

**SANBORN REGIONAL
MIDDLE SCHOOL**

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Kingston and Newton*

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Dear Sanborn Parents and Guardians:

The New Hampshire Legislature has enacted laws to ensure safe school zones for students of our state. The Sanborn Regional School Board has also adopted a ZERO TOLERANCE philosophy for certain illegal and/or unacceptable behaviors anywhere on school grounds or at school-related events. It is the goal of the school board, teachers, and administrators to create a safe environment.

Public and private school employees have been instructed by law to report acts of theft, destruction, or violence to local law enforcement agencies. We feel that you need to know about this requirement so that you can make sure that your child(ren) are aware that certain inappropriate behaviors may result in a report to the Kingston or Newton Police Department.

There are three levels of response by school personnel to the awareness of an incident of inappropriate action by a student. Most situations will be addressed by school personnel as has always been the case. The new requirement to file a police report will be used with incidents of a more serious nature. The third level of response includes the participation of police in the investigation of incidents which are violations of state and federal laws.

Sanborn Regional School Board Policies can be found on our website www.sau17.org under the tab Administration/School Board/Board Policies.

School personnel want to work with you to make sure that our schools are safe for every child. Thank you for your help in this important effort.

Sincerely,

Thomas J. Ambrose
Superintendent of Schools

The mission of the Sanborn Regional School District is to work in partnership with the community to educate all learners in a safe environment. Together we are committed to providing these individuals with opportunities to develop the skills necessary to become responsible citizens who are capable of pursuing knowledge independently and making well-informed decisions.

Sanborn Regional Middle School

*31A West Main Street
Newton, New Hampshire 03858*

Dear Parents and Guardians:

Welcome to Sanborn Regional Middle School. School Year 2018-2019

The purpose of this Handbook and Agenda is to give you and your child an overview of important aspects of life at Sanborn Regional Middle School.

The middle school years of your child's education will provide many transitions and exciting opportunities for everyone. Your child will begin the process of becoming a young adult, and you will experience his/her desire for more independence. Each child's education is a shared responsibility. It is important that home and school provide the structure for each child to grow and learn to be an independent learner.

At Sanborn Regional Middle School, we recognize the value of individual differences and strive to meet the needs of all students by promoting opportunities for social, emotional, academic, and physical growth. Students will learn to balance their academic responsibilities with extra curricula activities. It is very important that students are involved in all aspects of middle school life. These opportunities will help them grow in many ways and prepare them for their young adult lives.

The staff at Sanborn Regional Middle School believe that all students can learn and should have the opportunity to reach their potential. The curriculum is broad, flexible, and rigorous and we strive to provide a variety of services to meet our students' needs. We also believe that it is important for students to have a safe, positive, and healthy environment. I encourage you to work with our staff as a team to help give your child the best educational experience possible.

At Sanborn Regional Middle School, we want parents and our school community to be more informed about our school's progress and more involved in our school on a regular basis. Please feel free to contact me directly to discuss any interests you have in our school. Please support our efforts to provide children with a safe and nurturing environment where middle school students will thrive.

Again, welcome to our school.

Sincerely,

SANDY RUTHERFORD
Principal

STATEMENT OF PHILOSOPHY

We build on and enhance the skills of adolescent students by:

Emphasizing a positive climate of mutual respect, self-responsibility and school pride that encourages learning and personal growth;

Employing educators who are knowledgeable about and committed to late adolescence;

Offering a comprehensive, balanced curriculum based on student needs that is implemented through a variety of instructional strategies;

Providing for small group settings that develop a sense of individual recognition within the context of the larger whole;

Making available counseling, enrichment, special education, media and health services;

Utilizing a variety of assessment instruments compatible with student needs, to determine achievement levels;

Scheduling cooperative planning time for teachers to address all aspects of the educational program including cross-curriculum planning, student performance, special education, school counselor concerns and parental meetings;

Exposing students to a wide variety of co-curricular activities and organizations relative to their interests and strengths.

The Sanborn Regional Middle School strives to ensure a healthy and supportive educational environment for all our students. We empower our students to aspire to higher achievements and to develop goals for self-growth.

SANBORN REGIONAL MIDDLE SCHOOL MISSION STATEMENT

Excellence for all.

SANBORN REGIONAL MIDDLE SCHOOL STATEMENT OF BELIEFS

STUDENTS AND STAFF SHOULD TREAT EACH OTHER WITH MUTUAL RESPECT.

ALL STUDENTS, TEACHERS, AND PARENTS WILL BE ACTIVE IN THE LEARNING PROCESS.

NEW IDEAS WILL BE ENCOURAGED WITH ENTHUSIASM.

BE A LEADER.

OFFER OPPORTUNITIES FOR INDIVIDUAL GROWTH WHILE WORKING TOGETHER.

REASON, LOGIC AND CONSEQUENCES WILL BE PART OF ALL DECISIONS.

NOT EVERYONE LEARNS AT THE SAME PACE OR IN THE SAME WAY.

PARTICIPATION IN COMMUNITY ACTIVITIES IS ENCOURAGED AND FOSTERED.

REALIZE THAT KIND WORDS AND ACTIONS ARE CONTAGIOUS.

INSPIRE EACH OF US TO BE ALL THAT WE CAN BE.

DO BE RESPONSIBLE, ON TIME, POSITIVE AND COURTEOUS.

EVERY PERSON WHO FOLLOWS THIS GUIDE CAN EXPECT TO FEEL THE...

S A N B O R N P R I D E

MIDDLE SCHOOL CALENDAR 2018-2019

August 23-24	All Staff Workshop – No school for students
August 27	First Day of School – School for Students
August 31	No School
September 3	Labor Day
October 3	Workshop Day – Student dismissal at 12:00 PM
October 8	Columbus Day – No School
November 9	Teacher Workshop Day – No School for students
November 12	Veteran’s Day – No School
November 21	Teacher Comp. Day
November 21-23	Thanksgiving Holiday
December 5	Workshop Day – Student dismissal at 12:00 PM
December 21	Early Release for Students
December 24-31	Holiday Vacation
January 1	New Year’s Holiday
January 9	Workshop Day – Student dismissal at 12:00 PM
January 21	Martin Luther King Jr. Day – No School
February 6	Workshop Day – Student dismissal at 12:00 PM
February 25-28	Winter Vacation
March 1	Winter Vacation
March 15	Professional Staff Workshop – No School
April 10	Workshop Day – Student dismissal at 12:00 PM
April 22-26	April Vacation
May 8	Workshop Day – Student dismissal at 12:00 PM
May 27	Memorial Day – No School
June 13	Final day of school if no cancellations

NOTE: If cancellations occur, the lost days will be made up at the end of the school year.

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*Note: A complete manual of School Board Policies is available from the District website, www.sau17.org.

Sanborn Regional Middle School

This document is derived from the works of educational researchers, including Ken O'Connor, Robert Marzano, Doug Reeves, Rick Wormeli, and Rick Stiggins. Additionally, the document is influenced by professional learning opportunities.

OVERVIEW

Changing practices and gaining new knowledge takes time, collaboration, and reflection. Success in implementing the Standards-Based Report card requires patience, persistence and the commitment of all stakeholders.

The administration and staff of **SRMS** are committed to supporting assessment practices that support student learning and that accurately report student progress in meeting the standards and mastering competency for college and career success.

STATEMENT OF PURPOSE

The competency-based assessment and grading system at Sanborn Regional Middle School is founded on common expectations and standards for student learning. At Sanborn Regional Middle School, each course has a set of common, established core standards that describe what students are expected to know and be able to do. Each standard is aligned to competencies defined for each content area. The purpose of this document is to provide a structure and expectations to ensure common and systematic standards-based grading practices are used in all courses by all teachers at the middle school. These practices shall be reflective of standards and performance indicators and shall be used to assign grades.

DEFINITIONS

Sanborn Regional Middle School educators use two broad types of assessments:

Summative Assessments: A summative assessment is a comprehensive measure of a student's ability to demonstrate the concepts, skills, and knowledge embedded within a course standard. It is an assessment *of* learning and it is heavily weighted in the grading system.

Examples include:

- Enrichment activities (supplementary activities that support standards)
- Written, oral, and performance tasks
- Tests
- Quizzes (beyond skill checks)
- Writings (term papers, essays, stories, etc.)
- Projects
- Presentations

- Problem-based / inquiry learning tasks
- Other comprehensive / cumulative assignments not listed above.

Formative Assessments: A formative assessment is an assessment *for* learning and can broadly be described as an indicator that captures a student's progress through the learning process. It explains to what extent a student is learning a concept, skill, or knowledge set. In a sense, a formative assessment is "practice" and is, therefore, not heavily weighted in the grading system. Examples include:

- Skill checks (quizzes used for practice or reinforcement; classroom openers)
- First drafts of writing
- Teacher questions during instruction
- Worksheets
- Informal observations
- Pre-testing
- Homework
- Other class work not listed above

STATEMENT OF PROCEDURE

Grading Philosophies and Expectations

1. Grading is an exercise in professional judgment wherein the educator seeks to ensure that the grade each student receives is an accurate representation of his or her achievement.
2. Grades shall be weighted carefully to ensure the intended importance is given to each standard and to each assessment.
3. Teachers shall use quality assessment instruments. They shall properly record evidence of student achievement on an ongoing basis. Each assessment must meet five standards of quality. It must arise from a clearly articulated set of achievement expectations, serve an instructionally relevant purpose, rely on a proper method, sample student achievement in an appropriate manner, and control for all relevant sources of bias and distortion that can lead to inaccurate assessment.
4. Teachers shall discuss methods of assessment and scoring scales (rubrics) with students in an age appropriate manner, at the beginning of instruction.
5. At the beginning of a class (trimester and year-long), teachers shall provide to students and parents a written course overview / syllabus that includes assessment and grading guidelines, in clear, easily understandable language. The course syllabus must be consistent with the grading practices detailed in this document.

6. Prior to administering each summative assessment, teachers shall provide students with a written overview /rubric describing assessment and grading in clear, easily understandable language.

COURSE GRADE CALCULATION

1. Individual achievement of course-based standards shall be the primary basis for grades. All courses will use a grading structure that weights summative assessments at least 90% and formative assessments at most 10% of a final grade for the course.

2. Summative assessments will be linked to one or more course standards. The report card will calculate and report out on the average grade each student received on each standard as well as the final course grade.

3. The report card will report final course grades and a yearly summary of a student's progress towards meeting the standards for learning.

