps to ensure the safety of your student. Phone numbers provided are used in the Alert-Now phone messaging system.

### **Fund Raising**

Any Sanborn Regional High School club, team, organization, or group of individuals who wish to conduct a fundraising activity must submit a written proposal to the Principal. A proposal form is available in the office and must be submitted and co- signed by the Advisor two weeks prior to the planned fundraiser.

### **School Counseling Services**

The Sanborn Regional High School Counseling program is an essential part of the educational process for students. This program is designed to meet students' needs by helping them define and meet expectations in all facets of their lives – educational, emotional, social, and career. Each student will be assigned to a school counselor upon entrance to Sanborn Regional High School. Activities are conducted on a regular and planned basis with the goal of providing students with experiences to help them grow and to reach their full potential. Counselors provide direct services to students, as well as working with parents, school staff, and members of the community.

Unless otherwise instructed in writing by a parent or guardian, services provided through the School Counseling Office will be provided to all students through self-referral, staff referral, and/or parent referral. Special Education students who require counseling as an educationally related support will receive service consistent with state and federal laws and as detailed in the Individualized Education Plan.

All information shared in the counseling relationship is treated with the deepest respect. Counselors have an ethical responsibility and professional duty not to divulge information learned in private interaction unless there are compelling circumstances, or a legal mandate to do so. Counselors are obligated to share information with parents of minors and others in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse and neglect; and, to warn potential victims of the intent to harm.

### **Student Assistance Program**

The Sanborn High School Student Assistance Program is a school-based counseling, education and referral service for all students at the high school whose personal problems may be affecting their academic and behavioral success in school. This confidential service works collaboratively with the Sanborn comprehensive Guidance Department and faculty to provide services including: screening for substance abuse and co-occurring mental illness, motivational counseling, psychological-education support groups and referrals to outside service providers. Additionally, the student assistance counselor coordinates school-wide alcohol and other drug prevention and education activities for students, parents, staff and the community. Because one of the areas of specialty of the Student Assistance Program is substance abuse assessment and counseling, the program is bound by the specific confidentiality laws of federal law 42 CFR Part 2. It is a goal of the program to work collaboratively and communicate with parents/guardians, relevant school personnel and outside services. However, the law is designed to protect the student's right to privacy and prohibits the disclosure of information without the student's consent. According to federal and state laws, anyone over the age of twelve can seek drug and alcohol related services without parental consent.

### **Library**

The school library is open from 7:00 a.m. to 3:15 p.m. The library provides all students with access to online databases, ebooks, and digital audiobooks for research and enjoyment. The username to access most of these digital resources is sanbornh and the password is 03848. To read or listen to a book on Overdrive, use your student ID#. Let your librarian know if you have any questions.

### **New Clubs and Organizations**

Ideas for new student activities must be approved by the principal. Approval will be based on a written proposal specifying the following regarding the group's intentions: 1) Goals; 2) Faculty advisors; 3) Finances (money needed and how it is to be acquired); 4) Projected activities.

### **School Nurse**

A full time registered nurse is on staff to provide a quality comprehensive health program at Sanborn Regional High School. This program will promote the health, safety, and well-being of all students and staff. Any student who becomes ill or injured

during the school day should report to the school nurse. She is responsible for dismissing the student, for contacting the parent or guardian, and/or for calling for additional medical support services. A student who is dismissed because of illness may not participate in any school event/activity later that day. *Any prescription medication required by a student should be kept in the Nurse's Office and administered by her when required. Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home, and will only be administered at the request of the physician. This will require written permission from the physician and parents. Non-prescribed medication will not be encouraged for use unless the school nurse receives permission from parent/guardian, as obtained on the "Medication Administration Permission Card" and follows the same procedures as for prescribed medicine. Students will be allowed to carry inhalers for which they have a prescription.* (Policy JLCF-R The policy in its entirety is in the Policy Manual at <http://www.sau17.org/users/dleblanc/Policy/SchoolBoardPolicyIndex.htm>)

### **Student Government**

Each class has three representatives who set up the rules and regulations for the conduct of student activities. They also confer with the administration about problems affecting students. Nominees or candidates for student government must be a member in good standing of his/her class and are required to submit an application containing the signatures of other students who support his/her nomination.

### **Work Permits**

Students fourteen (14) years or older may obtain a work permit application in the Main Office.

### **Class Dues**

Each year, all students are expected to pay dues to their Class (Class of 2018, 2019, and 2020). These dues offset the cost of expenses to fund activities, events, and items that the class would like to do that are not part of the operating budget for the school. Examples include the purchase of homecoming and winter carnival supplies and decorations, deposits for the prom venue (junior year), senior class gifts, the senior lunch, and graduation caps and gowns. Dues are non-refundable.

<b>Class Dues Schedule: Class of 2018, 2019, and 2020</b>			
Grade 9	Grade 10	Grade 11	Grade 12
\$5	\$10	\$15	\$20

At the end of senior year, any funds remaining in the class account will stay with the class and be voted on by class officers to offset future class reunions or any other class gifts and/or scholarships given to the school.

### Prom – Grade 11

The prom event is sponsored each year by the junior class. Students are not eligible to purchase prom tickets if they are not up to date with their dues. Prom ticket sales will end two to three weeks prior the prom date. The exact ticket sale cutoff date will be determined by the prom venue.

## Graduation – Grade 12

Students are not eligible to participate in the graduation ceremonies unless they are up-to-date with their dues.

### **Class Dues – Beginning with Class of 2020**

#### **Beginning with Class of 2020: Dues Schedule**

Grade 9	Grade 10	Grade 11	Grade 12
\$10	\$20	\$30	\$40

Sanborn Regional High School will be changing the class dues dollar figures as listed above to allow every senior student to receive a yearbook on graduation day. The class dues will be split in half each year, where half the class dues will go to the class activities account and the other half will be given to the yearbook account. This will allow seniors to receive a yearbook on graduation day, if they have paid their class dues for all four years following the 2020 class due schedule. Transfer students will need to pay the yearbook portion of the class dues for the years they were not attending Sanborn Regional High School to receive a yearbook on graduation day.

## **SECTION FIVE: GENERAL INFORMATION**

### **Acceptable Use Policy - Technology**

The technology mission of the Sanborn Regional Public Schools is to ensure that technology is an integral component of our educational community, enhancing learning, instruction, communication, and information management. To meet this mission, networked computers with Internet and Intranet access, non-networked computers, as well as peripheral equipment are made available for student use.

Network access is available to students and staff of the Sanborn Regional School District to the extent that it is appropriate. It is the goal of the district to provide Internet tools for research, worldwide resource sharing, and communication for the purpose of encouraging educational excellence. Internet use that is integrated into school curriculum fosters information retrieval skills, nurtures critical thinking skills, and provides educational opportunities for both students and staff.

Sanborn Regional Public School Network access for students and staff is a privilege, not a right. Along with this privilege come certain responsibilities for all users. The school district is providing access to the Sanborn Network for educational purposes only. All users must conform to the terms and conditions established by the District. If a student is under the age of eighteen (18) years of age, he or she must have his/her parents read and sign this policy. The school district cannot provide access to any student who, if eighteen (18) years of age or older, fails to sign and return the policy or, if under Eighteen (18) years of age, does not return the policy with their own signature and the signature of his/her parents or guardians. Terms and conditions of the Sanborn Regional School District Acceptable Use Policy are available from the Director of Technology or on the school district web site: [www.sau17.org](http://www.sau17.org).

### **Elevator**

Any student or staff member incapacitated to the extent that it would be difficult or impossible to use the stairs may be provided with access to the elevator for the period

of time. Failure to follow procedures may result in loss of privileges. Elevator keys are available in the main office. A \$5.00 fee will be levied against lost elevator keys.

