

# MEMORIAL ELEMENTARY SCHOOL HANDBOOK

## 2021-2022



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# MISSION AND VISION STATEMENTS

## **SANBORN REGIONAL SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Sanborn 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.

## **MEMORIAL SCHOOL MISSION STATEMENT**

The mission of Memorial School and its community is to provide and maintain a safe, supportive, and respectful environment. The education of each student will emphasize academic, social, and personal growth through meaningful and challenging learning experiences.

## **MEMORIAL SCHOOL VISION STATEMENT**

Learning for All

## **New England Association of Schools and Colleges (NEASC) Accreditation Statement**

Memorial Elementary School is accredited by the New England Association of schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course program offered, or the competence of the individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

Commission on Public Elementary Schools  
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
209 BURLINGTON ROAD  
BEDFORD, MA 01730-1433

## STUDENT SCHEDULE

A typical daily routine for each student at the Memorial School, including lunch, is as follows:

### GRADE 4-6

8:10 AM	Breakfast
8:15	First Bell – Students enter school
8:25	Tardy
11:10 –1:10	Lunches 4-6
2:55 PM	Dismissal

## CURRICULUM AND INSTRUCTION

The Sanborn Regional School District (SRSD) supports instructional practices that are considered "Best Practices". Best practices are strategies, teaching models, and programs that have proven to be effective in supporting student achievement. These strategies include varied instructional tools. The state has adopted the National Common Core Curriculum for Literacy and Mathematics and these guides are also incorporated as part of the district's curriculum. The instructional practices in the district include models of instruction that encourage students to use critical thinking and to develop 21<sup>st</sup> Century Skills. For more information, be sure to visit the district web site for the link to curriculum.

The **Morning Meeting** is a teaching approach used in Responsive Classrooms; classrooms where the social curriculum and the academic curriculum are fully integrated and are of equal importance. Morning Meetings create community, foster responsive interactions and develop skills such as problem-solving and following directions needed to be a responsible member of a class and school. Memorial School teachers generally conduct Morning Meeting a short time after students arrive in the classroom each day.



**Technology** is a powerful tool for learning in our school. Electronic information research skills are fundamental to the preparation of citizens and future employees. Students use technology in many ways, available through local area networks and the Internet. Opportunities to access resources and collaborate on curriculum work are possible through the integration of technology into the academic program. The media center, iPads and Chromebooks provide students regular access to computers.

Curriculum review is an on-going process of research, development, and implementation. SRSD continuously seeks to provide a program that addresses the needs of our students and is characterized by high standards. In 2020-2021, the Memorial staff will continue to develop Quality Performance Assessments to ensure that our students are provided with high-quality learning opportunities that will prepare them well for their futures.

## STUDENT HOMEWORK

To further the Sanborn Regional School District's goal of developing and nurturing independent learners, we believe that homework, in its many forms and formats, is essential to supporting instruction. We believe that working outside the classroom and school day develops responsibility, fosters self-confidence and reinforces the educational process while providing a home/school connection that is essential to student success. For maximum benefit, homework requires cooperation, participation and communication among teachers, parents, and students. Guidelines are listed in the **SRSB Policy IKB-R**.

## MAKE-UP WORK FOR ABSENCES

Students who are absent may miss demonstrations, direct instruction, and collaborative work that cannot be made up. New concepts that are introduced and discussions that are held are difficult to replicate. Written work should be made up as soon as possible after returning to school. If your child is expected to be absent for more than two days, parents may request make-up work to be sent home with a sibling or picked up after school. Please give teachers a full day's notice to gather materials. Absence for vacation during scheduled school days is strongly discouraged by the Sanborn Regional School District. If your child must be absent from school, please give at least 5 days' notice. Whatever the reason for absence, it is in your child's best interest to learn as much as possible about the missed skills and concepts. The grading of make-up work will be specified by each teacher on an individual basis.

## ELEMENTARY PROGRESS REPORTS

The Sanborn Regional Elementary Progress Report, developed by a committee of teachers, parents, and administrators was adopted by the School Board in 2009. The trimester schedule provides formal report cards three times per year with interim progress reports distributed in between. The Elementary Progress Report is both competency-based and skills/standards aligned with grade-level expectations, and is designed to:

- Provide information about student progress toward exit-level standards.
- Be user-friendly and easily interpreted.
- Provide accurate and understandable descriptions of student learning.
- Communicate individual student growth over time
- Be aligned with Sanborn and State standards



Parents and teachers meet during trimester one. Interim progress reports are a one-page update that is sent home in the middle of the three trimesters. The Trimester Schedule for 2020-2021 is below, and updates will be posted on the website as needed.

Trimester	End Date
Trimester 1	December 2
Trimester 2	March 16
Trimester 3	June 17

## **PROMOTION AND RETENTION**

The Sanborn Regional School District is committed to a policy of promotion and retention that benefits the best educational interests of students and creates the opportunity for every child to grow to the limits of his/her abilities and potential. Please refer to School Board Policies **IKE** and **IKE-R** in the Appendices.

Students in the Sanborn Regional School District shall be promoted annually from one grade level to the next based upon appropriate demonstration of proficiency.

A retention decision is based on what is in the best educational interest of the child. It is considered a very serious decision and it will be evaluated on an individual basis. Participants in this decision-making process may include pertinent school staff such as the school principal, teachers, guidance counselor, special needs staff, nurse, other staff who may be involved, the child's parents and when appropriate, the student.

The student at risk of not being promoted will be considered by mid-year if she/he is not succeeding academically. Parents will be informed in writing of the possibility of non-promotion and the areas in which their child is experiencing difficulties. No later than the end of the second trimester, a promotion review process will begin on a student who is being considered for retention.

Parents are critical to the educational process of their children. A partnership between parents and school personnel is highly beneficial to the educational success of students. However, if there is disagreement between the professional staff and parents regarding retention decisions, an appeal may be made by parents in writing to the Superintendent of Schools.



## **STUDENT RECORDS**

Educational records are maintained for every student enrolled at the Memorial Elementary School. The handling of these records is subject to Federal Law and policy of the Sanborn Regional School District.

Parents may review and inspect the educational records of their child. The request to do so should be made in writing to the Superintendent and submitted to the Superintendent through the Principal of the Memorial School.

Parents may request explanations and interpretations of the records by qualified school personnel. Copies may be made for \$0.25 per page.

Parents may request that the student's educational records be amended and may request a hearing if the records are inaccurate, misleading, or invade the privacy or other rights of the student.