4. Effort, participation, attitude, and other behaviors shall not be included in grades but reported separately, unless they are an approved part of a standard (example: Regular participation in physical activity is identified nationally as a core standard and thus is included in the SRMS Physical Education standard). Every student will be graded each trimester by all teachers with respect to their achievement of school-wide General Learning Outcomes (GLOs), which will address expectations for student personal skills.

5. Based on the principles of standards-based assessment, extra credit is not an appropriate measure of student learning and should not be assigned or included in grade calculation.

6. Students will receive a numerical grade. (0.0 – 4.0)

7. In addition to the overall course grade, students will also receive a score for the competencies based on the rubric scales below.

8. Competency grades use the letter code scale for reporting level of student performance. Competencies scores are based on the standards aligned to those competencies.

9. Standards are the skills, knowledge and understandings students need to demonstrate in an assignment. Standards are provided to students at the beginning of each unit of study, are identified on assessments, are described in rubrics for projects, and are posted in classrooms. Parents can view the standards assigned to assessments in the PINNACLE Student Explorer. Standards are introduced, reinforced, and assessed throughout the year.

10. The grading system at the middle school uses a rolling grade. This means that it is the end of year grade that is recorded as the course grade, not the average of each trimester. Student's grades reflect the instruction and practice of the standards all year and it is at the end of a year of study where a true measure of their learning can be taken.

At SRMS, all assignments are graded on a 4.0 rubric scale. Teachers report assignment grades as an individual letter. Final course grades are reported as a numerical score based on the following ranges:

Exemplary (E): Final grade of 3.50-4.00
Proficient (P): Final grade of 2.50-3.49
Basic Proficiency (BP): Final grade of 1.50-2.49
Limited Proficiency (LP): Final grade of 0.50-1.49
Not Met (NM): Final grade of 0.01-0.49
Not Yet Competent (NYC): Final grade of 0.00
Insufficient Work Shown (IWS): Final grade of 0.00

Learning Trend: When fewer than four assessments have been linked to a standard, the standard grade is computed by taking an average of the assessment grades. Once four or more assessments have been linked to a standard, the standard grade is computed using a learning trend model. In this model, the student's most recent work is given higher weight than older work when computing a grade. A learning trend is a more accurate representation of a student's learning as they progress through a course.

Sanborn Regional Middle School Grading Scale

Level		Letter Code	Rubric Grade Range	What The Grade Means
Competent	Exemplary	E	3.50 – 4.00	The student consistently and independently demonstrates the ability to analyze and synthesize essential content knowledge and skills in a new task.
	Proficient	P	2.50 – 3.49	The student consistently and independently demonstrates the ability to apply and transfer essential content, knowledge and skills in a new task.
	Basic Proficiency	BP	1.50 – 2.49	The student demonstrates the ability to comprehend and apply essential content, knowledge and skills in a familiar task.
Not Competent	Limited Proficiency	LP	0.50 – 1.49	The student is not demonstrating the application and transfer of essential content, knowledge and skills.
	Not Met	NM	0.01-0.49	The student is not competent in the performance standard(s).
	Not Yet Competent	NYC	0.00	NYC: The student is not yet competent in all of the performance standard(s).
	Insufficient Work Shown	IWS	0.00	IWS: The student has not produced a sufficient amount of evidence to determine the level for which they have met the performance standard(s).

DEFINITION OF PROFICIENT & EXEMPLARY PERFORMANCE

Students will have opportunities through classroom assessments to demonstrate their knowledge, understanding and skill level.

Students, meeting ***Proficient***: the learning targets required of the lesson or unit being studied by demonstrating their knowledge, understanding and skill level.

Students, meeting ***Exemplary*** the learning targets of the lesson or unit being studied by demonstrating the ***depth*** of their knowledge, understanding and skill level. The student extends their thinking beyond the required learning targets.

RE-ASSESSMENT PROCEDURES

1. Second chance assessment opportunities shall be made available to all students for any summative assessment. A grade of 80 represents meeting the proficiency level of a standard. Second chance assessments will be made available up to two weeks after the student receives the assessment results.
2. A teacher may require a student to complete a series of formative assessments at a proficient level before they are eligible to take a summative re-assessment. The second assessment should only take place when the student has demonstrated the agreed upon relearning and/or completion of work in preparation for the assessment.
3. Reassessment opportunities are available for formative assessments at the teacher's discretion. If applied, the summative reassessment process described above should be followed.
4. Teachers may give alternative versions of the assessment.
5. Parents may be asked to sign the original, poorly done assessment and assignments so they're aware that their children have required multiple attempts to achieve the standard.
6. Reassessment scores replace the previous grade or mark unless the new score is lower.

GENERAL LEARNING OUTCOMES

Each team will determine what the performance indicators look like for the General Learning Outcomes (GLOs) for their grade level students based on what is developmentally appropriate.

3 = Proficient:	Student <i>consistently</i> demonstrates grade-level expectations
2 = Progressing	Student is <i>beginning</i> to demonstrate grade-level expectations
1 = Needs Improvement	Student <i>rarely</i> demonstrates grade level expectations

General Learning Outcomes (GLOs)

- **Self-Directed Learner:** The ability to be responsible for one's own learning
- **Community Contributor:** Resolving conflict, assuming responsibility for behavior, demonstrating diversity and tolerance, maintaining a safe and supportive environment, and contributing responsibility to one's school, community, and world
- **Complex Thinker:** The ability to demonstrate critical thinking and problem solving strategies
- **Quality Producer:** The ability to recognize and produce quality performance and quality products
- **Effective Communicator:** The ability to communicate effectively through reading, writing, speaking, viewing, and listening.
- **Effective and Ethical User of Technology:** The ability to use a variety of technologies effectively and ethically

ACADEMIC POLICIES

GRADING SYSTEM

Marks are given on the report card for each course to indicate the pupil's level of achievement.

Exemplary	E	3.50 – 4.00
Proficient	P	2.50 – 3.49
Basic Proficiency	BP	1.50 – 2.49
Limited Proficiency	LP	0.50 – 1.49
Not Met	NM	0.01-0.49
Not Yet Competent	NYC	0.00
Insufficient Work Shown	IWS	0.00

*The ability to monitor your child's grades, attendance and any assignment information can now be securely viewed from your Internet Browser at home. We are providing this access through our Pinnacle Internet Viewer (PIV) feature. This secured access requires an internet connection and a confidential user name and password issued to the parent by the school. Letters will be sent home at the beginning of each year with this information. (Passwords will change each school year.)

HONOR ROLL

High Honors: All grades at least 3.5 or above in all core subjects including foreign language.

Honors: All grades at least 3.0 or above in all core subjects including foreign language.

Due to rolling grades Honor Roll will only be determined at the end of each school year. (This follows the High School model)

GRADES

Access to student progress is available to all parents through the PINNACLE Student Explorer. Sign-on and password information is distributed at the start of each school year to parents.

Final grades will be mailed in June.

(In most cases teachers update student grades every two weeks.)

Informal reporting can be made through parent-teacher conferences. To arrange for a parent conference, please call 382- 6226.

PARENT/TEACHER CONFERENCES

Sanborn Regional Middle School will hold parent conferences approximately two months into the school year. The purpose of these conferences is to review student progress and to establish academic goals. Additional conferences may be requested at any time either by the parent or the teacher. As you prepare for your parent/teacher conference it might be helpful to consider:

Are there items that would help the teachers better understand your child such as...

- health concerns
- relationships with siblings
- hobbies and interests
- feelings about school
- relationships with other students

Are there items that you would like to discuss with the teacher such as

- appropriate ways to help students at home
- suggested books for reading/testing
- understanding curricular areas
- normal progression of skill development
- student progress
- progress in relation to age group
- skills mastered, skills needed to progress further

PROMOTION

1. A student's final average must be BP (Basic Proficiency/1.50-2.49) to be considered passing for the year.
2. Recommendations of teachers, guidance, and administration may result in the retention of students. However, parents will be informed early in the process.
3. In unusual or exceptional circumstances, the principal will make the final decision on whether a student is to be promoted. Conditional retentions will be considered.

EXTRA HELP

Teachers are available for extra help provided satisfactory arrangements are made beforehand. Students are encouraged to see their teacher if they are having any difficulty. A daily late bus will be available for transportation.

HOMEWORK

For many students, the difference between success and failure can be traced to the effort they put into their homework. Homework will not exceed more than 10% of a student's overall grade.

At the start of the school year it is expected that teachers will clearly communicate homework expectations to their students.

Parents also have an important role in their child's homework. Providing an environment, which is conducive to the successful completion of assignments, is a good place to start. Also, encouraging a positive attitude towards homework is a great way of sharing the joy of learning with your child.

Students, naturally, play the greatest role in homework. Each child is provided with an agenda book during the first week of school. This tool is designed to help students keep track of daily and long term assignments. Students are expected to complete their homework to the best of their ability and to submit all assignments on time. Students should schedule time for homework that is compatible with family and/or after-school activities. Students in grades Six, Seven, and Eight should expect homework four (4) days per week with duration of approximately ninety (90) minutes per day. This guideline is not intended to be rigid and restrictive, but rather to identify appropriate time and effort. This recommendation refers to average student time to complete assignments. As part of your transition to middle school, sixth graders will be eased into the (90) minute expectation. (Note: Often times reading and maintaining a reading log are considered homework)

MAKE-UP WORK

When your child is absent from school for more than one day you may request a list of your child's assignments. Every effort will be made to have those assignments available within 24 hours at the close of the school day but occasionally that may not be possible due to an individual teacher's schedule. For extended absences of three (3) or more days, you may call 382-6226 to request that work be sent home. This may require a twenty-four (24) hour advanced notice. Students are encouraged to contact a classmate for work if they will be out for shorter periods. Upon returning to school, after an absence, it is the responsibility of each student to see their teacher for any tests, quizzes, or homework. If students are tardy, they should also see the teacher(s) whose class(es) they missed to pick up any assignments. Parents are encouraged to email teachers as needed. All email addresses are the teacher's first initial, last name @sau17.net. (This information is available on the website www.sau17.org)

Parents are requested to arrange trips and vacations so that the students will not miss school. Much of the learning that occurs at school cannot be made-up through assignments completed at home. In the event that a trip must be scheduled during school time, parents must notify the principal of their intentions. The student is required to **personally** contact each teacher for an extended assignment. This must be done a minimum of three (3) days in advance. Even with such notice, teachers may not be able to give exact assignments. Therefore, it is the responsibility of the student to contact the teacher upon return and make up any tests, quizzes, or homework. Family vacation absences will be charged against the student's attendance record for the purpose of the attendance policy.