### **Food and Beverage Guidelines**

Students are responsible for cleaning up their own eating area and depositing all napkins, wrappers, drink containers and other refuse in the trash. Students are not permitted to leave the cafeteria area and enter the academic areas of the building during assigned lunch times. Students are expected to dispose of gum properly.

In compliance with OSHA standards, there will be **ABSOLUTELY NO EATING/DRINKING PERMITTED** in any science classroom.

*(Eating/drinking includes eating, drinking, applying cosmetics, adjusting contact lenses, taking/storing medicine, and other related activities. It also includes items and equipment used for storing, preparing and consuming food and beverages.)*

Recycling: Students should make every effort to use the **recycling** containers located in the cafeteria and hallways to dispose of their glass and plastic bottles.

### **Hall Passes**

No student should be out of a class without a hall pass issued and signed by a staff member. Students should arrive in class with all materials needed for the day and ready to go to work. Students arriving late to their first period class must present a blue pass issued by the main office.

### **Student Lockers**

Each student will be assigned a locker at the beginning of the school year. Each locker is school property and should be treated as such. Students are not to paste stickers, photos, posters, etc., nor write on their lockers nor impair the locking mechanism. Pupils who physically abuse their lockers may be subject to the consequences for vandalism, including paying for repairs or cleaning. Do not give your locker combination to any other student. Damaged or malfunctioning lockers should be reported promptly to an administrator.

Expensive articles, cherished possessions, or money should never be stored in lockers. If it is absolutely necessary to have such items in school, they should be brought to the Main Office for safekeeping. We do not guarantee the security of student lockers. The school is not responsible for items left unattended in or around the boys and girls locker rooms area.

### **Lost and Found**

Textbooks and personal possessions found by students in the building should be returned to the Main Office. Students who have lost such items should check with the Main Office after school. After the end of each semester all lost and found items would be donated to local charities.

### **“No School” Announcements**

If there is no school because of weather or other unforeseen emergencies, it will be announced by the local broadcast media and through the Alert Now System.



## **Visitors**

All visitors must check in at the Main Office and receive a Visitor's Pass. Visitors who are on campus without permission will be asked to check in or leave. No delivery persons or service providers are allowed on campus without permission of the administration. Students must not open any outside doors for visitors.

## **Work During Teacher Absences**

When a classroom teacher is absent, he/she will ask the substitute teacher to assign work that is important for the course. This work will become part of the course grade. Please give your support to the substitute and behave respectfully. Substitutes have been instructed not to issue passes except in case of emergency.

## **SECTION SIX: SANBORN REGIONAL SCHOOL DISTRICT POLICIES**

**FOR CURRENT POLICY UPDATES PLEASE CHECK THE FOLLOWING WEBSITE AT**

**<http://www.sau17.org/users/dleblanc/Policy/SchoolBoardPolicyIndex.htm>**

## **IKF HIGH SCHOOL DIPLOMAS**

### Statement of Purpose

This policy details the options that exist within the Sanborn Regional School District regarding the attainment of high school diplomas and is available for the class of 2014 unless otherwise noted.

### Statement of Policy

While it is the goal of the Sanborn Regional School District that every student achieve a high school diploma, the Board recognizes that students should have varied opportunities to meet the requirements of the high school diploma. Therefore, it is the policy of the Sanborn Regional School District that a student may earn a high school diploma under one of the four following categories:

1. College and Career Diploma

This standard high school diploma is awarded to any student who earns 28 credits and completes all required course work, as defined in the —Sanborn Regional High School Program of Studies, including all state-required courses and credits.

2. College and Career Diploma with Distinction

This diploma is awarded to any student who earns 32 credits, completes all required course work as defined in the –Sanborn Regional High School Program of Studies under the College and Career Diploma with Distinction description, and receives at least one of the following distinctions:

- a. **Summa Cum Laude, Magna Cum Laude Titles**
    - Awarded to students earning a cumulative non-weighted GPA as described in the –Sanborn Regional High School Program of Studies
  - b. **New Hampshire Scholars Award Recipient**
    - Awarded to students who meet the criteria of this New Hampshire State Program
  - c. **Career Pathways Achievement Award Recipient (Class of 2018)**
    - Awarded to students within the Sanborn Regional High School Career Pathways Programs.
3. **State of New Hampshire Minimum Standards Diploma**  
This diploma is based on the State of New Hampshire minimum requirements for a high school diploma. Students must earn at least 20 credits as defined by the New Hampshire Department of Education –Minimum Standards Diploma. The approval of the High School Principal and the Superintendent is required to be considered for this diploma.  
A contract will be signed by all parties involved.

The following conditions will apply to students approved for the State of New Hampshire Minimum Standards Diploma option:

- a. The 20 credit diploma option may be chosen no earlier than July 1 prior to the student’s senior year and no later than February 1 of the student’s senior year.
  - b. Students who earn a 20 credit State of New Hampshire Minimum Standards Diploma may walk with their graduating class.
  - c. A student transferring to Sanborn Regional as a 12<sup>th</sup> grader may be eligible for a 20 credit State of New Hampshire Minimum Standards Diploma if the following conditions were met:
    - The student was on schedule to be a senior at his/her previous school.
    - The student was made aware of their right to stay at Sanborn Regional High School and receive a 28 credit College and Career Diploma.
  - d. A student who fails to earn the 28 credits needed to receive a College and Career Diploma and who did not apply for a 20 credit State of New Hampshire Minimum Standards Diploma before February 1 of their senior year, may be considered for the diploma by applying after July 1 following his/her scheduled graduation date (IKF-E).
4. **Certificate of Achievement**  
The following conditions will apply to students earning a Certificate of Achievement:

- a. Recommended by Sanborn Regional High School's Special Education Evaluation and Placement Team.
- b. Approval granted by the High School Principal and Superintendent or designee.
- c. Student and family understanding that a Certificate of Achievement shall not be equal to a regular high school diploma per the New Hampshire Department of Education.
- d. The student is identified with an educational disability as documented in an Individualized Educational Program (IEP).
- e. The student has spent at least four years in full-time programming at a high school, grades 9 through 12.
- f. The student has spent a majority of their high school programming in non-credit granting courses and, therefore, unable to attain sufficient credits for a standard diploma.

The Special Education Evaluation and Placement Team determines the student has met the criteria for a Certificate of Achievement as outlined in the Individualized Educational Program (IEP). Award of this certificate is on or before the student's twenty-first (21<sup>st</sup>) birthday. The student may choose when to receive the Certificate of Achievement at one of three times:

- At graduation with common age peers
- At the conclusion of the IEP program, or,
- Upon reaching age twenty-one (21).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program.

The granting of a Certificate of Achievement and/or participation in commencement activities does not negate the student's rights to services until age twenty-one (21) as prescribed in the Individualized Education Program (IEP), including postgraduate training at the Sanborn Regional High School.

Related Policy: IKF-E

Effective: December 18, 1996

Revised: October 2, 2013

## **JICJ CELL PHONE AND ELECTRONIC DEVICES**

### Statement of Purpose

The purpose of this policy is to delineate the conditions for student use of cell phones and electronic devices inside of school buildings.

### Statement of Policy

Student use of electronic communication devices is strictly prohibited during instructional time. Such devices are to be turned off and put away out of sight.

The building principal or his or her designee may grant an individual student exception to this policy for medical or emergency reasons. This exception requires a written report from the student's medical provider explaining the need for the exception. The building principal may also grant an exception to this policy for a teacher to make use of certain devices as part of a specific instructional lesson or activity.