Disclosure of education records without written parental consent is forbidden. Thus, it is important when children are transferred from one school to another that parents request (through a form provided at Memorial School) the transfer of record. Information about a student may be released without prior consent when the data consists of "directory information." This includes the student's home address, telephone number, name, date and place of birth, grade, subjects taken, dates of attendance, participation in officially recognized

activities, clubs and sports, awards and honors (including honor roll based upon marks) and schools attended.

**A parent of a student may request that any or all of the categories of information not be designated “directory information” with respect to that student. Requests shall be written, addressed to the Superintendent of Schools and submitted through the Principal. Such requests will be in effect for the current year.**

## **STUDENT CODE OF CONDUCT**



Inappropriate student conduct that causes material and substantial disruption to the school environment interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

[School Board Policy JICD](#) addresses all aspects of the school’s approach to discipline and due process. This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. The policy stipulates that the school response to misconduct, including disciplinary measures and consequences, should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to [Policy JIC](#) and the school’s Code of Conduct which is explained below.

### **DESCRIPTION OF DISCIPLINARY CONSEQUENCES**

#### **Removal From the Classroom**

"Removal from the classroom" means a student is sent to the building Principal's office or to his/her designee or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student. Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond. Removals are not appealable.

#### **Restriction From School Activities**

"Restriction from school activities" means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as intramurals, field trips, and performances. A student who has been restricted from school activities may not participate in practices (including, but not limited to, athletic, academic and/or extracurricular activities). Before ordering the restriction, the supervising employee (Principal or Assistant Principal) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the student’s parent/guardian. Restrictions under this policy are not appealable.

#### **Detention**

"Detention" means the student's presence is required for disciplinary purposes before or after the hours (not to exceed one hour in length) or during school lunch/recess. Students may be assigned classroom detention at the classroom teacher's or his/her designee’s discretion, and building detention at the Principal’s discretion or his/her



designee, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Student Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention before or after school. Lunch detentions often occur on the same day of the infraction and parent communication is made via a phone call or letter sent home with the student. Detentions are not appealable.

### **Temporary Reassignment**

Temporary reassignment or "in-school suspension" means the student will attend school, but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment. The building Principal or his/her designee is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Student Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

### **Probation**

"Probation" means a student is given a conditional suspension of a penalty for a definite period in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

### **Out of School Suspension**

Out-of-school suspension means the temporary denial of a student's attendance at school for a specific period. It includes short-term and long-term out of school suspensions.

- a. Short-term suspension. A "short-term suspension" means an out-of school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).i The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less. A short-term suspension may be imposed only for:
  - i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, and act of theft, destruction or violence, as defined in RSA 193-D: 1);
  - or
  - ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Student Code of Conduct.

Pursuant to RSA 193:13, XI (b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Student Conduct. Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary action taken). See New Hampshire Department of Education Rule Ed 317.04(f) (1).iii

b. Long-term suspension. A “long-term suspension” is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension. A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-Div;
- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

### **Re-entry Meetings and Intervention Plans**

Prior to returning to regular classes, a suspended student and parent/guardian (when available) shall meet with the building Principal and/or Assistant Principal to assist the student in smoothly returning to the school setting. Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

### **DISCIPLINE AND EXPECTED BEHAVIOR**

The discipline philosophy of Memorial School was developed by teachers, parents, and students. Of greatest importance is to provide students with a safe learning environment. This includes physical order and security with high standards and expectations for appropriate behavior. Our goal is to promote an environment where mutual respect is expected and practiced. Rules for student safety, school boundaries, and behavioral expectations are based on this premise.

The staff members of Memorial School believe that students need to become informed decision makers. Students are expected to behave appropriately; emphasis is placed on the importance of self-regulation. If a student chooses to break a rule, the consequences of that decision are known by the student, and will be followed through with.

At all times, students are expected to observe classroom rules as specified by their teachers and classmates. When in the common areas, such as the hallways and cafeteria, all students are expected to conduct themselves in an orderly manner in the interest of safety and with consideration for the learning environment of others. Running in the building, making loud noises, pushing, shoving, or making physical contact are not allowed at any time. When dismissed, students walk quietly from the building. If a student chooses to make an inappropriate decision, the staff member on duty may ask the student to forfeit a recess and report to the Responsibility Room. Parents will be contacted when a student is sent to the Responsibility Room for unsafe or disrespectful behavior that results in more than a conversation. If a student appears in the Responsibility Room more than three times in 30 days, another phone call home to parents will be made. This contact will inform parents of the

student's infraction and the resulting consequences.

Parents are integral in encouraging good behavior at school. If a disciplinary situation warrants the intervention of the administration, you may be called at home or work to speak with your child regarding the inappropriate decision that s/he has made. Together, school personnel, parents and the child plan appropriate future steps to ensure good behavior.

In serious situations where a student is a danger to himself/herself or others, or causes a disturbance which denies other students the opportunity to learn, parents may be called and asked to remove the student from school for a stated period of time. This is considered a suspension from school and utilized only in the most severe circumstances.

### **ZERO TOLERANCE**

The Sanborn Regional School District has adopted a **ZERO TOLERANCE** philosophy for certain illegal and/or unacceptable behaviors anywhere on school grounds or at school related events. These unacceptable behaviors include: possession, use or sale of drugs or alcohol; possession of a weapon (including firearms); violence; and the possession or use of tobacco products.



**Zero tolerance** means that the School Board, in its policies established for the Sanborn Regional School District, will take a strong and clear stance against the above-mentioned behaviors. Disciplinary action including expulsion is always a possible consequence for participation in these activities. While some associated regulations and/or procedures may identify different levels of offenses and possible consequences, any violation of these policies could result in long-term suspension or expulsion.

### **PLAYGROUND RECESS EXPECTATIONS**

Memorial School has simple playground rules. They are:

1. Follow directions promptly and respectfully.
2. Keep your hands and feet to yourself.
3. Stay within the school boundaries and away from the portable classrooms.
4. Snow, rocks and sticks stay on the ground.
5. Use trash cans to help keep the playground clean.
6. Take turns and use playground equipment responsibly.



Playground equipment is to be used only in the manner for which it is intended. Each student is expected to share, take turns, and use recess time appropriately. Any disruptive toys/games or other electronic

entertainment devices should **not** be brought to school, except if requested by a teacher for a classroom project. It is everyone's responsibility to help keep the playground clean and free of wrappers and trash.

The following school-wide behavior expectations support our endeavors for a safe and respectful school environment:

1. Walk and move safely.
2. Show respect to others and for property.
3. Follow directions.
4. Keep Memorial School neat and clean.