CURRICULUM SYNOPSIS

A brief course description and an outline of individual teacher's expectations will be sent home in early September. More complete descriptions of the school's curriculum are available from the school principal.

GENERAL INFORMATION

CO-CURRICULAR ACTIVITIES

It is the philosophy of Sanborn Regional School District that much of what is considered valuable about one's school experience takes place outside the traditional classroom. As a district, we encourage students to develop and maintain connections to the school community by becoming involved in activities for which they have an interest and/or talent. The district is committed to offering a wide range of activities for all students recognizing that participation is both voluntary and a privilege. We are proud of the variety and accessibility of these programs and we would like to see all students take advantage of our co-curricular program.

- I. **MIDDLE SCHOOL ATHLETICS:** Our expectations are written fully recognizing the effort and dedication that the program demands, and the rules, procedures and regulations that promote its success.

A. ACADEMIC EXPECTATIONS:

- Athletes who fail one core academic subject are ineligible to participate in athletics. Students will be re-evaluated bi-weekly and grades will be reviewed no less than monthly to determine eligibility.
- Athletes who are receiving two 1.5's or more in core academic subjects will be placed on **academic probation** for the following marking period. During the course of the marking period parents and coaches of students who are experiencing difficulty in their core academic subjects should check on-line grades regularly to make sure that students are making every effort as well as receiving the assistance that they need to stay eligible.
- If at any time during the probation a student is failing a core academic subject, he/she will be removed from the team for the remainder of the season.
- Incomplete grades must be made up before any participation.
- All athletes must have a medical statement provided by a health care provider, dated January 1st of his/her 5th grade year, certifying that the student has passed a pre-participation physical exam prior to the beginning of the student athlete's middle school athletic career. Any student athlete significantly ill or injured since the last review must be re-examined by a health care provider in order to be eligible to participate.

B. BEHAVIORAL EXPECTATIONS

- Athletes are expected to be good citizens at school, home and in the community. In many ways they serve as role models to the other students.
- **No member will:**
 - ✓ Use or possess tobacco
 - ✓ Use or possess drugs/alcohol
 - ✓ Steal or commit vandalism
 - ✓ Demonstrate unsportsmanlike conduct toward officials, team members or members of the opposing team
 - ✓ Fight or argue with an official or member of the opposing team

Any violation of these very specific standards may result in **immediate dismissal** from the team.

- Team members will not be allowed to attend practice on the day(s) of in-school or out-of-school suspensions. Team coaches will assess the situation and determine if any consequences are necessary.
- Coaches and teachers are expected to closely monitor the behavior of athletes and suspend or remove students from the team who are disruptive in class, during the school day, practice or competition.
- All school rules and respective school consequences take priority over any extra curricular activity including athletic practice or competition.

C. TEAM

- Students will not be permitted to practice or participate in an event/competition on a day when they are absent from school or arrive at school after 11:30 AM, unless it is for a medical appointment or family emergency.
- It is expected that students selected for teams will make a commitment to attend all of the team's practices and competitions.
- Every athlete is expected to travel to and from an athletic event with the team. Exceptions may be granted based on extenuating circumstances. Written notes from a parent should be presented to the athletic director/administration for consideration and decision.
- Student athletes are responsible to return their uniforms along with any other school athletic equipment, in an expected condition given reasonable wear and tear.

- It is expected that the school will receive financial reimbursement for any lost, damaged, or stolen items.

Sanborn Regional Middle School offers the following athletic programs:

Field Hockey, Soccer, Cross Country, Cheerleading, Basketball, Track, Baseball, Softball

- II. **MIDDLE SCHOOL CLUBS, ORGANIZATIONS AND ACTIVITIES:** As with athletics, Sanborn's clubs, organizations and activities are designed to promote socialization and enhance one's connection to the school. Although participation is highly encouraged, academics and behavior will be closely monitored and may have an effect on one's continued ability to participate. Sanborn Regional Middle School offers a variety of extra-curricular activities which have included but are not limited to:

Art Club, Drama, Computer Club, Intramurals, Student Council, National Jr. Honor Society, Yearbook, Science Club, SAT Prep

ATTENDANCE

ATTENDANCE, ABSENTEEISM AND TRUANCY

SRSB FILE: JH

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 absences during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more than 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.

Legal References: RSA 189:34, Appointment RSA 189:35-a, Truancy Defined RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil RSA 193:7 Penalty RSA 193:8, Notice Requirements RSA 193:16 Bylaws as to Nonattendance NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

Original Effective: August 23, 1995
Revised: November 3, 1997
Revised: September 6, 2006
Revised: December 1, 2010

ATTENDANCE POLICY – ELEMENTARY AND MIDDLE SCHOOL

SRSD FILE: JH-RI

Statement of Purpose

The purpose of this policy is to establish policy for attendance at the elementary and middle school.

Statement of Policy:

Class attendance is essential for gaining the full learning experience provided by Sanborn Regional Elementary and Middle School. Students must make every effort to be in class on a daily basis to fully benefit from the opportunities for academic, social, emotional, and physical growth.

1. Parents are encouraged to call before 7:30 or leave a message on voice mail at any time prior to the start of school.
2. A student's absence will be declared excused only when a parent calls on the day of the student's absence. The student will then be allowed by each individual teacher to make up any work that was missed during the absence in a time frame determined by the student and teacher.
3. Any absence that is not excused by a parent will be declared an unexcused absence and the student will not be allowed to make up work missed on the day of the absence.
4. All absences, excused or unexcused will count towards the attendance limit.

Excused absences are absences necessary for the health and welfare of the student, a significant family emergency, or a school sponsored activity. 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 with prior approval from an administrator.
- Documentation is encouraged for all excused absences and will be kept on file by the nurse and/or receptionist.

Unexcused absences is an absence from class or school that is unreasonable and is not within the spirit of the New Hampshire Education Laws. They are absences taken for illegitimate reasons. Unexcused absences may include, but are not limited to, leaving the building without permission, truancy, class cuts, and excused absences not declared by a parent on the day of the absence.

It is important that students and parents realize that the limits of absenteeism listed in this policy 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. Two weeks will be given after vacation to complete work. Instruction and make-up will be available during Success Block, lab, lunch, after school and before school. A parent must give the office at least one week's notice prior to the family vacation.

Attendance Limits:

Trimester

Parents of students that accrue 7 absences (excused or unexcused) in a trimester will receive a letter from administration which outlines the expectations for attendance for students, parents, and school officials. Parents of students who are absent 10 times (excused or unexcused) in a trimester will be encouraged to attend a meeting with administrators to discuss and plan for remediation for the student's attendance. Class attendance is essential for gaining full learning experiences. If a student's absence has interfered with his or her academic progress, retention will be considered.

Tardiness

Students are expected to be at school on time. For every 5 tardies to school, a letter will be sent home to parents of students accruing the tardies.

Suspensions

Student suspension from school will be counted as an absence for every day a student is not present. Students who are suspended from school will be allowed to make up work they missed during their suspension from school.

Appeal Process

All appeals of the attendance policy shall be made in writing to the principal within five days of the end of the year. The appeal will be reviewed by the principal/assistant principal and/or guidance counselor. Documentation provided by students throughout the year will be kept on file and will be reviewed as part of the appeal process.

Original adopted: May 5, 2010

ANIMALS IN SCHOOL

1. The principal shall approve all animals that are brought into schools for instructional purposes.
2. Animals shall be housed in suitable, sanitary self-contained enclosures appropriate to the size of the animal.
3. Teachers shall be responsible for ensuring enclosures are kept in sanitary conditions. The maintenance staff will monitor the situation. Problems will be brought to the attention of the principal.
4. Animals shall not be allowed to roam freely in the classroom.
5. Animals shall not be left in school during holiday periods or extended weekends. Teachers shall be responsible to make arrangements for their care in other locations.
6. Prior to introducing any animal into the classroom, teachers shall be certain that:
 - Students and school personnel are not allergic to the presence of the animal.
 - If rabies vaccine is required for an animal, proof of the vaccine must be shown to the school nurse prior to the visit.
 - The animals will present no physical danger to the students.
 - Students will be instructed in the proper care and handling of the animal to ensure safety.
 - Appropriate instruction is taught regarding hand washing after handling the animal.

BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

Bicycles may be ridden to school when the weather permits. Upon reaching Memorial School, students must walk their bicycle on the left side of the road (walking opposite the flow of traffic) until they reach the bicycle parking area where the bicycle should be parked and locked. The school does not accept any responsibility for bicycles. Violations of these rules may result in the loss of bicycle privileges.

Students bringing skates, skateboards or scooters onto Sanborn Middle School property need to obey the following rules:

- DO:** Wear safety equipment including helmets, gloves and pads.
Use skates, skateboards and scooters in a safe and courteous manner.
- DON'T:** Use this equipment inside the building.
Ride at entrances/exits or on walkways on school property.
Use this equipment until all buses have departed from school grounds and all school activities have concluded.

NOTE: Motorized scooters are prohibited at SRMS.

Violation of these rules may result in the loss of using your skates, skateboards or scooters at school. Bicycles should be locked to the bike rack adjacent to the school. We cannot be responsible for bicycles damaged or stolen at school.

CHEATING AND PLAGIARISM

Cheating and Plagiarism are very serious offenses. In both cases you are taking credit for work done by others, not work that you have done for yourself. When teachers and/or administrators determine that cheating or plagiarism has occurred, the following consequences shall result:

- **Cheating:**
The student will receive a grade of zero on the quiz or test. Parents will be notified and a restitution project may be given by the teacher. A student that allows or assists in cheating is subject to the same consequences.
- **Plagiarism:**
The student will receive a grade of zero on the assignment, Parents will be notified and a restitution project may be given by the teacher. A student that allows or assists in plagiarism is subject to the same consequences.

DAILY PROCEDURES

Public address announcements are made during a break at the beginning of 3rd period and before dismissal. Dismissal is at 2:15 PM for all students. Upon dismissal, it is expected that all students not directly involved with after school activities will leave school grounds.

DISMISSALS

Parents are encouraged to schedule medical and dental appointments outside of school hours. In the event that a student does need to be dismissed, he/she should bring a note to the Main Office before going to first period. The note should state the time of dismissal. Students will be called from class when the parent arrives for a dismissal. Dismissals between the times of 2:10 and 2:15 are discouraged due to the bus traffic.