**All personal devices are put in their backpack, unless given explicit permission to use by a staff member. The following are the steps taken when students misuse the policy:**

1. Reminder of the policy and to put away the device
2. Take phone/device for the period (put on teacher desk)
3. Student brings phone to the main office (for rest of the day) and sign a contract
4. Student loses phone privileges - parent has to pick up phone from main office.

The school district will not be responsible for loss, damage, or theft of any electronic communication device brought to the school.

Consequences for violating this policy are defined in the student handbooks.

Effective: October 18, 2006; Revised: October 17, 2007; School Board: January 6, 2010

## **EEAEC            STUDENT CONDUCT ON SCHOOL BUSES**

### Statement of Purpose

The purpose of this policy is to establish rules for student conduct on school buses and consequences for not following these rules.

### Statement of Policy

Riding the school bus is a privilege and misuse of the regulations and safety rules may result in the refusal of this privilege. Students are responsible for following rules of safety and behavior:

1. Students are entitled to ride only the buses to which they are assigned and will get off the buses only at their regular bus stops.
2. Upon written request by the parent one school day in advance, students may be allowed by building administrators to ride a bus other than that to which they are assigned, or to get off at a stop other than their regular bus stop, subject to availability.
3. Students will be within ten feet of their bus stop without going on private property, must keep off the roadway, and be on good behavior while waiting for the bus.
4. Students will not walk toward the bus until it comes to a complete stop. When it is necessary to cross in front of the bus, students will do so under the protection of the flashing lights and at the direction of the driver.
5. Students will board the bus in an orderly fashion. Upon boarding, students will go directly to their seats and remain seated until they reach their destination and the bus comes to a complete stop. Bus drivers may assign students to seats if it will

- aid the driver in maintaining order on the bus.
6. No more than three elementary students will be assigned to a seat.
  7. Students riding buses will remain orderly. They will not make unnecessary noises to distract the bus driver's attention or cause any disturbance on the bus.
  8. Once on board the bus, the students will not extend any part of their bodies outside of the bus.
  9. Students will be held responsible for any willful destruction of bus property or failure to observe bus rules.
  10. Students will not eat food, drink beverages or discard trash on the floor of the bus.
  11. Students will show respect and courtesy to the bus driver and will obey his/her

direction at all times.

12. Students will not carry tobacco products, alcoholic beverages or illegal drugs on a school bus at any time.
13. Students will not carry weapons on a school bus at any time.
14. The consequences for not following these rules are:
15. Any student violating any of these rules will be reported in writing to the principal by the bus driver, upon the driver's next visit to the school, and such violation may lead to the suspension of bus privileges in accordance with RSA 189:9-a. The principal will send a notification to the parent as a warning that bus privileges may be suspended.

#### New Hampshire Education Laws Annotated 189:9-a Pupils Prohibited for Disciplinary Reasons:

Notwithstanding the provisions of 189:6-8, the Superintendent of Schools, or his/her representative as designated in writing, is authorized to suspend the right to pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond 20 school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

I. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within 10 days of suspension to the authority that suspended this pupil's right.

II. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

NOTE: The Sanborn Regional School Board has authorized the random use of video cameras on school buses as an aid in enforcing these rules. Where videotape evidence is available, it may be used to corroborate or refute incidents of misconduct. Any videotapes so used are to be kept in the office of the Superintendent of Schools.

Related Policies: EEAA, JICI, JK and JK-R

Effective: June 20, 1979; Revised: December 13, 1995; Revised: January 17, 1996;

Revised: March 6, 2000

## **IKB-R                      HOMEWORK GUIDELINES**

### Statement of Purpose:

The purpose of these guidelines is to provide a common understanding of the expectations regarding homework. Homework serves as an intellectual discipline, establishes study habits, eases time constraints on the amount of curricular material that can be covered in class, and supplements and reinforces work done in school. Homework fosters student initiative, independence, and responsibility and brings home and school closer together. There are three types of home: practice, preparation, and extension. Practice assignments reinforce newly acquired skills. Preparation assignments help students get ready for activities that will occur in the classroom. Extension assignments are frequently long-term continuing projects that parallel class work. Studies generally have found homework assignments to be most helpful if they

are carefully planned by the teachers and have direct meaning to students. Reading a minimum of 20 minutes a day at all grade levels is considered the best type of homework assignment and provides the greatest opportunity for improving student achievement. Independent reading on a daily basis has been found to be the most positive type of homework for students in all grades K-12.

#### Statement of Policy:

In order to appropriately use homework as an integral part of the learning experience, teachers will generally give homework assignments based upon the guidelines listed below:

### **HIGH SCHOOL LEVEL**

Homework at the high school level will be described in the individual course descriptions distributed by each teacher. It will reflect the unique qualities of each course and will clearly be a portion of the student's grade where appropriate. It will extend the learning activities begun in the class, allow for completion of longer reading assignments, and may use group activities. Students will practice reading critically in all content areas. Students will be required to read independently every day in their language arts courses. There is no recommendation for the amount of time students should spend on homework at the high school level. The time will vary recursively depending on the type of homework assigned: practice, preparation and extension. Homework will typically be of a longer duration than the middle school. Course descriptions will clearly state requirements for homework so that parents and students will know what to expect.

Original effective: June 1988; Revised: March 20, 2002; Revised: October 15, 2008

### **JBAA                      SEXUAL HARASSMENT**

#### Statement of Purpose

Title VII of the Civil Rights Act of 1964 prohibits discrimination because of sex or gender and New Hampshire's Law Against Discrimination (RSA 354-A) prohibits discrimination on the basis of gender, including sexual orientation. Title IX of the 1972 Education Amendments to the Civil Rights Act states: "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance." Sexual harassment is a form of unlawful discrimination prohibited by applicable federal and state law and is a violation of this policy.

This policy defines prohibited sexual harassment, based upon sex and sexual orientation; charges those responsible for compliance, provides for awareness by all members of the educational community and guests, prescribes the method within and outside the district for complaints by those who believe they have been subjected to such harassment, and lists possible remedies and/or sanctions for harassment.

#### Statement of Policy

It is the policy of the Sanborn Regional School District to provide educational environments in which all members of this academic community may work and learn in an atmosphere of respect for the dignity and worth of all its members. Such an environment is one that is free of all forms of sexual harassment. Sexual harassment of any employee or student by any other employee or student, or by anyone with whom a

student or employee interacts in order to fulfill job or school responsibilities is a violation of the policy. The School District will not tolerate unlawful harassment of any type.

Employees and/or students who believe they are the subject of harassment, or anyone having questions or concerns regarding harassment, are encouraged to contact one or more of the following individuals: (1) Superintendent of Schools, SAU #17, 178 Main Street, Kingston, New Hampshire, 03848-3249 (Telephone: 603-642-3688); (2) the Title IX Coordinator who is the Director of Student Services, 178 Main Street, Kingston, New Hampshire 03848 (Telephone: 603-642-3688); (3) any District Administrator; and (4) any District Principal/Assistant Principal.

### **Sexual Harassment Defined**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's obtaining or retaining employment, or obtaining an education or academic standing; or
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting that individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or employment performance or creating an intimidating, hostile, or offensive educational or employment environment.

Examples of conduct, which may constitute sexual harassment, are:

- graphic comments about a person's clothing, body, or sexual activity
- sexual propositions
- touching, patting, pinching, or leering
- derogatory gender-based attempts at humor
- demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.
- dirty jokes
- sexually suggestive objects or pictures
- sexually explicit gestures
- sexually suggestive verbalizations/noises such as whistling, wolf calls, smacking of lips, and calling out, such as –Hey, Baby!, etc.
- sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose

Individuals shall not be reprimanded or discriminated against in any way for initiating an inquiry or complaint. Retaliation of any kind against any person who institutes a complaint or assists in an investigation concerning instance(s) of alleged sexual harassment, is strictly prohibited. The rights of an individual against whom a complaint is brought will also be protected. It is expected that those involved with sexual harassment investigations will protect the confidentiality of all information relating to the case, and that information will only be shared on a need-to-know basis.