### **CAFETERIA EXPECTATIONS**

We expect students to exhibit the same manners in the cafeteria as they would use in a restaurant. Students sit with their class in the cafeteria and should walk, not run, in the cafeteria. Voices should be no louder than those used in a quiet conversation and students should keep their hands and feet to themselves. All students are responsible for picking up after themselves and leaving the lunch area clean. When directed, students should finish their conversations and lunches, make sure that their table area is clean, and prepare to be dismissed for recess. Students are not to leave their seats without permission, but should follow directions of duty personnel, cafeteria supervisors and kitchen staff.



### **CELL PHONE AND ELECTRONIC DEVICE EXPECTATIONS**

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

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

The use of mobile phones and other electronic devices in school can both benefit and distract from the educational environment. Principals at each school shall determine and inform staff and students of the expectations for appropriate use of electronic devices.

Students with medical devices linked to an electronic device will be allowed to use them for that purpose. School staff and students will also adhere to language in students' IEPs or 504 plans related to electronic device possession and use.

No student has a right to possess or use his/her mobile device at any time during the school day other than as prescribed above; electronic device possession/use is a privilege.

Memorial School Procedural Guide: During the school day, cell phones and other electronic devices should be stored in student backpacks unless permission has been otherwise granted by school staff.

Memorial School is a one to one school for technology in the classroom, personal technology not needed for academic purposes. Please refer to School Board Policy JICJ

## **RECOMMENDATIONS FOR DRESS**

Memorial School students should take pride in their appearance and DRESS FOR SUCCESS!

Clothing worn by students should be appropriate for the season, comfortable for working in school, and safe for active play during recess. Clothing should not be so unusual or revealing that it leads to disruption of class. Hats and headgear should be removed upon entering the building.

T-shirts with sayings that may offend others and clothing that exposes the midriff are discouraged for both boys and girls. Undergarments should not be exposed. Students must wear shoes that strap securely on their feet. Sneakers are the best choice for footwear as they are safe for activities during Physical Education classes, active play during recess and to protect toes for activities and experiments in the classroom. During hot weather, shorts are acceptable for boys and girls. When students wear boots to school, they must bring indoor footwear to be worn in the building. Sneakers with roller skates embedded in the sole are not allowed at any time.

Please label student clothing with identifying names. If clothing is lost at school, please check with the classroom teacher or check the “Lost and Found” located in the bus port area.

The administration and school nurse reserves the right to determine the appropriateness or inappropriateness of students' clothing within the guidelines spelled out in the handbook. Please refer to School Board Policies JICA and **JICA-R**.

Please label student clothing with identifying names. If clothing is lost at school, please check with the classroom teacher or check the “Lost and Found” located in the bus port area.

## **STUDENT SERVICES**

### **GUIDANCE**

Memorial School employs the services of a full-time guidance counselor. The counselor provides individual and group counseling as well as observation and assessment of student behavior, self-concept and decision making. The counselor regularly consults with parents, teachers, and other school staff regarding behavior management, concerns in school or home, and a variety of other topics. In addition, the guidance counselor provides developmental counseling consisting of regularly scheduled classroom lessons.



## **SPECIAL EDUCATION**

The Sanborn Regional School District wants to provide the best possible education for all students. It is not uncommon for students to have special needs prior to enrolling in school and/or during their school experience. We make an effort to find, identify, and provide an appropriate education to all students and young adults, 3-21 years of age, who have an educationally handicapping condition.

A student with an educational challenge may be one who has special needs in the area(s) of vision, mobility, health, speech/language, gross/fine motor deficits, social-emotional development concerns affecting behavior or concept development. Early identification is essential in helping a child overcome his/her difficulties. If a student is identified as having special needs, Memorial School commits to addressing those needs in the least restrictive environment. Every attempt is made to adhere to an inclusionary philosophy in special education.

If you have concerns about your child's development or ability to learn, or suspect a learning difficulty may exist, please contact your child's classroom teacher, the guidance counselor, the Special Education Director, or the Principal at 382-5251.

## **CHILD FIND**

A Child Find Program has been developed for the Sanborn Regional School District. It ensures all children living in Newton or Kingston, including those attending private schools, who may have potential disabilities and may be in need of special education and related services, are eligible for evaluation services. Children who are suspected of experiencing challenges to learning may be referred to the Special Education Pupil/Evaluation Team.

## **ACADEMIC PROGRAMS**

### **LITERACY AND MATH ENRICHMENT PROGRAM**

Students are provided with opportunities to develop and enrich their individual literacy strengths. WIN (What I Need) develops extended units of study that encourage the use of essential skills such as critical and creative thinking, reference skills, creative problem-solving and learning styles awareness. Teachers create units and lessons that build on existing curriculum and themes that provide an extension of content and challenge and expand students' thinking.

### **READING SPECIALIST**

The Memorial School Reading Specialist is responsible for the implementation of the Language Arts Program. The Reading Specialist will provide assistance to students where



it is beyond the scope of the classroom teacher. Assistance will be provided on an enrichment or remedial basis based upon need.

### **LIBRARY/MEDIA CENTER**

The library/media center is available to all students. Students in grades four through six may check out and keep them for up to two weeks. These library books are the responsibility of the student. Lost or damaged books must be paid for by the student.

### **TECHNOLOGY**

Technology is a powerful tool for learning. Electronic information research skills are fundamental for the preparation of citizens and future employees. Students use technology in many ways, available through local area networks and the internet. Opportunities to access resources and collaborate on curriculum work are possible through the integration of technology into the academic program.



### **PHYSICAL EDUCATION AND HEALTH**

Teamwork, exercise, and skill development are some of the goals of the physical education program. Students practice stretching, warm-up, movement, and rhythmic activities at to improve fitness and coordination. In addition to Physical Education, safety and nutrition are taught through the Health Program. Students are instructed in healthy habits throughout the formal program. Students are encouraged to dress appropriately and wear clothing that is safe and allows for freedom of movement. Leather soles, wet sneakers, boots, plastic shoes or bare feet are not allowed. Dangling jewelry must be removed.

### **MUSIC AND ART**

Students at Memorial School experience music, movement, dance, and rhythms which are critically important to an elementary students learning experience. A formal program of instruction includes creative movement, an introduction to keyboard and instrumentation, and singing. During the course of the year, special student demonstrations of learning, performances, concerts or exhibitions will be part of the art and music programs.

### **PARENT TEACHER ORGANIZATION**

The Memorial Parent Teacher Organization provides parents and staff members with a way to share their experiences and knowledge about children. PTO members support public education, encourage all members of the community to be involved in their children’s education, and work to improve children’s health and safety.