Any student being dismissed during the school day must be released through the Main Office when he/she leaves and must report to the Main Office when he/she returns. An exception to this is ill students who are dismissed through the Health Office.

Students will **only** be released to a parent or legal guardian, or through the health office to someone designated on the Student Emergency Card. A student will **NOT** be released to any other person, even an older sibling, except with specific written permission from the legal guardian. This written request must be made to the principal's office.

DRESS CODE

Sanborn Regional Middle School students should take pride in their appearance and **DRESS FOR SUCCESS!** Proper attire is defined as that which is clean, that does not display inappropriate or suggestive words, phrases, or illustrations, and appropriately covers the body. In addition, clothing should be safe, not interfere with vision or movement, and should not disrupt the learning process.

The following is NOT considered appropriate for school: clothing, insignia, symbols or adornments worn or carried about which may promote the use of any controlled substance, including but not limited to drugs, alcohol or tobacco; Clothing with offensive and/or vulgar words, pictures, drawings, or includes phrases of a sexual nature or phrases that have derogatory language regarding a person's ethnic background, religious belief, sexual orientation or disability is unacceptable.

- Clothes should cover the body and be conservative. Revealing clothing such as tank tops meant to be worn under as undershirts, short skirts, short shorts, open sided shirts or clothing with holes is prohibited. Shorts, skirts and dresses should be mid-thigh length. Tops and blouses should have straps that are at least two inches wide. Bare abdomens should not be showing. Males should not wear shirts showing bare chest sides. Pants should not drag the floor.

- Shorts, skirts or tops (of proper length) are to be worn over leggings, tights, yoga pants, or similar tight fitting attire.
- Pajamas or loungewear is not permitted.
- Unsafe shoes such as “heeleys” are strictly prohibited.
- The principal reserves the right to determine the appropriateness or inappropriateness of students clothing within the guidelines spelled out in the handbook.
- Students are provided a locker to store outdoor clothing and back packs while attending classes. Backpacks may be allowed in the classroom at the teacher’s discretion.
- Hair should be clean, neat and styled in a manner that does not interfere with vision or the ability to do school work. Hats and headgear should be removed upon entering the building. Bandanas are not permitted except as headbands or sweatbands in sports activities. Any clothing that becomes associated with student gangs or terrorist groups is prohibited.
- In the event of a dress code violation, the student may be asked to call a parent/guardian to bring in a change of clothing. Jewelry and accessories may be taken away and returned at the end of the day or a parent/guardian will be called to reclaim the item from administration.
- The consequences for repeated violations may result in an in-school suspension or out-of-school suspension.

EMERGENCY CLOSING OF SCHOOLS

At the discretion of the Superintendent of Schools:

- a) School opening may be delayed for 1 or 2 hours.
- b) School may not open for the day.
- c) Students may be dismissed before the end of the school day.

The following radio and television stations will broadcast emergency closings:

WHEB	Portsmouth	100.3 FM
WMYF	Exeter	1540 AM
WTSN	Dover	1270 AM
WOKQ	Dover	97.5 FM
WMUR-TV		Channel 9
WBZ-TV		Channel 4
WCVB-TV		Channel 5

**Notification for delay will be made by 5:45 am.*

Closings will also be listed on these TV and radio station websites.

*Notification may also be made by our AlertNow Telephone System.

EMERGENCY PROCEDURES (CEMPS)

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

Emergency Techniques: *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.*

Secured Building – When the announcement is made:

1. Students should report to the nearest classroom.
2. Close all windows, lock classroom doors and do not leave for any reason.
3. Cover all room and door windows.
4. Stay away from all doors and windows and move to interior walls and drop.
5. Shut off lights.
6. Please Be Quiet!
7. Wait for further instructions.

Shelter in Place – When the announcement is made:

1. Students are to be cleared from halls immediately and report to assigned classrooms.
2. Close and tape all windows and doors and seal the gap between the bottom of the door and the floor.
3. Take attendance. Report missing students.
4. Do not allow anyone to leave classroom.
5. Stay away from all doors and windows.
6. Wait for further instructions.

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

DROP – take cover under a nearby desk or table and face away from windows.

COVER – your eyes by leaning your face against your arm.

HOLD – on to the table or desk legs.

WAIT – for further instructions.

Evacuation – When the announcement is made:

1. Take the closest and safest way out of the classroom (as posted).
2. Do not stop for student/staff belongings.
3. Go to designated area and wait for further instructions.
4. Check for injuries.
5. Take attendance. Report missing students to command post.

Reverse Evacuation – When the announcement is made:

1. Move students/staff inside as quickly as possible.
2. Report to classroom.
3. Take attendance. Report missing students.
4. Wait for further instructions.
5. Do not dismiss with fire alarm.

RADIOLOGICAL EMERGENCY RESPONSE PLAN AS IT EFFECTS SRMS

DEPENDING ON THE EMERGENCY CLASSIFICATION LEVEL, THE FOLLOWING ACTION WILL BE TAKEN:

Unusual Event at the Seabrook Nuclear Power Plant:

1. **No Alert** - No notification; no action required.
2. **Alert** – School may be notified. No action required unless directed. Standby status, Superintendent of Schools may order school cancellation via normal procedures as a precautionary measure.

Site Area Emergency or General Emergency:

1. **School in Session** – School will be notified and may be directed to undertake a protective response, such as early dismissal, sheltering or evacuation.
2. **School Not in Session** – The Superintendent may cancel school via normal procedures as a precautionary measure.

INSTRUCTIONS:

1. Turn on AM/FM radio to WOKQ (97.5 FM).

SHELTERING:

1. Close all windows.
2. Turn off all ventilation systems using outside air.
3. All students are to remain indoors and away from windows.
4. Await further instruction.

EVACUATION:

Our first local evacuation site will be Memorial School. If an evacuation from Newton is necessary, the Superintendent or Emergency Broadcast System personnel will announce that evacuation has been recommended. The following procedures will then be followed:

1. Students and faculty will be instructed to assemble in the gymnasium.
2. Teachers and other staff will have student information and emergency response materials with them.
3. Students may be released to parents/legal guardian if they arrive prior to boarding the bus. Students will be signed out and dismissed by their teachers.
4. All remaining students will be transported to the reception center (**Southside Junior High School, Manchester, NH**), where they may be picked up by parents/legal guardians. At least one faculty member will accompany the students on each bus.
5. School representatives will be assigned to supervise the students until they are picked up at the reception center by their parents/legal guardians.

FIRE DRILLS

Fire drills are held on a regular basis to ensure that everyone in the school will know what to do in the event of a real fire. Every fire drill should be thought of as an actual emergency. It is the responsibility of each student to conduct themselves in the proper manner. Talking, pushing, running, or fooling of any kind cannot, and will not, be tolerated.

GUM, CANDY, HATS AND BACKPACKS

Students are permitted to chew gum in school with teacher permission. Please dispose of your gum in an appropriate and clean fashion. Please refrain from bringing candy as a snack. Soda, monster drinks or high sugar/caffeine drinks are not permitted as a snack or lunch beverage. Hats are not permitted to be worn in the

building with the exception of fund raising and other approved social events. Students are encouraged to keep their backpacks in their lockers. In some classes such as labs backpacks may not be permitted due to safety concerns. Fidgets (spinners, compression balls, model magic, etc.) are permitted as a tool. Fidgets are allowed as a toy at the teacher's discretion.

LIBRARY BOOKS

Students may sign out books for a two-week time period and renewed as needed. Each month a list of overdue books will be posted. If the books are not returned, students will be charged for the book.

LOCKERS

Each student is assigned a numbered locker at the beginning of school year. Lockers may not be shared or exchanged without administrative permission. Students are not allowed to enter lockers they had from previous years. Items such as pictures and schedules may be taped inside locker doors. Writing on the lockers is not permitted. The administration reserves the right to search a student's locker when they have reason to suspect inappropriate items are present.

LOST AND FOUND

The school cannot be responsible for items that have been misplaced or stolen. A "Lost and Found" will be located in the storage area near the kitchen. Items will be displayed so that all students have the opportunity to retrieve lost items. At several times during the year we will bundle all items and donate them to charity.

BREAKFAST PROCEDURES

Breakfast is available on a daily basis. A type "A" breakfast costs \$1.75. Free and reduced breakfasts are available for those who qualify.

LUNCH PROCEDURES

Hot lunches are served daily. The cost of a type "A" lunch is \$2.75. Payment can be made in advance or may be made when purchasing food. Free and reduced lunches are available for those who qualify. Applications will be sent home in September and may be obtained through the Office at any time.

Parents can monitor their child's account through My School Bucks. This site allows you to add money to your child's lunch account and get an itemized list of purchases. <https://www.myschoolbucks.com> can be accessed through the District website from the parents tab.

Soda, high caffeine or sugar drinks should not be brought to school for lunch.

MATERIALS FOR STUDENT LEARNING

Although not provided, the following materials are considered **very important** for all students to have:

- One large 3-ring binder
- One assignment book (ALL students are given a combination student handbook/student assignment book at the beginning of school year)
- Loose-leaf paper for 3-ring binder
- Subject dividers with tabs for 3-ring binders and/or pocket folders for 3-ring binders
- Pens (blue or black)
- Pencils with erasers
- Physical Education: Active footwear is **required** for participation in gym class.

The following materials are **not** mandatory, but are **recommended**:

- Colored pencils
- Ruler (with holes to fit into binder)
- Reinforcements for loose-leaf paper
- Small calculator, compass and protractor for math
- Pencil case (small enough to fit into 3-ring binder)
- Dictionary

The following materials are **optional**, but handy to have at home:

- 3-hole punch
- Highlighters
- Fine point colored markers
- White-out (if not used to excess)
- Atlas
- Thesaurus

We have found over the years that the following supplies are not generally helpful and we strongly discourage students from purchasing them:

- Store bought assignment books
- Folders
- Spiral bound notebooks (a few teachers require these or other types of notebooks. Students should wait until **after** school starts to see if they are needed.)

NOTIFICATION OF AFTER-SCHOOL ATTENDANCE

In the event that a student is assigned a detention, or is required to remain after school for a teacher for extra help or other academic concerns, a one-day notice will be given. It is the student's responsibility to inform his or her parents. If a student has a conflict with the assigned date, i.e., dentist appointment, the parent should contact the teacher to reschedule the commitment. In the event that a student is absent, or if school is canceled, the commitment will be reassigned.