All employees are responsible for preventing and eliminating harassment. Any employee who has knowledge of or who has witnessed situations of possible sexual



harassment must make this information known to the building administrator, Title IX Coordinator, or Superintendent. An employee's failure to report an incident of sexual harassment in a timely manner is a serious matter and may be subject to disciplinary action. Immediate steps shall be taken to protect the individual from further harassment.

In compliance with applicable federal and state law, it is the policy of the District to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination.

It is recognized that certain students, especially younger children, may not be able to submit a written complaint. In such cases, alternate methods of filing complaints such as tape recorders or note takers shall be made available. Victims of sexual harassment shall be afforded avenues for filing complaints which are free from bias, collusion, intimidation or reprisal. Upon filing complaints, victims may request an investigator of their same gender and may be represented by any person of their choice.

### **Reporting Procedures**

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

**In Each School Building:** The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must within 24 hours notify the Superintendent of Schools and the Title IX Coordinator. If the report was given verbally, the Principal shall reduce it to written form within 48 hours and forward it to the Superintendent and the Title IX Coordinator. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal or Title IX Coordinator, the complaint shall be filed directly with the Superintendent of Schools. If the complaint involves the Superintendent, it shall be filed directly with the School Board.

**District-Wide:** The School Board hereby designates the Director of Student Services as the School District Title IX Coordinator to receive reports or complaints of sexual harassment or sexual violence from any individual, employee, or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Title IX Coordinator, the complaint shall be filed directly with the Superintendent. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

If an employee or student is more comfortable bringing his or her concerns to a person other than the Principal, Title IX Coordinator, or Superintendent, the employee or student should contact any teacher, counselor, or District Administrator with whom he/she is comfortable.

Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments.

### **Investigation and Recommendation**

The Sanborn Regional School District will investigate all forms of harassment. Investigations made and actions taken will be consistent with the requirements of collective bargaining agreements, school district policies, and federal and state laws.

Upon receipt of a report or complaint alleging sexual harassment, the Title IX Coordinator shall assume responsibility for the investigation or may authorize an investigation by a third party who shall report to the Title IX Coordinator. The allegation(s) will be properly drafted and the investigative procedure will be explained to the complainant.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the Investigator.

Persons accused of harassment will be given sufficient information about the allegations and a reasonable opportunity to respond before they are found to have harassed another and before any corrective action or discipline is imposed.

Reports of harassment and related information will be kept confidential in a manner consistent with the District's obligations under law, to the extent possible, without handicapping the ability to perform an investigation or the need to take appropriate action to fulfill the obligation to protect others. Any complainant or respondent may request records as the law allows. This request would be made through the Title IX Coordinator. All materials gathered in the course of the investigation, including the complaint, response, witness statements, investigators' notes, and supporting documentation will be maintained in separate, confidential, investigative files in the SAU Office.

The District will employ interim steps to protect parties and to prevent the possible continuation of harassment and/or retaliation during the investigation. Consistent with District policies on child abuse, the Safe Schools Act, and state law, upon receipt of any complaint that contains evidence of violence or criminal activity, the Principal, the Title IX Coordinator, the Superintendent, or School Board shall refer the complaint to law enforcement officials and appropriate child protection authorities for investigation.

Nothing in this policy prohibits the District from taking immediate action to protect victims of alleged child abuse including immediate suspension of a student or placement of an employee on administrative leave pending the outcome of an investigation.

Parents of both the victim and the accused (in cases of student-on-student harassment) shall be notified promptly of any allegations.

The Title IX Coordinator shall report the incident to the District's insurance carrier. The Title IX Coordinator will complete the investigation within fourteen (14) days of filing of the complaint, unless the severity or seriousness of case requires an extension of this time frame. If the investigation requires an extension of the fourteen (14) day time frame, the Title IX Coordinator shall provide written notice to the complainant and Superintendent of the expected date for completion of the investigation.

The Investigator shall file a report with the Superintendent no later than seven (7) days following completion of the investigation. The Superintendent will notify the victim and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the report or take appropriate action, the Investigator will provide all parties with a written status report and an expected completion date. If the subject of the investigation is the Superintendent, the Investigator shall file the report with the School Board and the School Board will notify the victim and alleged harasser in writing of the outcome of the investigation.

If the complainant and/or respondent are dissatisfied with the investigations recommendations, he/she may submit a written request for review to the Superintendent of Schools within fourteen (14) calendar days. The Superintendent of Schools must respond, in writing, within seven (7) calendar days. The Superintendent reserves the right to extend the seven (7) day response period where business needs so require, upon written notice to the parties. If the complaint involves the Superintendent, the complainant and/or respondent may appeal the investigations recommendations to the School Board.

At all times victims have the right to pursue alternative procedures as set forth below.

#### Action if Complaint is Valid

Upon determination that the complaint is valid, the School District shall take such disciplinary action as it deems necessary and appropriate to end harassment, and prevent its recurrence.

Disciplinary measures include, but are not limited to, expulsion, termination, verbal and written warnings/reprimands in employee or student files, detention or in-school suspension, out-of-school suspension, behavior contract, requirement of a verbal and/or written apology to the victim and mandatory education and training on sexual harassment.

#### Action if the Complaint is not Substantiated

If the complaint proves to be unsubstantiated, the Investigator must review the findings and report with the complainant. This review should include a complete description of the investigation and the reasons why the complaint was found to be unsubstantiated.

#### Retaliation

The School District will discipline any individual who retaliates or encourages others to retaliate against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint.

### Confidentiality

Except as otherwise required by law, no information concerning the complaint of sexual harassment will be released by the School District to anyone who is not involved with the investigation or with any resulting subsequent proceedings.

### Right to Alternative Complaint Procedure

This policy/regulation does not deny the right of an individual to pursue other avenues of recourse which may include initiating civil action or seeking redress under state criminal statutes and/or federal law.

The individual may choose to file the alleged violation or complaint with:

The New Hampshire Commission of Human Rights  
2 Chennell Road  
Concord, NH 03302  
(603) 271-2767

The Equal Educational Opportunity Office (Title IX)  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301  
(603) 271-3494

Director, Office of Civil Rights  
U.S. Department of Health & Human Services  
Regional Office  
2250 JFK Federal Building  
Boston, MA 02203-2100  
(617) 565-13

### Posting/Publication

Copies of this Policy shall be given to all Employees, Students, and parents annually by publishing in the applicable Handbook.

Each new School District employee and student shall receive and sign for a copy of the District's policy.

Principals and supervisors are responsible to ensure that this policy is conspicuously posted in each classroom, school office, and other appropriate student/employee work areas, and that it is printed in each school's student handbook. The posting shall include the name, mailing address, and telephone number of the Title IX Coordinator.

It shall be the responsibility of the Superintendent of Schools to see that the District establishes educational programs designed to inform all employees and students of the nature of such harassment, to increase their sensitivity to it, and to publicize the procedures, sanctions, and remedies available against it.

### Related Policies:

AC – Non-discrimination  
GBA – Equal Opportunity Employment  
GBGAA – Personnel with HIV/AIDS

JLCCA – Students with HIV/AIDS

Effective: June 22, 1994; Revised: October 4, 1995; Revised: October 21, 1998;  
Revised: February 2, 2000; Revised: May 21, 2003; Revised:  
September 19, 2007

## **JBAA-R                    GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINT**

Any person who believes that a student, teacher, administrator, or other school or non-school personnel has engaged in conduct prohibited by policy or has been subjected to discrimination, whether such conduct has been directed at him/her or some other person, should report the alleged prohibited conduct as soon as possible to the appropriate individual listed below. An employee's failure to report an incident of prohibited conduct in a timely manner is a serious matter and may be subject to disciplinary action. Immediate steps shall be taken to protect the individual from further harassment.