Our Memorial PTO is very active, helpful and deserving of our support. The members are eager to render assistance to the school in any way possible. What an amazing job the PTO did for us during the past school year! We would not have been able to provide the varied programming and assemblies that we did without their support. Please consider joining the Memorial PTO this year!

## STUDENT SAFETY

### STUDENT ABSENCE OR TARDINESS

When a student is going to be absent or late for school, **parents should call our attendance line at 382-5251**, dial zero for the main office, and leave a message stating the student's name, and the reason for his/her absence. The attendance line is available all hours that the school is not open and during arrival and dismissal time. Student absences can be reported using Pickup Patrol as well.

In order to provide for the security of our students, absences that are not reported to the school will be followed up with a call to your home and/or place of business. If necessary, the persons listed on the student's emergency card will be contacted to assure their safety. **If the school is still unable to ascertain the whereabouts of a child after these steps, the Newton Police Department will be contacted to conduct a well-child visit at the home to ensure the child's safety.** However, it is the parent's primary responsibility to make the call to the school. Any student arriving after the 8:25 A.M. tardy bell must use the main entrance and check in the office for a "tardy pass" before reporting to his or her classroom. To be eligible to participate in an after-school curricular or extra-curricular activity, a student must be present in school on the day of the event unless there are extenuating circumstances and approval has been granted by the activity leader or school administration.

### STUDENT DISMISSAL

Students dismissed during the school day must be signed out from the main office and released via Lobbyguard. **A valid driver's license is required to dismiss a student. Students in grades 4 through 6 will not be discharged from school unless a parent, guardian or known adult designated by the legal guardian/parent is present to pick them up.**

A written note, dated and signed, must be sent in with each child when your child(ren) will be dismissed early or has a change in their dismissal (another adult picking up). The note should be addressed to their teacher and given to your child to hand in to their teacher. For the safety of the students and to avoid last minute end of the day classroom interruptions, the **cut off time for dismissal changes is 2:25 pm.**

Because of the safety risk caused by traffic at the end of the day, we ask that parents who are dismissing students prior to the end of the school day pick up their child **no later than 2:25 P.M.**

Children who are walkers, or are being picked up at the close of the school day, will be dismissed after the buses



leave at approximately 3:05 p.m. Parents should park in the lot and wait outside for their child to be dismissed from the building, accompanied by the duty teachers.

## SECURITY

In order to insure safety for all students attending the Memorial School, certain precautionary measures are in place. Security doors remained locked throughout the day. A camera and intercom system allows communication between visitors and the front office. Visitors will identify themselves and then be buzzed in to report to the front office to sign in once access to the building has been allowed. **Students should not open any doors to anyone at any time during the school day.** All adults, including volunteers, must sign in at the office each time they visit the school.

## HEALTH OFFICE



The Sanborn Regional School Board employs registered nurses to meet the health needs of students and staff of the district. The School Nurse serves as a contributing member of the faculty and carries out those functions and responsibilities requiring nursing/medical judgment. The school nurse serves as a liaison and advocate between the school and home and community in improving the total wellness of school children. The School Nurse maintains a health file on each student, which includes reports of physical exams, records of immunizations and a computerized record of screenings and visits. General areas of responsibility include: health and ear screening, physical assessments, communicable disease control, first aid and illness care, growth and development screening, medical crisis intervention, health counseling, caretaker of medical records, safety and sanitation management, and Wellness workshops.

### **ADMINISTRATION OF MEDICATION** (For students requiring medication during school hours)

To ensure students' personal safety, the following guidelines have been established by the Sanborn Regional School Board (**Policy JLCD**) regarding the administration of medication:

### **PROCEDURES**

- ❑ **STUDENTS ARE NOT PERMITTED TO CARRY MEDICATIONS** - All medications must be brought to the school by an adult. Special Note: Parents/guardians of students with severe allergies who require an EpiPen in school must speak directly with the school nurse on or before the school year begins.
- ❑ Medication should be delivered in the pharmacy container in which the medication was originally dispensed. The label should show the child's name, date of prescription, name and strength of medication, dose and directions, and physician's name.

- ❑ The medication must be accompanied by a note from the physician stating that it must be given during school hours.
- ❑ No medication (including non-prescription) will be administered to any student by school personnel except by the school nurse and/or principal/assistant principal or his/her designee.
- ❑ Non-prescription medication will not be encouraged for use by students unless the school nurse follows through with the parent of the student. Physician approval is not necessary for non-prescription drugs and the same procedure for administration will be followed.
- ❑ State law requires the school to keep a record of all medication administered in school.
- ❑ Parents must sign a permission slip for the administration of any medication.

## **PETS**

Due to student allergies and legal responsibility, pets may not be brought to school without prior approval from the Principal. While we understand that household pets are an important part of students' lives, the health and safety of students and staff are of paramount importance.



## **IMMUNIZATIONS**

Through student health services, the Sanborn Regional School Board will seek to protect students from contagion of communicable disease and directs the Superintendent of Schools, through the school nurses of the District, to implement the provisions of New Hampshire school law.

### **In accordance with RSA 200:38:**

1. All children shall be immunized prior to school entrance according to the current recommendations of the state public health agency.
2. Any child may be exempted from the above immunization requirements if evidence is presented from the child's physician that immunization will be detrimental to the health of the child. A child may be excused from immunization for religious reasons at the discretion of the local school board.
3. All children shall be examined prior to school entrance to detect symptoms of tuberculosis and may be periodically examined during their school experience.

Further, in accordance with **RSA 200:39**, whenever any student exhibits symptoms of contagion or is a hazard to himself/herself or others, the child shall be excluded from the classroom and his/her parents or guardians shall be notified as soon as possible.

# TRANSPORTATION OF STUDENTS



## DISMISSAL BY PHONE

For the safety of students, **NO CHANGES** in transportation plans will be made based on a telephone call request. All dismissal plans that reflect a change in the child's daily procedure must be made in writing. This is to protect students from being dismissed by anyone other than a parent, guardian, or adult designated and authorized by the parents. **Please ensure all dismissals are received and confirmed no later than 2:25PM.**

## BUSES

Students who are eligible for bus transportation will ride their assigned bus. Generally speaking, the buses are at capacity and cannot be overloaded; therefore, switching buses is not permitted. Should parents find it necessary to make a bus change for special circumstances that might arise (e.g. a new baby-sitter), they must contact the Salter Transportation to receive prior approval. Parents should then send a note addressed to the classroom teacher indicating the change. Students who wish to change their transportation arrangements (a child may ride his/her bicycle or wish to be picked up by the parent or his/her designee), must bring a note addressed to the office stating the change or indicate the change using Pickup Patrol. The note must also specify whether this arrangement is for one day or for a longer period of time. Notes must include the child's homeroom and be signed and dated by the parent or guardian. **Please be advised that transportation notes from a previous school year do not carry over. Please send in a new note at the beginning of the school year should you need to outline transportation details for your child.**

**If we do not hear from the parent or guardian, a student will be sent home according to his/her regular transportation arrangements, even if the child claims that his/her parent(s) verbally gave different transportation instructions.**

## CONDUCT ON SCHOOL BUSES

Riding the school bus is a privilege. Misuse of the regulations and safety rules may result in the withdrawal of this privilege. Students should be instructed in the following rules of safety and behavior.