PARENT NEWSLETTER

Each Friday, the middle school publishes a parent newsletter entitled "**The Bridge**". Dates of upcoming events, highlights of the week and items of interest will be included. The deadline is Thursday at 12:00 PM if anyone has items to input. This newsletter is posted on our website each week and hard copies are available in the office.

SCHOOL BOUNDARIES

Students must stay within the school boundaries once they arrive and at all times during the school day. Permission to leave must be granted by the principal and students must check out through the main office. Any student who leaves without permission will be suspended for a minimum of one day. If a student leaves school boundaries upon dismissal, he/she is not entitled to return and then take the late bus home. School boundaries generally comprise all areas in sight of the building. Anyone unsure of the boundary areas should contact the principal.

STUDENT FEES, FINES, AND CHARGES

1. Nominal fees may be charged for consumable materials, student projects, and special items in particular courses and activities selected by the student.
2. Parents are expected to pay an appropriate charge for any textbooks or district-owned materials that children lose or damage. Parents of students with lost or damaged items will be notified.

VISITORS

We encourage parents to visit and volunteer in our school. Whenever possible, parents are welcome to chaperone trips, attend special assemblies, and participate in a wide range of school events. All guests must check in at the front office, sign in and obtain a visitor's pass before entering the building.

If parents wish to have a meeting with a teacher, they should make an appointment in advance. Conferences can take place at various times during the day but cannot be held during the time a teacher is scheduled to teach or be with a class. If parents find it necessary to deliver lunches, articles of clothing, instruments, etc. to school, please leave them in the office. The office staff will get items to the appropriate student.

STUDENT VISITORS

There are no student visitors allowed at Sanborn Regional Middle School except with the permission of the principal. The principal will grant permission for a visitor if the visitor is part of a lesson that a teacher may want to teach. An example might be if a teacher requests to have a student from a foreign country visit their class. No former students or graduates will be permitted to visit during the school day. They may visit after school hours with permission from the administration.

SURVEILLANCE CAMERAS

Cameras have been installed in the interior and exterior of the building and can be reviewed by administration when necessary.

TARDY TO CLASS

Students are expected to move between classes in an orderly fashion and be on time to class. Students who are tardy to class can expect the following consequences:

- First incident – teacher warning
- Second incident – written notice to the planning room and a lunch detention
- Third incident – a call home and a lunch detention

TEXTBOOKS AND SCHOOL MATERIALS

Students are responsible to see that textbooks and all district-owned materials receive good treatment. All textbooks must be covered. Any book or material that is lost or damaged will result in an appropriate fee.

UNSUPERVISED CLASSROOMS

Students are not allowed to be in any classroom during or after school hours **without** a teacher present.

EXTRA-CURRICULAR ACTIVITIES

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is comprised of seventh and eighth grade students who have outstanding qualifications in the following areas:

- Academic Achievement (data from first two trimesters of 7th grade): High Honors (3.5 and above, each class – core only) for both trimesters
- Leadership: Team Captain, Classroom Participation, Student Council, etc.
- Service: Scouts, 4H, Religious/church groups, etc.
- Character: Responsible, Respectful, Trustworthy, etc.
- Citizenship: Community involvement, obedience to rules in and out of school, etc.

Invitations for NJHS application are mailed home based on academic data gathered from the first two trimesters.

*Examples listed are not intended to be exclusive.

STUDENT COUNCIL

The Student Council is open to all students who are interested. Announcements are made to alert students who may wish to join. The Student Council has input on the rules and regulations for the student body, organizes and assists administrating school dances, assemblies, activity programs, etc., and represents the students in conferences with the administration.

DANCES

Dances are offered at the Middle School on a regular basis. Our dances start at 7:00 PM and run until 9:00 PM. Dances are a privilege not a right. A student may be excluded from attending based on issues including but not limited to attendance or disciplinary infractions. Any student that violates the School District Policy regarding drugs and alcohol or fighting will not be permitted to attend dances for the remainder of the school year.

We welcome parents as chaperones. Parents are requested to pick up their children promptly at 9:00 PM. Because high numbers of students regularly attend dances, the pick-up of students after a dance can be lengthy. Please assist us by following the directions of the police officers and school staff as you come on the campus to pick up your child. Student pick-up is from the Middle School and students will not be allowed to cross the field to be picked up at the Memorial School. Although this can be a slow process, you and your child's safety is our **first concern**.

1. Students who have been sent to the Planning Room more than once during the week of the dance, or have been given an in-school or out-of-school suspension within the previous 14 days may be excluded from attending the dance.
2. If there are any unexcused tardies the week of the dance, students may not be allowed to attend.
3. Only Sanborn Regional Middle School students or home-schooled students from our district are allowed to attend dances.
4. Once inside the school building, students may not leave until their ride home arrives. Once students leave the dance they cannot reenter the dance.

FIELD TRIPS

Field trips are intended to be enjoyable, education related pursuits. Because of the educational nature of most trips, students are expected to attend. Parental permission slips are required for each trip. Information concerning time, place, and cost will be sent home with the permission slip. All school rules are in effect during field trips. Student behavior will be considered before allowing students to participate.

Any student who has received an in-school or out-of-school suspension 14 days prior to a field trip may be excluded from attending. In addition, excessive trips to the planning room could also eliminate a student from attending a field trip.

AREAS OF SPECIALTY

ACCELERATED MATH - 7th GRADE

Accelerated Math will progress at a rapid pace, covering 7th grade concepts in depth and involving a substantial amount of homework. Significant self-discipline, hard work, and self-motivation are required. This class may not be appropriate for all students. Invitation letters are sent home in June based on the following:

- NWEA: Minimum score of 242
- 3.5 or better at the end of grade 6
- Teacher recommendation

ACCELERATED MATH - 8th GRADE

In Math 1, students will formalize and extend the mathematics learned in the middle grades. The critical areas, organized into units, deepen and extend understanding of linear relationships, in part by contrasting them with exponential phenomena, and in part by applying linear models to data that exhibit a linear trend. Mathematics 1 uses properties and theorems involving congruent figures to deepen and extend understanding of geometric knowledge from prior grades. The final unit in the course ties together the algebraic and geometric ideas studied. The Mathematical Practice Standards apply throughout the course and, together with the content standards, prescribe that students experience mathematics as a coherent, useful, and logical subject that makes use of their ability to make sense of problem situations.

- NWEA: Minimum score of 247
- 3.5 or better average at the end of grade 7
- Teacher recommendation

SCHOOL COUNSELING PROGRAM

The school counseling program shares the responsibility for contributing to the growth and development of all children. The emphasis of the program is on the child as a learner in a school community. Through the counseling program students are assisted in the process of maturing and adapting as they seek to understand and accept themselves and others, meet the developmental challenges of adolescence, learn efficiently and develop a positive self-image.

Key performance responsibilities of the school counselors include:

- Guiding individuals and groups of students toward maximum adjustment in their school experience both socially and academically.
- Providing consultation and recommendations to parents, staff and students regarding academic and behavioral progress and community and regional support resources.
- Working with teachers in the classroom to assist them in meeting the unique needs of their students and to provide ideas for integrating affective issues into the curriculum.
- Carrying out administrative functions to ensure program implementation.
- Coordinating the school testing program.

Parents with specific questions or concerns regarding any aspect of their child's progress in school should feel free to contact the school counselor, through the classroom teacher or by calling the main office.

HEALTH OFFICE

"The mission of the Sanborn Regional School District Health Services Program is to enable and support life-long learning which encourages all learners to achieve consistently, to master skills, to acquire knowledge, and develop the ability to make informed choices which will positively affect their health and well-being."

GENERAL HEALTH OFFICE INFORMATION

- A Health Office Website with information on asthma, nutrition, fitness, medication policies & forms, EpiPens, immunization requirements and mental health can be accessed from the SRSD Home Page, www.sau17.org. This site is for students as well as parents/guardians.
- Any child with a temperature of 100 degrees or above with signs of illness will be sent home and must be fever free for 24 hours before returning to school.
- Students should not use personal cell phones to text or call a parent requesting to be dismissed. All dismissals regarding illness need to be screened through the health office. In the absence of a visit to the nurse, the parent and student will be directed to the health office so the nurse will be aware of the dismissal and able to make any appropriate documentation.
- Students diagnosed with strep throat or conjunctivitis must be on an antibiotic for twenty-four (24) hours before being re-admitted to school.

- Students unable to participate in gym class should have a note from a parent or physician explaining the reason for their inability to participate.

Screening for pediculosis (head lice) will be held as the need arises. If your child is found to have head lice, you will be called to pick him/her up and given information on treatment. School re-admittance policy requires the child to be brought in by a parent/guardian to the health office for nurse evaluation prior to re-entry to school.

Should your child develop a communicable disease (chicken pox, measles, etc.) it is necessary for a doctor's note prior to re-entry to school.

If a student is absent five (5) consecutive days, a physician's note explaining the reason for the absence and any treatment to be continued in school, should be sent to the health office on his/her return to school. The principal will notify students with a prolonged pattern of absenteeism, and a doctor's note may be required before the 5th day. **Parents need to call 382-6226 by 7:30 am to report their child's absence each day their child is out of school.** If contact is not established, the **police** will be contacted to find out why your child is absent. Your child's safety is our primary concern.

MEDICATION ADMINISTRATION POLICY

Dispensing of medications, prescribed and over-the-counter, during school hours is governed by a state and district policy and is strictly adhered to.

- Students are not allowed to take/keep medication on their person, on the bus, in the classroom, or in a locker. The only exceptions to this will be students who require inhalers for their asthma and students with severe allergy reactions who require Epi-Pens. **Completion of the "Inhaled Medication Administration Form" and the "EpiPen Medication Administration Form (Self Administration)" is required by both the child's healthcare provider and the parent/guardian in order for the student to keep these medications on his/her person.** This medication is otherwise stored in the health office. Any additional questions or concerns may be addressed by contacting the nurse at 382-6226.
- All medication forms may be downloaded from the "Health Office" link on the SRSD home page, www.sau17.org or picked up in the SRMS Health Office.

PRESCRIPTION MEDICATION

- A Parent/Guardian must bring the medication to school in the original labeled container. (Pharmacies will usually provide a second container for school at no cost.)
- Completion of a **"Physician's Request for Administration of Medication"** form by the physician stating the medication to be given, reason for administration, dosage, time and duration. These are available in the Health Office or on the Health Office Website.