This prohibited conduct may include acts of discrimination based upon age, sex, race, color, religion, national origin, marital status, familial status, sexual orientation, or physical or mental disability.

Claims of sexual harassment should be reported and investigated in accordance with the District's Sexual Harassment Policy.

Other claims of discrimination should be directed to the School District grievance officer who is the Superintendent of Schools and may be contacted at the School Administrative Unit #17 Office, 178 Main Street, Kingston, NH 03848 (Telephone: 603-642-3688. The Superintendent of Schools will investigate the complaint as filed, render a decision, and take appropriate action in this matter.

A complaint of discrimination may also be filed with:

### **Director, Office for Civil Rights**

US Department of Health & Human Services Regional Office  
2250 JFK Federal Building  
Boston, MA 02203-2100  
(617) 565-1340 E-mail – [www.ed.gov](http://www.ed.gov)

**or**

The New Hampshire Commission of Human Rights  
2 Chennell Road  
Concord, NH 03301  
(603) 271-2767

Effective: June 22, 1994; Revised: October 4, 1995; Revised: May 21, 2003; Revised:  
September 19, 2007

## **JH                            ATTENDANCE, ABSENTEEISM AND TRUANCY**

### Statement of Purpose

This policy is to define acceptable reasons for absence from school, the responsibilities of parents and school administration with respect to New Hampshire's compulsory education laws, and the consequences of excessive absences and/or truancy.

## Statement of Policy

It is the duty of the parent or guardian to ensure a child's full time attendance at school (RSA 193:1). Regular and punctual attendance will be required of each student in the District. To assist the parents, school officials will establish procedures for each parent or guardian to notify the school in the event a student will be absent. Acceptable reasons for an excused absence shall be limited to illness or other medical concerns, judicial, religious and bereavement.

Each school principal is responsible for overseeing attendance procedures and ensuring that:

1. Attendance is prompt, accurately checked and reported to the school office for each class.
2. Student absences are recorded.
3. All permanent records of student attendance are maintained at the main office.

It is the responsibility of the Superintendent of Schools and site administrators to ensure that procedures are reviewed, revised, and are consistent throughout the district.

## **Truancy**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

- Ten half-days of unexcused absence during a school year constitutes habitual truancy.
- A half-day absence is defined as a student missing more two hours of instructional time and less than three and one-half hours of instructional time.
- Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

## **Intervention Process to Address Truancy**

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

## **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

## **Developing and Coordinating Strategies for Truancy Reduction**

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

## **Parental Notification of Truancy Policy**

Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year. Truancy issues could result in the student's loss of privileges such as: participation of co-curricular activities, parking permits or promotion to the next grade. In habitual cases of non-compliance, the matter will be turned over to the police department for court action. A student's signed Individual Education Plan may include additional specific acceptable reasons for an excused absence or allow a greater number of excused absences.

## **JICA-R**

## **STUDENT DRESS**

### Statement of Purpose

It is the purpose of these guidelines to set forth specific regulations for student dress and grooming.

### Regulations

1. Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, proper foot protection, or other similar requirements.

2. In all matters relating to individual dress and grooming, students are required to exercise discretion, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community.
3. The wearing of clothing, insignia, symbols or adornments worn or carried on or about a student which may promote the use of any controlled substance, including but not limited to drugs, alcohol, or tobacco, is unacceptable.
4. The wearing of clothing which features offensive and/or vulgar words, pictures or drawings, or, for the sake of humor, includes phrases of a sexual nature or phrases that have derogatory language regarding a person's ethnic background, national origin, religious belief, sexual orientation, or disability is unacceptable.
5. The wearing of clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school is unacceptable.
6. The wearing of hats is permitted only in the hallways, cafeteria and other non-instructional spaces in the school as determined by the Building Principal.

The Sanborn Regional School Board shall review these regulations annually. Administrators shall review these regulations annually with faculty, staff, and students. Notification of these regulations shall be included in each student/family handbook each year, which will be provided to the School Board annually.

Original effective: November 3, 1997; Revised: September 9, 2015

## **JICG TOBACCO USE BY STUDENTS**

### Statement of Purpose

The purpose of this policy is to prohibit smoking or the use of smokeless tobacco by students in school buildings, on the school campus, on the school bus or at any school-sponsored activity at any time.

### Statement of Policy

Effective January 1, 1998, no person shall use any tobacco product in any of the Sanborn Regional Public Schools, on its school grounds, or on its contracted school buses per RSA 126-I. In addition, RSA 78:12-c prohibits the possession of tobacco products by persons under the age of eighteen. Based on these laws, students found smoking or using any tobacco product in school buildings, on the school campus, on the school bus or at any school-sponsored activity at any time shall be subject to the penalties listed below.

First Offense: Two-day suspension and a parent conference with the Principal or Assistant Principal.

Second Offense: Five-day suspension, police notification and a hearing with the Superintendent of Schools.

Third Offense: Minimum ten-day suspension, police notification, and hearing before



the Superintendent of Schools.

Related Policies: GBK, JGD

Effective: June 3, 1987; Revised: November 21, 1990; Revised: February 5, 1997;  
Revised: November 3, 1997 (Effective January 1, 1998); Revised: March 3, 1999

## **JICH STUDENT SUBSTANCE USE AND ABUSE**

### Statement of Purpose

**The Sanborn Regional School District has NO tolerance for the use/abuse of illegal substances.**

The purpose of this policy is to clearly state the Sanborn Regional School District's position on the use and/or abuse of illegal substances by students.

The Sanborn Regional School Board recognizes that the use and/or abuse of illegal substances by students and young people has become a major problem in our country, our state, and our schools. The Sanborn Regional School Board also recognizes that the use and availability of illegal substances on school campuses interferes with the educational process and interferes with its duty to provide a safe and healthy educational environment. Finally, the Sanborn Regional School Board deems it necessary to take steps to (1) improve its educational program so that Sanborn students are made aware of the dangers and penalties incurred through use of illegal substances, and (2) to establish appropriate rules and regulations to discourage its use in any school building, on any school property, on any school bus, or at any school sponsored event.

This policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals from within the school environment. It is designed to protect students and to act as a deterrent to the student use of illegal substances. It is also designed to provide appropriate punishment for students that violate this policy.

### Definitions

—Illegal substances as used in this policy shall be defined as any controlled drug or narcotic; any common street drug such as marijuana, amphetamines, barbiturates, cocaine, heroin, and LSD or any other hallucinogenic drug; any counterfeit drug or substance represented to be any of the above listed substances; any synthetic substances; any unsupervised use of a prescribed or over the counter drug; or any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

—Drug paraphernalia as used in this policy shall be defined as any device or material that is commonly used as part of illegal substance use or distribution. Drug paraphernalia may include, but is not limited to rolling paper, blunts, pipes, hookah pens or other types of electronic or non-electronic delivery systems

### Statement of Policy

No student shall knowingly be in the presence of or procure, possess, use, transmit, sell, supply, or give to any person any illegal substance, or be under the influence of any illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event. Furthermore, no student may be in the

presence of or have in their possession drug paraphernalia in a school building, school property, bus, or at a school sponsored event.

This policy shall apply to all students before, during and after school hours at any school, in any school building and on any school premises; on any school-owned vehicle or in any school-approved vehicle used to transport students to and from school or school activities or trips; off school property at any school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

Any student engaging in any prohibited activity listed above with respect to illegal Substances and/or drug paraphernalia shall be subject to, and disciplined in accordance with, the penalties set forth in Policy JICH-R.