1. Students must be within ten feet of their bus stop without going on private property, must keep off the highway, and exhibit good behavior while waiting for the bus.
2. Students must not walk toward the bus until it comes to a complete stop. Upon boarding, students must go directly to their seats and remain seated until they reach their destination and the bus comes to a complete stop.
3. Students riding buses must remain orderly. They should not make unnecessary noises or distract the bus driver's attention or cause any disturbances on the bus.
4. When the bus crosses railroad tracks, students are required to maintain silence while the driver opens the bus doors and observes and listens for trains.
5. Students are entitled to ride only the bus to which they are assigned and to get off the bus at their regular bus stop.

6. When it is necessary to cross in front of the bus, students must do so only under the protection of the flashing lights and the driver's instructions.
7. Students will be responsible for any willful destruction of bus property or non-compliance with bus rules.
8. Students must not eat food on the bus or throw material on the floor.
9. No part of a student's body should ever be outside of the bus (hands, arms, head, etc.).
10. Students must be respectful and courteous to the bus driver at all times and comply with his/her requests.
11. Students must board the bus in an orderly fashion. Bus drivers may assign students to specific seats if it will aid the driver in keeping the students more orderly.
12. There will be no more than three elementary students to a seat.
13. There will be no smoking on the school bus at any time.
14. Bus company regulations prohibit the transportation any animals of any kind on school buses. Therefore, no animals or pets regardless of size are allowed on buses to or from school at any time.
15. Any student violating any of these rules will be reported to the principal or assistant principal by the bus driver. Such violations may lead to the suspension of bus privileges in accordance with **RSA 189:9a**. The principal or assistant principal will notify the parent as a warning that bus privileges may be suspended.

### **SUSPENSION FROM THE SCHOOL BUS**

In accordance with the provisions of RSA 190:6-8, the Superintendent of Schools or his designee is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations established by the School Board. Any suspension to continue beyond twenty school days must be approved by the Board. Said suspension shall not begin until the next school day following the date notification of suspension is sent to the pupil's parent or legal guardian.

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 of appeal within ten days of suspension to the authority that suspended the pupil's right. Until the appeal is heard, or if the suspension of a 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.

### **SCHOOL BUS BEHAVIOR AND EXPECTATIONS**

Based on the philosophy that all students can behave appropriately and safely while riding on a school bus and in order to assure your child safe transportation, the following applies:

#### **BUS RULES:**

##### **Students must:**

1. Stay in their seats.
2. Follow directions of the driver.
3. Refrain from pushing, shoving, hitting or cutting in line at any time while on the bus or at a stop.
4. Refrain from throwing objects or littering.
5. Refrain from making excessive noise (shouting, whistling, etc.)

### If a Student Chooses to Break a Rule:

- 1st Incident: Driver verbally warns student.
- 2nd Incident: Driver submits written report to Principal/Assistant Principal; parents are notified.
- 3rd Incident: Student suspended from bus for one day.
- 4th Incident: Student suspended from bus for 3 days.
- 5th Incident: Student suspended from bus long term.

### Severe Disruption:

The following "inappropriate behaviors" will result in automatic suspension of transportation privileges from a minimum of three days to long term. If there is property damage, restitution must also be made.

1. Physical harm to or threat of physical harm to another student.
2. Bullying.
3. Use of vulgar or obscene language or gestures.
4. Property damage.
5. Disruption that creates a safety hazard.

## SCHOOL SAFETY

### EMERGENCY CLOSING OF SCHOOL

At the discretion of the Superintendent of Schools:

- School openings may be delayed one or two hours
- School may not open for the day
- Students may be dismissed before the end of the day



Emergency closing information will be posted on the WMUR website as well as the district website (as long as there is electricity available to make the posting). The following radio and television stations will also be notified of emergency closings:

- |                |                     |                     |
|----------------|---------------------|---------------------|
| ● WHEB 75 AM   | ● WHDH-TV Channel 7 | ● WBZ-TV Channel 4  |
| ● WOKQ 97.5 FM | ● WMUR-TV Channel 9 | ● WCVB-TV Channel 5 |
| ● WBZ 1030 AM  | ● WRKO 680 AM       |                     |

Notification for delay will be made by 6:00 am. If closing becomes necessary after a delay is announced, this notification will be made to the radio station by 8:00 am.

If it is necessary to close all district schools early, dismissal of students will be in accordance with information detailed on the emergency form which is included in student paperwork. You will be notified via the automated phone messaging system. This service will dial parent numbers to deliver urgent district information. To make this system work as planned **it is important to keep your emergency contact information current**. We also ask that you listen to any messages left by the automated system prior to calling the school.

**PLEASE NOTE: Parents are requested to please not to call the fire or police stations to inquire about school closings.**

## **MAKE-UP DAYS**

Make up days for time lost due to the emergency closing of schools will be scheduled at the end of the school year.

## **RADIOLOGICAL EMERGENCY RESPONSE PLAN**

A radiological emergency response plan has been developed and distributed through many agencies other than the schools. The part of the plan which is related to the Newton school children is summarized as follows:



The emergency classification level dictates the actions to be taken.

- An Unusual Event requires no notification and no action. An Alert may signal school notification with no action required other than “stand by.” The Superintendent of Schools may order school cancellation via normal procedures as a precautionary measure.
- A Site Area Emergency or General Emergency when school is not in session may result in cancellation of school by the Superintendent using normal procedures. Schools in session may be directed to undertake a protective response such as early dismissal, sheltering, or evacuation. **If evacuation is required,** students will be released to parents/guardian or those individuals listed on the School Emergency form if they arrive before the bus boarding. Students accompanied by school personnel will be transported to Memorial High School, One Crusader Way, Manchester, NH. Here, school representatives will supervise students until they are picked up by parents/guardians.