NON-PRESCRIPTION MEDICATION

The Health Office will stock some over-the-counter medication such as acetaminophen tablets (Tylenol) and antacid tablets (Tums). Your child will bring a form home for you to complete the first day of school. This signed form must be on file in the health office before your child can receive any of these over the counter medications. Non-prescription medications such as Advil or liquid preparations of medications will not be stocked but may be supplied by you and kept in the Health Office. These medications will require the original container and completion of the **"Parent's Request for Administration of Non-Prescription Medication"** form (in Health Office or on Website).

IMMUNIZATIONS

In accordance with He-P 301.12, every parent or guardian of a child to be enrolled in a New Hampshire school shall, prior to his/her admittance, provide documentary proof of acceptable immunization. **All entering 6th graders** must provide proof of TDAP Booster and varicella (chicken pox) immunity, documented by one of the following: date of the disease provided by a parent/guardian or physician, date of receipt of the varicella vaccine, **or a lab test indicating varicella immunity.** In accordance with He-P 301.13, **all entering 7th graders** must provide proof of receiving a second measles immunization or proof of measles immunity prior to the beginning of school. All students must have a tetanus immunization booster every 10 years. If a child turns 11 years of age on or after the first day of school, they are required to have a TDAP vaccine prior to the first day of the next school year.

If your child receives any immunizations or physical exams during the school year, please have the physician document this and send in a copy to the school nurse so that your child's medical records may be updated. This information may be faxed to the nurse at 603-382-9771. If any new allergies or medical conditions arise, or your child is on daily medication, please alert the health office so that the nurse will have the necessary background

information to provide your child with the best care possible. Please do not hesitate to call the nurse with any questions or concerns at (603) 382-6226, Ext. 106.

MEDIA RESOURCE CENTER

In keeping with the philosophy of the school, the goal of our Media Center is to assist students in developing a commitment to be informed decision-makers and lifelong learners.

The Media Center is an integral part of the school curriculum and the collection has been developed to meet the needs of students and staff. There is a variety of magazines, newspapers, books, reference materials, audio-visual equipment as well as professional resources for teachers. Computers with Internet capability are available to aid students in their research.

The Media Generalist and classroom teachers work together to assure students develop and master the skills necessary to use the Media Center effectively. Students are encouraged to use the Media Center for reading, quiet study, and research.

SPECIAL EDUCATION

Teachers at the Sanborn Regional Middle School utilize many different types of learning strategies to help their students grow to their fullest potential. In some instances teachers or parents may have concerns about a child's progress to the extent that they question whether the child is educationally handicapped as defined under federal and state law. In these cases, teachers and parents work in conjunction with the special education personnel to assess the extent of a child's difficulty and determine if the child is educationally handicapped.

If, as a result of this process, the child is determined to be educationally handicapped, the classroom teacher and special education support staff may provide services directly or indirectly through a collaborative effort.

The SRMS special education staff has expertise in the areas of speech and language development, motor development and learning issues that may interfere with a child's ability to learn skills in the areas of reading, writing or mathematics. The extent of assistance received is determined by the special needs of the student.

The philosophy of SRMS is that **ALL** students have a right to be educated with their peers. Accordingly, whenever appropriate and to the greatest extent possible, special needs students are included with their peers in the classroom.

Parents with questions, or who have special concerns about their child, should contact their child's teacher(s) to arrange a time to discuss these concerns and to determine if a referral to special education would be in order.

BEHAVIORAL EXPECTATIONS

INTRODUCTION

There will be a clearly defined standard of behavior within the Sanborn Regional Middle School community that promotes a safe and productive learning and teaching environment.

All members of this community have the responsibility to conduct themselves in a way that demonstrated a mutual respect for all individuals, their rights and their property.

Bullying will be treated in a very serious manner at Sanborn Regional Middle School.

CELL PHONES

During the 2018-2019 school year the Middle School will employ the following cell phone (personal device) policy:

Students may have "silenced" cell phones on their person, in their backpacks or in their locker.

The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting, is prohibited.

A teacher may instruct a student to turn in their cell phone to the planning room until the end of the day if it rings, vibrates excessively, or in any other way disrupts the educational process of a class.

No student shall use a cell phone to violate any student Code of Conduct, including computer usage agreements, and/or bullying policies.

Examples of unacceptable usage can include but are not limited to: In restrooms or hallways, bypassing the nurse or attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, etc.

Each teacher has the right to permit the use of cell phones for instructional purposes.

The student assumes all risks in bringing such devices onto school property or to school related functions.

SRMS AREA INDICATORS

Red Area: An area designated as a Red Area indicates that any cell phone is strictly prohibited. A classroom designated as a Red Area restricts all cell phone use. All restrooms and hallways are designated as a Red Area.

Yellow Area: An area designated as a Yellow Area indicates that cell phones may be in use in a limited capacity as permitted and directed by the teacher.

Green Area: An area designated as a Green Area indicates that cell phones may be in use for school related tasks as permitted and directed by the teacher. At lunchtime, the cafeteria will be designated as a Green Area.

PLANNING ROOM

The Planning Room consists of three rooms that are often used for conferences, independent work, group work, and testing. It also serves as location for students that are sent out of class for disciplinary reason. In the event a student is sent to the planning for disciplinary reason, the student will not be allowed to use any electronics unless otherwise instructed by the teacher. Students that misbehave in the Planning Room could be suspended.

BULLYING

Bullying is a kind of aggression that occurs when a person intentionally, and repeatedly, hurts or threatens someone else physically or verbally. Bullying always involves a power imbalance that makes it hard for the victim to defend himself or herself.

- Bullying is generally repetitive, intentional, targeted and systematic.
- Bullying sometimes results in physical harm to the victim, but bullying isn't always visible. A bully can be sneaky, spreading lies about the victim or making others turn against the victim.
- Most bullying acts such as verbal taunting, name calling, mocking and spreading rumors intended to insult or hurt the victim. Sometimes these verbal acts lead to harmful physical acts.
- Verbal bullying can also occur via e-mail, notes, instant messaging or text messaging or social media.

IMPORTANT RULES AND REGULATIONS

1. Attend school daily and come on time.
2. Leave all coats, jackets and backpacks in your locker unless otherwise instructed.
3. Move quickly from class to class. Enter the room quietly, take your assigned seat, and begin work as your teacher requests.
4. Be prepared to work every day. Bring whatever equipment is required for learning.
5. Do homework nightly.
6. Gum chewing may be prohibited in certain classrooms.
7. Electronic devices, including headphones are not allowed in hallways or classrooms unless permission is granted by classroom teachers for use in their rooms. Any electronic device causing a distraction will be confiscated. Items confiscated from students will be turned into administration by the end of the day and will result in the following consequences:
 - First offense: verbal warning
 - Second offense: call home
 - Third offense: a parent needs to come in to pick up the device
 - Fourth offense: possible in-school suspension
8. Do not engage in bullying, physical or verbal violence.
9. Demonstrate pride in your school building. Pick up trash and other items on the floor after yourself and others.
10. Use appropriate language and dress in a manner that shows respect.
11. Exercise self control at all times.
12. Make good choices and accept responsibility for your actions.

GOALS AND OBJECTIVES

In planning and maintaining both school and classroom settings that promote appropriate student conduct, the Sanborn Regional community is committed to the following objectives:

1. To promote mutual respect among students, staff/faculty, administration and parents through the display of appropriate language, attitude and physical behavior.
2. To maintain a safe and secure learning environment in which all students have the opportunity to reach their potential.
3. To promote each student's self knowledge, self-discipline and self-reliance.
4. To recognize and value individual differences.
5. To recognize that the management of student behavior is the collective responsibility of student's, staff/faculty, administrators and parents.
6. To maintain open lines of communication in a positive, fair and consistent manner while recognizing the individual needs of students.

Each child's education is the shared responsibility of the student, the parent/guardian and the school. Such a collaborative partnership can help motivate, support and encourage the student. When a large group of people work together in a community such as the Sanborn Regional Middle School, each partner must understand his/her responsibilities or roles and their relationships.

ROLE OF THE STUDENT

- Every student has the right to a safe learning environment. Every student in the Sanborn Regional Middle School is responsible for knowing the school rules, understanding their importance and abiding by them throughout the school year. All rules and regulations apply within the building, on school property and in school vehicles. They are in effect during all curricular, extra curricular and special activities sponsored the school both on and off school property.

ROLE OF FACULTY AND STAFF

- Every faculty/staff member has the right to a safe working environment. Educators must set and communicate clear expectations. Teacher's academic and behavioral expectations are designed to supplement the Sanborn Regional Middle School Behavioral Expectations. The establishment of classroom rules and management of classroom behavior is the responsibility of each teacher. Individual teachers may vary in their approaches to teaching and discipline, nevertheless, every faculty/staff member in the Sanborn Regional Middle School is responsible for knowing and acknowledging the significance of the Sanborn Regional Middle School Behavioral Expectations, and enforcing it consistently throughout the school year.

ROLE OF ADMINISTRATION

- Every administrator has the right to a safe working environment. The administration will interpret the Behavioral Expectations and guidelines and will apply them in a manner consistent with their intent. Also, the administration has the responsibility to provide communication with members of the Sanborn Regional community on the nature of their decisions and to allow students and parents the opportunity for due process. Lastly, because all members of the school community are subject to both the laws of the State of New Hampshire and town ordinances, the administration cooperates with police and fire departments in the investigation of possible violations of laws or ordinances.

ROLE OF THE PARENT/GUARDIAN

- Every parent/guardian has the right to know their child is in a safe learning environment. Each parent/guardian shares the responsibility for success in meeting the academic and behavioral expectations of Sanborn Regional Middle School and its community. Parents/guardians should be familiar with the Sanborn Regional Middle School Behavioral Expectations and feel free to initiate communication regarding disciplinary issues. Parents/guardians have the responsibility to support the academic and behavioral standards of the school.