Any student suspected of violating this policy shall be removed from the premises and a report shall be written in accordance with RSA 193-D:1-4, which defines Safe School Zones and the procedures which must be followed when violations occur within them. When warranted, site administrators shall request the assistance of law enforcement agencies in order to deal appropriately with such students. All site administrators and school employees are directed to cooperate fully with law enforcement personnel, and are directed to report to them any and all information that would be considered beneficial in their efforts to stem and discourage illegal substance use.

Site administrators and district employees are directed to take every reasonable measure to prevent and discourage any person from coming into any school building, onto any school property, onto any school bus, or attending any school sponsored event while knowingly in possession of drug paraphernalia or in possession of, or under the influence of, any illegal substance. Site administrators and school employees are instructed to be especially vigilant of any persons attempting to sell, give, supply or use any illegal substance in any school building, on any school property, on any school bus, or at any school sponsored event.

Site administrators are directed to include in the student handbook of each school, copies of this policy and the penalties set out in Policy JICH-R

Related Policies: JK

Original Effective: September 1, 1970; Revised: April 20, 1983; Revised: June 4, 1997; Revised: November 3, 1997; Reaffirm: October 5, 2011  
Revised: September 9, 2015

## **JICH-R            STUDENT SUBSTANCE USE AND ABUSE - RULES**

### Statement of Purpose

The Sanborn Regional School District has NO tolerance for knowingly being in the presence of, or the possession of drug paraphernalia and/or the use/abuse of controlled or illegal substances as defined in Policy JICH. The Sanborn Regional School Board approves the following rules for dealing with knowingly being in the presence of, or the possession of drug paraphernalia and/or the use or abuse of controlled or illegal substances by students.

### Statement of Rules

As stated in Policy JICH, the procuring, possessing, using, transmitting, selling, supplying, or giving to any person any controlled or illegal substance, and/or being under the influence of any controlled or illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event is strictly forbidden. Any such activity shall constitute gross misconduct as referred to in RSA 193:13 and RSA 189:1-a.

### Penalties

The following penalties shall apply for dealing with the use or abuse of controlled or illegal substances by students as prohibited by Policy JICH and restated above. These penalties are to be included in all student handbooks for student information and reference.

I. Drug Paraphernalia and/or Substance Use, Possession of, or in the Presence of: Students procuring, possessing, using or being in the presence of drug paraphernalia and/or any controlled or illegal substance, or under the influence of any controlled or illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event shall be suspended from school for a ten (10) day period, shall be reported to the appropriate law enforcement agency, and shall have a hearing with a school administrator and the superintendent. The hearing should be scheduled in a timely fashion, recommended not to exceed 72 hours from the time of the incident. For any subsequent drug paraphernalia possession and/or controlled or illegal substance related offense, the student shall be suspended from school for ten to twenty (10-20) days, shall be reported to the appropriate law enforcement agency, shall have a hearing with a school administrator and the superintendent.

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### II. Aiding Possession or Use:

Any student in control of a vehicle or container in which he/she knows drug paraphernalia and/or a controlled or illegal substance is kept deposited, and any student who assists any person in his/her presence possession of drug paraphernalia and/or in the use or possession of a controlled or illegal substance will be subject to the same penalties imposed upon the actual possessor or user set out in paragraph I above. For the purposes of this regulation, the term —Assist shall be understood to mean anything, including acting as a lookout or decoy, which might help the actual user or possessor to escape detection or punishment.

III. Transmitting, Sale, Supplying, Giving or Intent to Transmit, Sell, Supply or Give: Any student transmitting, selling, supplying, giving or intending to transmit, sell, supply, or give any controlled or illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event shall receive a ten to twenty (10-20)day suspension from school, shall be reported to the appropriate law enforcement agency, shall have a parent conference with the superintendent, and shall have a hearing with the school board with the recommendation for expulsion from school. For the purposes of this section, any student possessing large amounts of controlled or illegal substances shall be presumed to have an intent to transmit, sell, supply, or give the controlled or illegal substance. Further, sale shall include bartering or exchanging an illegal substance.

### IV. Counseling:

Any student violating this policy may also be recommended for counseling. If out of school counseling services are selected by the parent(s)/guardian(s), the parent(s)/guardian(s) shall be liable for the cost of same.

#### V. Notification of Law Enforcement Agencies:

Reports to law enforcement agencies required by this policy and rules shall be made in accordance with RSA 193-D:4. The school board chair will also be notified.

Related Policies: JICH, JK

Original Effective: September 1, 1970

Revised: September 9, 2015

## **JICK PUPIL SAFETY AND VIOLENCE PREVENTION**

### Statement of Purpose

The School Board believes, and is committed to ensuring, that students and staff are entitled to learn and work in a school environment free of all forms of physical, emotional, and psychological bullying and/or cyberbullying.

### Statement of Policy

Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. Conduct constituting bullying and/or cyberbullying will not be tolerated, and is prohibited. This policy is intended to comply with RSA 193-F:3. The Superintendent is responsible for ensuring the implementation of this policy.

### **Definitions:**

I. -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.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs. Historically, this has included actions shown to be motivated by a pupil's actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, or emotional or learning disability, gender, gender identity and expression, obesity, or other distinguishing personal characteristics, or based on association with any person identified in any of the above categories.

II. –Cyberbullying‖ means conduct defined in paragraph I, undertaken through the use of electronic devices.

III. –Electronic devices‖ include, but are not limited to, telephones, cellular phones, smartphones, computers, pagers, electronic mail, instant messaging, text messaging, websites, and social networking sites.

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

V. –Perpetrator‖ means an individual who engages in bullying or cyberbullying.

VI. –Victim‖ means a pupil against whom bullying or cyberbullying has been perpetrated.

VII. –Parent‖ means parent or guardian when referenced within this policy.

### **Prohibited Conduct**

I. Students are prohibited from engaging in –bullying‖ or –cyberbullying‖ conduct defined in the –Definitions‖ section which occurs:

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

II. It shall be a violation of this policy to engage in retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.

III. There shall be disciplinary consequences or interventions, or both, for a person who commits an act of bullying or cyberbullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy.

### **Reporting Requirements**

I. Any person may report bullying or cyberbullying to any school district employee or agent.

II. Any school employee or agent who receives a complaint of bullying or cyberbullying, or is otherwise aware of such conduct, must immediately report it to the building principal or designee.

III. The principal or designee, shall by telephone and in writing via first-class mail, report the incident to the parents or guardians of both the alleged victim and perpetrator within forty-eight (48) hours of the report. Any such notification under this policy must be consistent with student privacy rights under the applicable provisions of FERPA.

The building principal or designee may request a waiver from the Superintendent. The Superintendent may waive parent/guardian notification if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

IV. Within ten (10) school days of completion of the investigation of alleged bullying or cyberbullying, the principal or designee shall provide a written communication to the parents or guardians of the victim and perpetrator regarding the school's remedies and assistance, within the boundaries of applicable law.

V. The school district shall annually report substantiated incidents of bullying or cyberbullying to the Department of Education using the standard reporting forms. Such reports shall not contain any personally identifiable information pertaining to any pupil.

VI. Appropriate law enforcement authorities shall be notified of violations of this policy as required by state and federal law. Other violations not specifically required to be reported to law enforcement by law may be reported as deemed appropriate by the Superintendent.

### **Investigation**

I. The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyberbullying. 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 the review of 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.

II. 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. All parties involved must be notified in writing of an extension by the Superintendent or designee.