## **EMERGENCY RESPONSE PROCEDURES**

The Sanborn administrative team has worked with various national, state, and local law enforcement agencies to review and revise our plans to safely respond to a variety of situations. The protocol that the Sanborn Regional School District has adopted is referred to as ALICE (Alert, Lockdown, Inform, Counter, Evacuate) method of emergency response. ALICE provides our staff and students with knowledge that empowers everyone to use his or her best judgment for the safety and protection of themselves and others. Members of the administration, professional personnel and support staff have been trained in the updated procedures incorporating the elements of ALICE. Staff and students will participate in regular drills that are appropriate for the ages and developments of our students; the elementary drills will be vastly different than drills conducted at the high school level. Any questions regarding the ALICE program can be directed to the school principal.

### **Alert**

The first person who is aware of a situation will communicate quickly and clearly, using concise language, providing a description and location of an event or situation.

### **Lockdown**

Based on the information provided, staff and students would report to the nearest classroom and can choose to lockdown and barricade the doors and windows if it is determined that it is not safe to evacuate.

## **Inform**

When able, as much information as possible will be communicated to staff, law enforcement, and others to aid first responders.

## **Counter**

Staff and students are taught to counter in the event that a lockdown or evacuation is not possible. Staff and students will be trained to use every effort to stop and intruder for survival that is age and ability appropriate.

## **Evacuation**

Staff and students are encouraged to evacuate the building and remove themselves from the threat if it is safe to do so in order to minimize potential targets and reduce the possibility of injuries.

## **Additional Information**

### **SCHOOL LUNCH**

Our cafeteria is operated and managed by Fresh Picks Café (a division of Café Services).



**Breakfast:** Breakfast is available to Memorial students for an additional cost. Breakfast is served daily. Milk is included.

**Lunch:** Memorial School Food Service Program provides a well-balanced student lunch each day. Menus and prices are available on the SRSD website <http://web.sau17.org> under Fresh Picks Cafe. Milk may be purchased separately. When students opt to bring lunches/snacks from home, we encourage parents to pack healthy, nutritious foods such as fruits, vegetables, cheeses and juices.

**Automated Point of Sale System (POS):** Our payment system is designed as a debit process, where families put money into a lunch account and draw from their prepaid account when food is purchased. Cash, check and online payments are accepted every day of the week. If money is sent in to school, it should be in a sealed envelope that is labeled on the outside with your child’s full name and teacher. Check payments are preferred over cash and they may be made out to “**SRSD Lunch Program**”.

Parents may set up an online account with “My School Bucks” and use a credit/debit card to make deposits into your child’s account. Students are not allowed to “charge” lunch.

**Meal Assistance Program:** The meal assistance program is a federally funded program that provides free and reduced meals to families that meet the income guidelines. Applications for this program will be sent home with your child. You can apply and reapply at any time during the school year should your financial situation change. The program is operated in strict confidence and all students go through the same checkout process eliminating any distinction between students that are participating in the program and those who are not. Meal eligibility is

determined by the Sanborn Regional School District Finance Office. Only one form per family is needed. Eligibility letters are sent directly to the parents' home. Students receiving reduced price or free lunches last year will be provided lunch under the same conditions this year until submission of a new application no later than October 1st.

## VISITORS

Parents are welcome and encouraged to visit, volunteer, attend special assemblies, and participate in school events.

VISITOR	
Name:	
Destination:	
Date:	Time In:

**All guests must present a valid driver's license, sign in via Lobbyguard, and obtain a visitor's pass from the office immediately upon entering the building.** In order to minimize classroom disruptions, walk-in observations are not permitted. Parents should notify the teacher or the office in advance for an appointment. Parents/guardians may make an appointment to meet with a teacher at any time during the year whenever there are concerns. Conferences may not be held during the time a teacher is scheduled to be with the class, however you are encouraged to email and/or phone your child's teacher to make arrangements. All telephone extensions are listed on the district website.

In order to maintain the integrity of the classroom instructional time, please leave lunches, articles of clothing, instruments, or other deliveries in the main office. They will be distributed by school personnel or picked up by students during a break.

In consideration of all students, birthday or holiday invitations for events that will take place out of school will not be distributed in school.

## STUDENT SCHOOL INSURANCE

As a service to Memorial families, students are provided with an opportunity to purchase school insurance that provides medical insurance coverage for accidents and injuries while students are:

- Going directly to school;
- At school or participating in a school-sponsored event;
- Returning directly from school.

Pamphlets are distributed at the start of the school year.



## BICYCLES

**Students who ride bicycles or walk to school must bring in a note from their parents authorizing them to ride or walk to school.** If a student walks or rides a bike to school without a note, he/she will be asked to call home for permission. If the student is unable to reach his/her parents, the student will be asked to leave the bicycle at school and take his or her regular means of transportation home. State law requires all students wear a helmet at all times while riding a bicycle.

Students riding bicycles to school must dismount and walk their bicycles to the racks upon entering school property and are not to mount them until they have left the school yard. If students walk or ride bicycles to school, they are not to arrive before the entry bell rings at 8:15 AM. Prior to this time there is no supervision for



students. Their early arrival presents a serious safety concern. Once a student has placed his/her bicycle in the rack, she/he is to leave that area and not return until exiting school grounds.

**SCHOOL PUBLICATIONS & INFORMATION DISSEMINATION**

Our school publishes a newsletter which includes helpful information and important dates twice a month. It is emailed to our email group as well as posted on our school website. Parents may request a hard copy of the newsletter and teachers may send home classroom newsletters separately.



In addition to the newsletter, Memorial School posts and disseminates information through the district website, Newton Memorial Facebook page, and email/voice messages via our automated system.

**If you object to having your child photographed, filmed, or having your child identified in photos that may be included in any of these publications, please notify the school office in writing at the start of the school year.**

**EARLY RELEASE DAYS & TEACHER TRAINING DAYS**

Seven times during the school year the staffs of the four Sanborn schools will be engaged in professional development training. These days are most helpful to the teachers and paraeducators to assist them with advanced training in district initiatives. On these days, Memorial students will be dismissed at 12:55 p.m. In addition, there are two full days devoted to all-day in-service training for all Sanborn staff when there is no school for students. These dates are listed below.

EARLY RELEASE DAYS Students dismissed at 12:55 PM	In-SERVICE DAYS No School
September 22, 29 October 20, 27 December 1, 8, 15, 22 January 12, 26 February 2, 9, 16, 23 March 9, 23, 30 April 6, 13, 20 May 4, 11, 18, 25 June 10, June 17 (Last day of school)	October 8 March 18

## **FIELD TRIPS**

Students attending the Memorial Elementary School may participate in field trips as an extension of the academic curriculum. These experiences enrich the traditional curriculum and are enjoyed by students. Student conduct on field trips, including riding the school bus, is expected to be orderly and respectful.