CONSEQUENCES

It should be pointed out that although students have many rights guaranteed by state and federal laws, these rights end when they begin to interfere with the rights of others. Each right carries with it the responsibility to exercise that right wisely, and failure to do so may result in the loss of privileges. Specific consequences are determined on a case by case basis. Possible consequences include, but are not limited to:

- Verbal warning by teacher or administrator
- Time out within the classroom
- Referral to planning room
- Referral to nurse, guidance or peer mediator
- Lunch detention
- Phone call to parent or guardian
- Conference with parent or guardian
- After school detention with teacher
- After school detention with administrator
- In-school suspension
- Out-of-school suspension
- Safe Schools Report filed
- Expulsion

**REPORT OF THEFT, DESTRUCTION, OR VIOLENCE
IN A SAFE SCHOOL ZONE TO LOCAL LAW ENFORCEMENT AGENCY**

INSTRUCTIONS: This report shall be completed by a public or private school employee jointly with his/her supervisor immediately after awareness of an incident of a criminal nature. Not all information will be available at that time, but missing data shall be filled in within 48 hours by the principal. This report shall be filed with the local law enforcement agency by the principal within 48 hours of the incident. [See reverse for applicable laws]

School Name: SANBORN REGIONAL MIDDLE SCHOOL Principal's Name: SANDY RUTHERFORD

Address: 31A WEST MAIN STREET School Telephone: 603 382-6226

INCIDENT REPORT	TIME OF INCIDENT	LOCATION OF INCIDENT		
<u> / /</u> mo day year	_____ A.M. _____ P.M.			
ALLEGED OFFENSES				
<table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Drug/Alcohol Offenses <input type="checkbox"/> Weapon Offense <small>Please circle type of weapon: Handgun – Rifle/Shotgun – Other</small> <input type="checkbox"/> Homicide <input type="checkbox"/> Sexual Offense </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Robbery, Burglary, Theft <input type="checkbox"/> Arson <input type="checkbox"/> Criminal Mischief/Vandalism <input type="checkbox"/> Assault/Threatening </td> </tr> </table>			<input type="checkbox"/> Drug/Alcohol Offenses <input type="checkbox"/> Weapon Offense <small>Please circle type of weapon: Handgun – Rifle/Shotgun – Other</small> <input type="checkbox"/> Homicide <input type="checkbox"/> Sexual Offense	<input type="checkbox"/> Robbery, Burglary, Theft <input type="checkbox"/> Arson <input type="checkbox"/> Criminal Mischief/Vandalism <input type="checkbox"/> Assault/Threatening
<input type="checkbox"/> Drug/Alcohol Offenses <input type="checkbox"/> Weapon Offense <small>Please circle type of weapon: Handgun – Rifle/Shotgun – Other</small> <input type="checkbox"/> Homicide <input type="checkbox"/> Sexual Offense	<input type="checkbox"/> Robbery, Burglary, Theft <input type="checkbox"/> Arson <input type="checkbox"/> Criminal Mischief/Vandalism <input type="checkbox"/> Assault/Threatening			
DESCRIPTION OF INCIDENT				
(Include the names and addresses of any witnesses if appropriate)				
SUSPECT	VICTIM			
Name: _____ Address: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth <u> / /</u> <small>mo day year</small> Year Grade _____	Name: _____ Address: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth <u> / /</u> <small>mo day year</small> Year Grade _____			
EMPLOYEE REPORTING INCIDENT	DATE REPORT COMPLETED By Employee	DATE REPORT FILED By Principal		
Name: _____ School _____	<u> / /</u> <small>mo day year</small>	<u> / /</u> <small>mo day year</small>		

RECESS RULES

- No fighting, real or play.
- No contact games (e.g. tackle football)
- No pulling articles of clothing from another person.
- No throwing of snowballs or rocks. Teachers on duty may restrict the throwing of other objects that may lead to injury.
- Students are not allowed to leave the playground.
- Students should conduct themselves in a reasonable and responsible manner at all times.

IN-SCHOOL SUSPENSION (Planning Room)

Students may be assigned to the In-school Suspension Room Planning Room by an administrator if the infraction is serious or if an infraction has been repeated. We will make every effort to contact the parent/guardian if a student has been assigned to the Planning Room for a serious infraction or if a student requires planning room time more than once in a given day. Students in the Planning Room will be given class work to complete.

REASONS A STUDENT MAY BE ASSIGNED AN IN-SCHOOL SUSPENSION

- Cutting class; including Homeroom and Advisory.
- Failure to report to detention.
- Being sent to the planning room for behavioral infractions more than two times in one day.
- Disruption
- Swearing
- Excessive Horseplay
- Taking pictures of staff or students without permission from the photographed person * depending on the circumstances this could result in an out-of-school suspension

OUT-OF-SCHOOL SUSPENSION

It is a serious matter when a student is suspended from school. A hearing is held in the office of the assistant principal and the student is informed why and when he/she is being suspended. Whenever possible, parents are notified by phone before a student arrives home and by mail whenever a student is suspended. If they so desire, parents have the right to a meeting with the principal.

REASONS A STUDENT MAY BE ASSIGNED AN OUT-OF-SCHOOL SUSPENSION

- Smoking. See School Board Policy in appendix.
- Possession, use, or sale of alcohol or drugs. See School Board Policy in appendix.
- Acts of violence against person or property. See School Board Policy in appendix.
- Bullying. See School Board Policy in appendix.
- Pulling down another student's pant or shorts ("pantsing").
- "Table Topping" – when a student kneels behind a student and another student pushes them.
- Extreme insolence or insubordination towards a staff member. (profanity directed at staff)
- Being disruptive in inside suspension or detention.
- Stealing.
- Sexual harassment - physical contact or after warning. See Policy in appendix.
- Being continually or extremely disobedient, rude, or disruptive.
- Knowingly misusing or damaging property belonging to the school, to teachers, or to students.
- Causing a hazardous or dangerous situation: fighting, throwing objects, climbing out of school windows, etc.
- Dangerous weapons. See School Board Policy in appendix.
- Leaving the building or school grounds without permission.
- Possession of cigarettes. (Including e-cigarettes/vaping and paraphernalia) See School Board Policy in appendix.
- Fighting: 3-5 days suspension. See School Board Policy in appendix.
- Repeated incidents of dress code violation, cutting class, excessive horseplay, excessive spraying of aerosols and sprays such as perfume and deodorants, tardiness to class.

Students returning from suspension will be able to make up tests and homework. They will have one day to make up work for each day suspended, i.e., after a three-day suspension, students must see teachers to make up tests and homework within three days. Contacting the teachers for all make up is the student's responsibility.

STUDENT CONDUCT ON SCHOOL BUSES

SRSD FILE: EEAEC

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.

THE CONSEQUENCES FOR NOT FOLLOWING THESE RULES ARE:

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 REVISED STATUTES 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 office.

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

Effective: June 20, 1979
Revised: December 13, 1995
Revised: January 17, 1996
Revised: March 6, 2000

AUTOMATIC REMOVAL

- Destruction of bus property will result in removal from the bus for a period of time deemed appropriate by the principal. Payment or community services for all damages may be an expected consequence before transportation privileges are restored.
- Smoking or lighting matches.
- Fighting

SCHOOL ADMINISTRATIVE UNIT NO. 17
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Student's Name _____ School _____

Driver's Name _____ Bus # _____ Date _____

Dear Parent:

In order to guarantee your child and other children riding the bus the safe transportation they deserve, we are utilizing the following discipline plan:

OUR PHILOSOPHY

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate students stopping drivers from doing their jobs or preventing other students from having safe transportation.

YOUR CHILD HAS CHOSEN TO VIOLATE THE FOLLOWING RULE(S):

Students will:

- _____ 1. Stay in their seats.
- _____ 2. Follow directions of and show courtesy and respect for bus driver.
- _____ 3. Refrain from pushing, shoving, hitting, cutting in line, or fighting at any time while on the bus or at a bus stop.
- _____ 4. Refrain from throwing objects or littering.
- _____ 5. Refrain from making excessive noise (shouting, whistling, making sound effects) or any action that may distract the driver.

IF A STUDENT CHOOSES TO BREAK A RULE, THE FOLLOWING CONSEQUENCES ARE APPLIED:

- _____ 1. 1ST Incident: Driver verbally warns student. Date of Warning _____
- _____ 2. 2nd Incident: Driver submits written report to principal and parent receives a copy.
- _____ 3. 3rd Incident: Student is suspended from the bus and loses all transportation privileges for:
Elementary – 1 day
Middle/High – 3 days
- _____ 4. 4th Incident: Student is suspended from the bus and loses all transportation privileges for:
Elementary – 3 day
Middle/High – 5 days
- _____ 5. 5th Incident: Student is suspended for long-term and loses all transportation privileges.

SEVERE DISRUPTION

The following inappropriate behavior will result in AUTOMATIC SUSPENSION of all transportation privileges (3 days to long term) and payment for any property damage:

- _____ 1. Physical harm to student(s).
- _____ 2. Physical harm or threat of physical harm to driver.
- _____ 3. Use of vulgar or obscene language/gestures.
- _____ 4. Property damage and/or tampering with safety or emergency equipment.
- _____ 5. Disruptions which create a safety hazard.

COMMENTS _____

ACTION TAKEN _____

_____ Date

_____ Principal's Signature

Appendix

SEXUAL HARASSMENT

SRSD FILE: JBAA (also ACAA and GBAA)

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, 17 Danville Road, Kingston, New Hampshire, 03848-3249 (Telephone: 603-642-3688); (2) the Title IX Coordinator who is the Director of Student Services, 17 Danville Road, 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:

1. graphic comments about a person's clothing, body, or sexual activity
2. sexual propositions
3. touching, patting, pinching, or leering
4. derogatory gender-based attempts at humor
5. demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.
6. dirty jokes
7. sexually suggestive objects or pictures
8. sexually explicit gestures
9. sexually suggestive verbalizations/noises such as whistling, wolf calls, smacking of lips, and calling out, such as "Hey, Baby", etc.
10. 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.

1. **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.
2. **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.
3. 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.
4. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments.

Investigation and Recommendation

1. 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.
2. 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.
3. The allegation(s) will be properly drafted and the investigative procedure will be explained to the complainant.
4. 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.
5. 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.
6. 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.

7. The District will employ interim steps to protect parties and to prevent the possible continuation of harassment and/or retaliation during the investigation.
8. 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.
9. 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.
10. Parents of both the victim and the accused (in cases of student-on-student harassment) shall be notified promptly of any allegations.
11. The Title IX Coordinator shall report the incident to the District's insurance carrier.
12. 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.
13. 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.
14. 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.
15. At all times victims have the right to pursue alternative procedures as set forth below.

Action if Complaint is Valid

1. 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.
2. 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

1. 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.
2. 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) 565-1340

Posting/Publication

1. Copies of this Policy shall be given to all Employees, Students, and parents annually by publishing in the applicable Handbook.
2. Each new School District employee and student shall receive and sign for a copy of the District's policy.
3. 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.
4. 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

GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINT

SRSD FILE: JBAA-R (also ACAA-R and GBAA-R)

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

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

HOMEWORK GUIDELINES

SRSD FILE: IKB-R

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:

ELEMENTARY LEVEL

In the elementary schools (grades K-5), homework will complement the developing relationship between home and school. As part of this relationship, parents are encouraged to read to and with their children on a regular basis. Additional homework will focus upon reading, writing, and math practice activities that will be coordinated by the grade level teams. Homework assignments could be used to provide students with the opportunity to complete project-type activities. All homework at this level will reflect the framework outlined in the grade level course descriptions. It is recommended that students in grades kindergarten through grade 3 receive twenty minutes of homework per day, and students in grades 4 and 5 receive between twenty and forty minutes of homework per day.