### **Remediation and Discipline**

I. If the building principal or designee substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.

II. The building principal or designee shall inform the victim(s), the perpetrator(s), and their parents in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting pupils from retaliation. Such communication should be provided within ten (10) school days and shall be in compliance with applicable privacy laws.

III. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board policies.

### **Training and Procedures**

I. The Superintendent is authorized to provide annual training for school employees, regular school volunteers, or employees of a company under contract to a school or school district who have significant contact with pupils. The purpose of this training will be to prevent bullying/cyberbullying and to educate staff on how to properly identify, respond to and report incidents of bullying/cyberbullying.

II. The school administration shall provide an annual age-appropriate education program for students and which sets out expectations for student behavior regarding bullying/ cyberbullying prevention, including how to identify, respond to and report bullying/cyberbullying.

III. The school district shall provide educational programs for parents in preventing, identifying, responding to and reporting incidents of bullying or cyberbullying.

**Distribution of Policy** This policy shall be disseminated to school employees, regular school volunteers, students and parents/legal guardians, or employees of a company under contract through staff and student handbooks, the district website, or other means deemed appropriate by the Superintendent.

**Legal References:** 20 U.S.C. § 7151 (No Child Left Behind Act) NH RSA 193-D; 193-F NH Code Admin. R. Ed. 303.01 RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

Related Policies: JICG, JICH, JCI, JK

Original Effective: April 2, 1997 Revised: November 3, 1997 Revised: February 21, 2001 Revised: October 20, 2004 Revised: October 7, 2009 Revised: December 1, 2010

## **JICL AGGRESSIVE BEHAVIOR**

### Statement of Purpose

The Sanborn Regional School District has zero tolerance for aggressive behavior in its schools. The purpose of this policy is to ensure that aggressive behavior will not be permitted by students in school buildings, on the school campus, on the school bus, or at any school-sponsored activity at any time.

### Definitions

Aggressive behavior is defined as an exchange of verbal or physical blows (hitting, slapping, punching, and shoving).

### Statement of Policy

Students are advised that if they are threatened, harassed, or intimidated by any other student, they should immediately report the matter to a teacher or administrator. Taking matters into one's own hands, or responding to being threatened, criticized or hit by hitting, pushing, shoving or slapping the other student is not acceptable.

In the event a fight breaks out, students are advised to move away from the area of the disturbance, notify a school official, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusing to leave the scene when asked to do so, are violations of the no-fighting policy. They constitute the offense -part to an affray and disciplinary action may result. In more severe cases,

prosecution may be an alternative.

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator. Teachers are to report such incidents immediately to an administrator. Students who do not fight back will not be punished. Those students should report the incident immediately to a school official.

**First Offense:** One to ten day suspension and a parent conference with the principal or assistant.

**Second Offense:** Ten to twenty day suspension, meeting with the superintendent, and/or recommendation for expulsion by the school board.

Related Policies: JICI; JICK

Effective: November 3, 1997; Revised: January 20, 2010

## **JICFA**

## **HAZING**

### **Statement of Purpose**

For the purposes of this policy, hazing is defined as 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.

### **Statement of Policy**

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The District will provide a copy of this policy to each student and teacher in the school district.

### **Legal Reference:**

*RSA 631:7, Student Hazing*



New: January 8, 2014

## **JK SUSPENSION AND EXPULSION OF STUDENTS**

### Statement of Purpose

This policy provides general guidelines for behavior which may result in a student suspension or expulsion and assigns the authority for taking suspension and expulsion actions within the Sanborn Regional School District.

### Statement of Policy

The Sanborn Regional School Board desires to provide a safe and orderly learning environment for all students. In order to maintain this environment, students who exhibit gross misconduct, or students who neglect or refuse to conform to the reasonable rules of the school, or students who commit an act of theft, destruction, or violence as defined in RSA 193-D:1, or students in possession of a pellet or BB gun or BB rifle may be subject to suspension and/or expulsion in accordance with this policy.

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193 D:1 without written authorization from the Superintendent or designee shall be expelled from school by the School Board for a period of not less than twelve (12) months.

The Sanborn Regional School Board affords due process to all students who are subject to suspension or expulsion actions. All suspension and expulsion actions taken by administrators and/or the School Board shall be taken in accordance with this policy, the associated regulations contained in policy JK-R, NH RSA 193:13 and NH Department of Education Administrative Rules 317, et seq.

Any suspension or expulsion of a student with an educational disability as defined in Ed 1102.31 (New Hampshire Standards for the Education of Students with Disabilities) shall be conducted in accordance with Ed 1119.11 (Suspension of Students with Educational Disabilities), and any changes to these rules or Federal or State laws which govern students with educational disabilities.

In accordance with RSA 193-D:4, the Sanborn Regional School District will file reports of any acts of theft, destruction or violence occurring within a Safe School Zone. Incidents of simple assault or violence may not always be reported to the police provided that parents receive written notification of the incident.

The District shall keep appropriate records of incidents and the Superintendent shall enter into a Memorandum of Understanding with the Police Departments in the Towns of Newton and Kingston for the purposes of administering RSA 193-D:4, I(a) - (c).

### Suspensions of Ten Days or Less

The Superintendent or a representative designated in writing by the Superintendent (site administrator) shall have the authority to suspend students for ten days or less for gross misconduct, or neglect or refusal to conform to the reasonable rules of the school. No student shall be suspended without being properly informed as to the reason for the

suspension. Any suspension action shall follow the regulations set forth in JK-R.

#### Suspension for Over Ten Days, But Not More Than Twenty Days

The Superintendent, upon action of the School Board, shall have the authority to suspend students for over ten days but not more than twenty days for gross misconduct, or neglect or refusal to conform to the reasonable rules of the school. Action to suspend a student for more than ten days shall not be taken until a formal hearing is conducted by the Superintendent. The parent or guardian of any student suspended for more than ten days shall have the right to appeal any such suspension to the School Board.

#### Expulsions and Suspensions For More Than Twenty Days

Student expulsions and student suspensions for more than twenty days must be approved by the School Board.

The Superintendent shall make recommendations to the School Board for student expulsions or suspensions in excess of twenty (20) days for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for any act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun or BB rifle. Pupils who bring or possess a firearm as defined in Section 921 of Title 18 of the US Code in a Safe School Zone as defined in RSA 193-D:1 without written authorization from the Superintendent or his/her designee shall be expelled from school by the School Board for a period of not less than twelve (12) months. In cases not involving firearms as defined above, the School Board shall consider the evidence and may approve student suspensions of more than twenty (20) days or student expulsion.

The parent or guardian of any student being considered for expulsion or suspension for more than twenty days shall be granted the opportunity for a formal hearing before the School Board. Following a formal hearing before the School Board, the School Board shall issue a written decision stating the outcome of the hearing including the legal and factual basis for the decision. The written decision shall clearly state whether the student is expelled or suspended for more than twenty (20) days or that the student is re-instated. The written decision shall also include the time period for any expulsion or suspension as well as the actions required of the student to return to school.

Students expelled by the School Board shall not attend school until restored by the Board. Any expulsion shall be subject to review, if requested, prior to the start of each school year. Any student expulsion shall be valid throughout the school districts of the state.

Certain policies of the Sanborn Regional School District require swift and speedy disciplinary action to enhance the safety of all students within the school district. Where policies exist that require specific actions with regard to suspension or expulsion, those actions shall supersede the general requirements of this policy. However, the regulations contained within policy JK-R shall be followed for the conduct of all suspension and expulsion actions.

Appeals from decisions made on behalf of the Sanborn Regional School District may be made in accordance with the New Hampshire Revised Statutes Annotated.