## **EXTRA-CURRICULAR ACTIVITIES**

Sanborn Regional School District provides assorted activities for Memorial School students. The grade level of students eligible to participate and the days of the week vary. Watch our monthly Memorial Newsletter for details of dates and times.

## **EVENING EVENTS**

Thursday night is designated for Memorial School activities. The Sanborn Regional Music Program plans many programs throughout the year, which are published on the Fine Arts Calendar posted on the SRSD website. Our PTO meetings and parent/teacher conferences are also held on Thursday nights at various times of the year. Please refer to the school website for specific dates.

## **PRESENTING CONCERNS**

Any person having an interest in the Sanborn schools shall have the right to present a request, suggestion or concern about district personnel.

It is the desire of the School Board to rectify any misunderstanding between the public and the school district by direct discussion of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed.

The School Board places trust both in its employees and in the initiator of the concern, and desires to support their actions in such a manner that both are freed from unnecessary, negative criticism and complaints or retribution.

Whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it shall be referred to the school administration. The administration shall process the complaint through the approved procedures. If the need arises to review a policy, the most recently approved policy is available through the main office or at the superintendent's office.

Title IX of the Education Amendments of 1972 states that:

"No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving financial assistance."

If you feel that you have been discriminated against, contact the Superintendent of Schools at 642-3341.

## **NO SMOKING ON SCHOOL GROUNDS**

Just a reminder that in accordance with state law, smoking is not permitted on school grounds or in vehicles on school grounds **at any time**. Violations could result in a fine. Good modeling for students and school community members is our goal. Thank you so much.



## **NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents, employees, visitors, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the SANBORN REGIONAL SCHOOL DISTRICT are hereby notified that this District does not discriminate on the basis of age, ancestry, color, creed, handicap, marital status, national origin, race, religion, sex, sexual orientation, or veteran status in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the SANBORN REGIONAL SCHOOL DISTRICT'S compliance with the regulations implementing Titles IV and VI of the Civil Rights Act of 1964; the Age Discrimination Act; Title II of the American with Disabilities Act; or Section 504 is directed to contact:

Thomas J. Ambrose, Superintendent of Schools  
Sanborn Regional School District, SAU #17  
51 Church Street, PO Box 429  
Kingston, NH 03848  
Telephone: (603) 642-3688

For Title IX inquiries, contact Jodi Gutterman, Director of Student Services, 51 Church Street, PO Box 429, Kingston, NH 03848, telephone (603) 642-3341.

SAU#17

Revised: May 2003

Revised: May 2, 2007

**Revised: July, 2009**

## FAMILY HANDBOOK SIGNATURE PAGE

**Please return this page to your child's teacher promptly**

Dear Parents:

We appreciate you taking the time to read and review the Memorial Elementary Student Handbook. We value any discussions you may have with your child about relevant parts and welcome any comments you may have regarding the information as well as sharing anything that you feel would be beneficial.

Please sign and return this page to let us know you have reviewed this handbook.

Thank you.

Comments:

Student Name  
(Please Print First and  
Last)

Grade

Parent/Guardian Signature

Date

## SELECTED SANBORN REGIONAL SCHOOL DISTRICT POLICIES

All SRSD Board Policies are available on-line at: [www.sau17.net/content2/88](http://www.sau17.net/content2/88)

### **ACE: NON-DISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY PROCEDURAL SAFEGUARDS**

Statement of Purpose: The school district ensures that all students with a handicap or disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, parents and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.

The District provides the following Notice of Procedural Safeguards to parents/guardians and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22(4)(f), and 104.36 of the Regulations implementing Section 504 of The Rehabilitation Act of 1973.

Statement of Policy: The District does not discriminate on the basis of disability in admission or access to, or treatment of or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. The Director of Student Services is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

The parent/guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

#### Grievance Procedure

Parents/guardians of a student with a disability have the right to notify the above-designated employee with their complaint. Additionally, any disabled individual also has the right to notify the above-designated employee with their complaint.

The designated employee will provide an initial response within ten (10) days of receipt of the complaint. The parties will attempt to work out their differences informally in a prompt and equitable manner. A written record of the complaint resolution should be made within ten (10) working days of completion. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

If the issue is not resolved after the informal resolution process, the complainant may request that the Board places this matter on its agenda. This request may be made through the Superintendent.

If the Board schedules the matter for a hearing, the complainant may be represented by any person the complainant chooses, including legal counsel. The complainant may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the Superintendent will keep a copy on file.

### Procedural Safeguards

As required by 34 C.F.R. Section 104.36, parents/guardians of a student who needs or is believed to need special instruction and related services have the right, with respect to any action regarding identification, evaluation, and placement to:

Notice of referral/identification, evaluation, and placement process, with appropriate consent form.

Examine all relevant records.

An impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services; an opportunity for participation by the parent/guardian and representation of counsel as provided under the Individuals with Disabilities Education Act.

A process for reviewing complaints raised under these Procedural Safeguards. Such review process need not be formal.

### *Legal References:*

*34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap*

*Section 504 of The Rehabilitation Act of 1973*

Revised: May 2003

Revised: May 2, 2007

Revised: July 2009

Revised: January 16, 2013

Revised: June 21, 2017

## **ADC: USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN AND ON SCHOOL FACILITIES AND GROUNDS**

Statement of Purpose: It is the purpose of this policy to strictly prohibit the use of any tobacco product in any public educational facility or on the grounds of any public educational facility.

Definitions: "Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time. "E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time. "Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time. "Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries and storage areas.

Statement of Policy: No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited. It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

### Students

Possession and use of tobacco and tobacco products is prohibited as set forth in Policy JICG.

### Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District. Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties. The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Related:

*Also ADB, GBEC, GBED, JICG & JICH*

Legal References:

*RSA 155:64 – 77, Indoor Smoking Act*

*RSA 126 – K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

History:

Effective: June 3, 1987

Revised: November 21, 1990

Revised: October 21, 1998 (Effective January 1, 1998)

Reaffirmed: March 2, 2011

Revised: January 16, 2013

Revised: December 19, 2018

**EEAEC: STUDENT CONDUCT ON SCHOOL BUSES**

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

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

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



5. Students will board the bus in an orderly fashion. Upon boarding, students will go directly to their seats and remain seated until they reach their destination and the bus comes to a complete stop. Bus drivers may assign students to seats if it will aid the driver in maintaining order on the bus.
6. No more than three elementary students will be assigned to a seat.
7. Students riding buses will remain orderly. They will not make unnecessary noises to distract the bus driver's attention or cause any disturbance on the bus.
8. Once on board the bus, the students will not extend any part of their bodies outside of the bus.
9. Students will be held responsible for any willful destruction of bus property or failure to observe bus rules.
10. Students will not eat food, drink beverages or discard trash on the floor of the bus.
11. Students will show respect and courtesy to the bus driver and will obey his/her direction at all times.
12. Students will not carry tobacco products, alcoholic beverages or illegal drugs on a school bus at any time.
13. Students will not carry weapons on a school bus at any time.