MIDDLE LEVEL

At the middle level, homework will make accommodations for the uniqueness, the emerging capacities, the evolving needs, and the blossoming talents of the young adolescent. It will be given frequently and through assignments of varied type, length and difficulty. It will be coordinated by the teams and will reflect the requirements detailed in the course descriptions. It is expected that homework assignments will allow students to practice what they have learned in class, to complete longer reading passages, and to complete project-type activities. Students will practice reading critically in all content areas. Students will be required to read independently every day and to record their reading for assessment in literature. There is no recommendation for the amount of time students should spend on homework at the middle 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 elementary school.

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

STUDENT DRESS

SRSD FILE: JICA-R

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: November 17, 2004
Reaffirmed: October 5, 2011
Revised: September 9, 2015

TOBACCO USE BY STUDENTS

SRSD FILE: JICG

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

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

STUDENT SUBSTANCE USE AND ABUSE - RULES

SRSD FILE: JICH-R

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.

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: April 20, 1983
Revised June 4, 1997
Revised: November 3, 1997
Revised: January 20, 2010
Reaffirm: October 5, 2011
Revised: September 9, 2015

PUPIL SAFETY AND VIOLENCE PREVENTION

SRSD FILE: JICK

Statement of Purpose

The Sanborn Regional School District has zero tolerance for violence and pupil harassment in the schools.

The purpose of this policy is to define acts of violence and to promote a safe and disciplined environment conducive to learning. It is further intended to comply with RSA 193-F which specifically identifies "bullying" as a form of pupil harassment.

Statement of Policy

I. General Statement of Policy

The Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F:3, which specifically identifies "bullying" as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy, in accordance with RSA 193-F:3.

II. Bullying and Harassment Defined

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. The Superintendent may develop administrative regulations to implement this definition.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive academic environment; (2) has the purpose or effect of interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's work or academic performance.

III. Reporting Procedures

Any school employee or employee of a company under contract with a school in the District, or the District itself, who has witnessed or has reliable information that a pupil has been subjected to bullying or harassment, as defined in II above, shall report such incident to the Principal, or his/her designee.

The Principal is initially responsible for receiving oral or written reports of violations of this policy. The Principal may designate, in writing, an additional person to receive such reports. If the Principal received the information verbally, he/she shall reduce the report he/she received to writing within twenty-four hours of receiving the information, and forward it to the Superintendent. If the Principal received the information in writing, he/she shall forward what he/she received to the Superintendent within twenty-four hours of receipt.

The District will make available forms for reporting incidents of bullying and harassment, and shall encourage the use of these forms. Such forms shall be available in the Principal's office in each building, and from the Superintendent's office. After receiving any such report, the Principal shall report the incident to the Superintendent, who shall notify the School Board.

The Principal, or designee, shall by telephone and in writing via first-class mail, report the incident to the parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident. Any such notification under this policy must be consistent with student privacy rights under the applicable provisions of FERPA. The notice shall advise the individuals involved of their due process rights including the right to appeal to the State Board of Education.

The Superintendent may, within the 48 hour time period, grant the Principal a waiver from the notification requirement if the Superintendent deems such waiver to be in the best interest of the child. Any waiver granted shall be in writing.

IV. Investigation

The Superintendent shall direct an investigation to be made of bullying or harassment reports in accordance with the procedures specified in Policy JBAA.

V. Training

The Superintendent may develop age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying, and for staff to effectively respond to any such incidents.

VI. Notice of Policy

The Superintendent shall provide written notice of this policy to students, parents, and staff through appropriate references in the student and employee handbooks, or through other reasonable means. The Superintendent shall also make all contractors contracting with the District aware of this policy.

VII. Discipline

If it is determined, after investigation, that a pupil has engaged in bullying or harassing conduct prohibited by this policy, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable School Board policy and legal requirements.

VIII. Appeal

Aggrieved parties may appeal disciplinary action to the School Board. The School Board shall notify all parties involved in writing of its decision. The aggrieved party has the right under RSA 193-F:3 to appeal the decision of the School Board to the State Board of Education, who shall, in writing, notify all parties involved of its decision.

IX. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

Legal References:

*NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment
RSA 193-F:3, Pupil Safety and Violence Prevention Act of 2000
RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed*

Related Policies: JICG, JICH, JICI, JK

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

AGGRESSIVE BEHAVIOR

SRSD FILE: JICB

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.

Penalties

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

SUSPENSION AND EXPULSION OF STUDENTS

SRSD FILE: JK

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

SUSPENSION AND EXPULSION OF STUDENTS

SRSD FILE: JK-R

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' 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

ANNUAL NOTICE 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 15th 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 15th 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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

SRSD FILE: GPJA

Statement of Purpose

The School Board directs the Superintendent or designee to take steps to ensure compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information.

Statement of Policy

Confidentiality of Individually Identifiable Health Information

The District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

All employees of the District are expected to comply with the administration of this policy. Any violation of the HIPAA privacy or security standards or this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Superintendent of Schools. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

If the Superintendent of Schools determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or his/her designee for appropriate disciplinary measures.

Notice

The District shall distribute a Notice of Privacy Practices within one month of the initial adoption of this policy, and thereafter to all employees at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks and the health plan booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

Training

All employees shall receive training regarding the District's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District's privacy practices or procedures.

Documentation

Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation shall be kept in written or electronic form for a period of six years.

Legal Reference:

Public Law 104-191, Health Insurance Portability and Accountability Act of 1996
Appendix GBJA-R, EHB-R and JRA-R
Cross-Reference: Policies GBJ and JRA

New: April 4, 2012

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) NOTICE OF PRIVACY PRACTICES

SRSD FILE: GBJA-R

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have any questions about this notice, please contact Superintendent of Schools, at 603-642-3688.

Who Will Follow the Requirement of This Notice:

This notice describes the District's practices and those of its employees and business associates. The District, its employees, and its business associates may share medical information with each other for the purposes of treatment, payment or other operations of the District as described in this notice.

Privacy of Health Information:

We understand that medical information about you and your health is personal. This notice tells you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations that we have, regarding the use and disclosure of medical information. We are required by law to:

1. Assure the medical information that identifies you is kept private;
2. Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
3. Follow the terms of the notice that is currently in effect.

Use and Disclosure of Medical Information:

The following describes the different ways that we may use and disclose medical information. Generally, private health information may be released without your authorization for the purposes of treatment, payment or other healthcare operations of the District. Medical information may also be released for the following purposes:

1. as required by law;
2. for public health services;
3. in connection with the investigation of abuse, neglect or domestic violence;
4. to health oversight agencies in connection with health oversight activities;
5. for judicial and administrative proceedings;
6. for law enforcement purposes;
7. to coroners, medical examiners and funeral directors;
8. for research if a waiver of authorization has been obtained;
9. to prevent serious and imminent harm to the health or safety of a person or the public;
10. for specialized governmental functions;
11. for military and veterans activities;
12. for national security and intelligence;
13. for protective services for the President and others;
14. to the Department of the State to make medical suitability determinations;
15. to correctional institutions and law enforcement officials regarding an inmate or
16. for workers' compensation if necessary to comply with the laws relating to workers' compensation and other similar programs.

Rights Regarding Medical Information:

You have the following rights regarding medical information that we maintain about you:

Right to Inspect and Copy:

You have the right to inspect and copy medical information that may be used to make decisions about you, including medical and billing records. To inspect and copy medical information about you, you must submit your request in writing to the Superintendent of Schools. If you request a copy of this information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed.

Right to Amend:

If you feel that the medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the District. To request an amendment, your request must be made in writing and submitted to the Superintendent of Schools. In addition, you must provide a reason that supports your request. We may deny your request if the information:

1. is not in writing or properly supported by a reason;
2. was not created by us;
3. is not part of the medical record kept by the District;
4. is not part of the information that you would be permitted to inspect and copy; or
5. is accurate and complete.

Right to an Accounting:

You have the right to request an "accounting of disclosures." This is a list of the disclosures we have made of medical information about you. To request this list, you must submit your request in writing to the Superintendent of Schools. Your request must state a time period that may not be longer than six years. Your request must also indicate in what form you want the list (for example, on paper or electronically). The first list that you request within a 12-month period is free.

For additional lists, we may charge you for the cost of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request before any cost is incurred.

Right to Request Restrictions:

You have the right to request a restriction or limitation on the medical information that we use or disclose about you for treatment, payment or healthcare operations. You also have the right to request a limit on the medical information that we disclose about you to someone who is involved in your care or the payment for your care.

However, we are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment. To request restrictions, you must make a written request to the Superintendent of Schools telling us what information you want to limit; whether you want to limit our use, disclosure or both; and to whom you want the limits to apply, for example disclosures to your spouse.

Right to Request Confidential Communications:

You have the right to request that we communicate with you about medical matters in a certain way or at a certain location, for example by mail or only at work. To request confidential communications, you must make your request in writing to the Superintendent of Schools and specify how or where you wish to be contacted. We will not ask you the reason for your request and will accommodate all reasonable requests.

Right to a Paper Copy of This Notice:

You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy. You may obtain a copy of this notice by contacting the Office of the Superintendent.

Changes to This Notice:

We reserve the right to make changes to this notice, and to make the revision or change applicable to medical information we already have about you, we will post a copy of the current notice in each building in the District.

Complaints:

If you believe your privacy rights have been violated, you may file a complaint with the District. To file a complaint, please contact the Superintendent of Schools, Sanborn Regional School District, 178 Main Street, Kingston, New Hampshire, 03858, at 603-642-3688.

All complaints must be submitted in writing.

You can also complain to the Office for Civil Rights, US. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D,C, 20201-0004, (800) 368-1019.

Other Uses of Medical Information:

Other uses and disclosures of medical information not covered by this notice will be made only with your written permission. If you provide us with permission to use or disclose medical information about you, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reason covered by your written authorization. However, we will not be able to take back any disclosures that we already made during any period in which your permission was in effect.

See Policies GBJA, JLCD and JRA

New: April 4, 2012