Pursuant to RSA 193:13 IV, the Superintendent may, upon written application of an expelled student, recommend to the School Board modification to an expulsion. Prior to the School Board's consenting to such a modification, the student shall be required to submit to the Superintendent sufficient evidence in the form of letters, work history or other documents or testimony demonstrating that it is in the school's best interest and the student's best interest to allow a modification. In making such a decision, due regard will be given to other students and staff whose safety and well being shall be of paramount importance.

All students shall receive written notice of this policy once each year.

Related Policies: JK-R, BEE/BEE-R

Original Effective: November 19, 1975; Revised: June 18, 1997 (Effective July 1, 1997); Revised: February 4, 1998; Revised: September 1, 1999

## **JK-R SUSPENSION AND EXPULSION OF STUDENTS**

### Statement of Purpose

This policy describes the procedures to be followed for the suspension and expulsion of students within the Sanborn Regional School District.

### Statement of Rules

The Sanborn Regional School Board affords due process to all students who are being subjected to suspension or expulsion actions. All suspension and expulsion actions taken by administrators and/or the school board shall be conducted in accordance with policy JK, these regulations, NH RSA 193:13 and New Hampshire Department of Education Administrative Rules 317, et seq.

### Suspensions of Ten Days or Less

The superintendent or a representative designated in writing by the superintendent (site administrator) shall have the authority to suspend students for ten days or less for gross misconduct, or neglect or refusal to conform to the reasonable rules of the school.

When a student is being suspended for ten days or less, the following procedures shall be followed:

1. No student shall be suspended without being properly informed as to the reason for the suspension. The parent or legal guardian of any student being considered for a suspension action shall also be properly informed as to the reason for the suspension.
2. After being so notified, the student and/or the student's parents or guardians shall be given the opportunity to persuade the site administrator considering the matter that suspension would be improper.
3. After hearing the student, the site administrator may suspend the student for not more than ten days if the administrator reasonably believes such a suspension to be proper.

### Suspension for Over Ten Days But Not More Than Twenty Days

The superintendent, upon action of the school board, shall have the authority to

suspend students for over ten days but not more than twenty days for gross misconduct, or neglect or refusal to conform to the reasonable rules of the school. When a student is being suspended for over ten days but not more than twenty days, the following procedures shall be followed:

1. The accused student and at least one parent or guardian shall be furnished, either in person or by mail, directed to the student's last known address, with written notice of the charges and of the nature of the evidence against the accused student.
2. The accused student and at least one parent or guardian shall be offered the opportunity for a formal hearing with the superintendent at which hearing evidence in support of the charge shall be presented by school officials. The hearing shall be scheduled after sufficient time to prepare a defense or reply by the accused student. The accused student or the student's parent or guardian shall have ample opportunity to present any defense or reply.
3. Any suspension imposed on a student must be based upon a fair consideration of substantial evidence.
4. The parent or guardian of any student suspended for more than ten days shall have the right to appeal any such suspension to the School Board.

### **Expulsions and Suspensions For More Than Twenty Days**

Student expulsions and student suspensions for more than twenty days must be approved by the school board.

The superintendent shall make recommendations to the school board for student expulsion or student suspension in excess of twenty days for gross misconduct, or neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun or rifle.

Any pupil who brings or possesses a firearm in a safe school zone without written authorization from the superintendent or designee shall be expelled from school by the school board for a period of not less than twelve (12) months.

The following procedures shall be followed for expulsions or suspensions of more than twenty days:

1. The accused student and at least one parent or guardian shall be furnished, either in person or by mail, directed to the student's last known address, with written notice of the charges and of the nature of the evidence against the accused student.
2. The accused student and at least one parent or guardian shall be offered the opportunity for a formal hearing with the school board at which hearing evidence in support of the charge shall be presented by school officials.
3. The hearing shall be scheduled after sufficient time to prepare a defense or reply by the accused student. The hearing shall be conducted in accordance with

board policy.

4. Any suspension or expulsion imposed on a student must be based upon a fair consideration or substantial evidence.
5. Following the hearing, the school board shall issue a written decision stating the outcome of the hearing including the legal and factual basis for the decision. The written decision shall clearly state whether the student is expelled or suspended for more than twenty (20) days or that the student is re-instated. The written decision shall also include the time period for any expulsion or suspension as well as the actions required of the student to return to school.

Students expelled by the school board shall not attend school until restored by the board. Any expulsion shall be subject to review, if requested, prior to the start of each school year. Any student expulsion shall be valid throughout the school districts of the state.

Related Policies: JK, BEE, BEE-R

Adopted: June 18, 1998 (Effective July 1, 1997); Revised: February 4, 1998

## **JRA-E FERPA ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS**

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students with respect to the student's education records.

### Definitions.

1. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.
2. "Eligible student" means a student who has reached 18 years of age or who is attending an institution of postsecondary education. Generally, once a student becomes an eligible student, rights under FERPA transfer from the parents to the eligible student. The School District may, however, continue to disclose education records to a parent without prior written consent if the student qualifies as a dependent under the Internal Revenue Code.

### Inspection of Records.

Parents/eligible students may inspect and review the student's education records within 45 days of making a request, or before an IEP Team meeting or due process hearing. Such requests must be submitted to the Superintendent or Building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$0.10 per page, subject to reasonable limitations.

### Amendment of Records.

Parents/eligible students may ask the School District to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such

requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed and how they want it changed, and specify why it is inaccurate or misleading or in violation of the student's right of privacy. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

### Disclosure of Records.

The School District must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

#### 1. Directory Information:

The School District designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos relating to student participation in school activities open to the public. Parents/eligible students who do not want the School District to disclose directory information must notify the Superintendent in writing by September 15<sup>th</sup> of the school year or within thirty (30) days of enrollment, whichever is later. This opt-out shall remain in effect until the following school year, unless the parent or eligible student rescinds it earlier, or unless the student no longer attends the School District, in which case the opt out will remain in effect unless it is rescinded.

Absent an opt out, the School District may disclose directory information about former students without the consent of the parent/eligible student.

#### 2. Military Recruiters/Institutions of Higher Education:

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent. Parents/students who do not want the School District to disclose this information without their prior written consent must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

#### 3. School Officials with Legitimate Educational Interests:

Education records (and personally identifiable information from an education record) may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record (or to receive personally identifiable information from an education record) in order to fulfill his/her professional responsibility. School officials include persons employed by the School District (or the School District's school administrative unit) as an administrator, supervisor, instructor or support staff member (such as guidance, health or medical staff and the district's law enforcement personnel, if any); members of the School Board; persons or companies with whom the School District or school administrative unit has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, experts, or therapists); and volunteers who are under the direct control of the School District with regard to education records.

4. Health or Safety Emergencies:

In accordance with federal regulations, the School District may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other Schools:

The School District sends student education records to schools, school systems, or institutions of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution of postsecondary education has requested the records and so long as the disclosure is for purposes related to the student's enrollment or transfer. Such records shall include, but are not limited to, grades, report cards, disciplinary records, attendance records, special education records and health records.

6. Other Entities/Individuals:

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

Complaints Regarding School District Compliance with FERPA

Parents/eligible students who believe that the School District has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education.

The office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Original Effective: September 1, 1970; Revised: May 4, 1983; Revised: February 4, 1998; Revised: August 21, 2002

Revised: July 24, 2006; Revised: February 3, 2010

**JRA-E1 PUBLIC NOTICE TO STUDENTS AND PARENTS OF STUDENTS OF THE SANBORN REGIONAL SCHOOL DISTRICT REGARDING RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (–eligible students!) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

•*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (–protected information survey!) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*\*Receive notice and an opportunity to opt a student out of:*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*\*Inspect, upon request and before administration or use:*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Sanborn Regional School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make notification to parents and eligible students at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents and eligible students will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.



Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

7/24/06