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

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

- I. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within 10 days of suspension to the authority that suspended this pupil's right.
- II. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension.

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

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

Effective: June 20, 1979

Revised: December 13, 1995

Revised: January 17, 1996

Revised: March 6, 2000

### **IKB-R: HOMEWORK GUIDELINES**

Statement of Purpose: The purpose of these guidelines is to provide a common understanding of the expectations regarding homework.

Homework serves as an intellectual discipline, establishes study habits, eases time constraints on the amount of curricular material that can be covered in class, and supplements and reinforces work done in school.

Homework fosters student initiative, independence, and responsibility and brings home and school closer together.

There are three types of home: practice, preparation, and extension.

Practice assignments reinforce newly acquired skills.

Preparation assignments help students get ready for activities that will occur in the classroom.

Extension assignments are frequently long-term continuing projects that parallel class work.

Studies generally have found homework assignments to be most helpful if they are carefully planned by the teachers and have direct meaning to students.

Reading a minimum of 20 minutes a day at all grade levels is considered the best type of homework assignment and provides the greatest opportunity for improving student achievement.

Independent reading on a daily basis has been found to be the most positive type of homework for students in all grades K-12.

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

#### **ELEMENTARY LEVEL**

In the elementary schools (grades K-6), 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 4, 5, and 6 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 1998

Revised: March 20, 2002

Revised: October 15, 2008

## **JBA: NON-DISCRIMINATION**

Statement of Purpose: This policy specifies that all students shall be treated fairly and equally.

Statement of Policy: It is the policy of the Sanborn Regional School District to extend equal and fair treatment to all students in all aspects of the district's affairs, regardless of age, ancestry, color, creed, handicap, marital status, national origin, race, religion, sex, or sexual orientation.

Related Policies: AC-E

Original Effective: June 1981 (AC)

Revised: June 22, 1994 (AC)

Revised: November 3, 1997

Reaffirmed: October 5, 2011

### **JBAA (also ACAA and GBAA): SEXUAL HARASSMENT**

Statement of Purpose: Title VII of the Civil Rights Act of 1964 prohibits discrimination because of sex or gender and New Hampshire's Law Against Discrimination (RSA 354-A) prohibits discrimination on the basis of gender, including sexual orientation. Title IX of the 1972 Education Amendments to the Civil Rights Act states: "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

Sexual harassment is a form of unlawful discrimination prohibited by applicable federal and state law and is a violation of this policy.

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

Statement of Policy: It is the policy of the Sanborn Regional School District to provide educational environments in which all members of this academic community may work and learn in an atmosphere of respect for the dignity and worth of all its members. Such an environment is one that is free of all forms of sexual harassment. Sexual harassment of any employee or student by any other employee or student, or by anyone with whom a student or employee interacts in order to fulfill job or school responsibilities is a violation of the policy. The School District will not tolerate unlawful harassment of any type.

Employees and/or students who believe they are the subject of harassment, or anyone having questions or concerns regarding harassment, are encouraged to contact one or more of the following individuals: (1) Superintendent of Schools, SAU #17, 178 Main Street, Kingston, NH 03848-3249 (Telephone: 603-642-3688); (2) the Title IX Coordinator who is the principal of the D.J. Bakie School, 179 Main Street, Kingston, NH 03848 (Telephone: 603-382-5272); (3) any District Administrator; and (4) any District Principal/Assistant Principal.

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's obtaining or retaining employment, or obtaining an education or academic standing; or

2. Submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting that individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or employment performance or creating an intimidating, hostile, or offensive educational or employment environment.

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

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

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

All employees are responsible for preventing and eliminating sexual 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 that he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately

to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

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

District-Wide – The School Board hereby designated the Principal of D.J. Bakie School as the School District Title IX Coordinator to receive reports or complaints of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

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

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

#### Investigation and Recommendation

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

Upon receipt of a report or complaint alleging sexual harassment, the Title IX Coordinator shall assume responsibility for the investigation or may authorize an investigation by a third party who shall report to the Title IX Coordinator.

The allegation(s) will be properly drafted and the investigative procedure will be explained to the complainant.

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

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

Reports of harassment and related information will be kept confidential in a manner consistent with the District's obligations under law, to the extent possible, without handicapping the ability to perform an

investigation or the need to take appropriate action to fulfill the obligation to protect others. Any complainant or respondent may request records as the law allows. This request would be made through the Title IX Coordinator. All materials gathered in the course of the investigation, including the complaint, response, witness statements, investigators' notes, and supporting documentation will be maintained in separate, confidential, investigative files in the SAU office.

The District will employ interim steps to protect parties and to prevent the possible continuation of harassment and/or retaliation during the investigation.

Consistent with District policies on child abuse, the Safe Schools Act, and state law, upon receipt of any complaint that contains evidence of violence or criminal activity, the Principal, the Title IX Coordinator, the Superintendent, or School Board shall refer the complaint to law enforcement officials and appropriate child protection authorities for investigation.

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

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

The Title IX Coordinator shall report the incident to the District's insurance carrier.

The Title IX Coordinator will complete the investigation within fourteen (14) day time frame; the Title IX Coordinator shall provide written notice to the complainant and Superintendent of the expected date for completion of the investigation.

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

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

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

### Action if Complaint is Valid

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

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

### Action if the Complaint is not Substantiated

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

### Retaliation

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

### Confidentiality

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

### Right to Alternative Complaint Procedure

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

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

Office of Civil Rights/Boston  
U.S. Department of Education  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone - (617) 289-0111  
Fax – (617) 289-0150  
[www.ed.gov](http://www.ed.gov)

The New Hampshire Commission for Human Rights  
2 Chennell Drive, #3  
Concord, NH 03301-8501  
Telephone: (603) 271-2767  
Email – [humanrights@nhsa.state.nh.us](mailto:humanrights@nhsa.state.nh.us)



## Posting/Publication

Copies of this Policy shall be given to all employees, students and parents annually by publishing in the applicable handbook.

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

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

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

### *Legal Reference*

*NH Code of Administrative Rules, Section ED. 303.1 (j) Substantive Duties of School Boards;  
Sexual Harassment Policy*

*NH Code of Administrative Rules, Section 306.04 (a) (8), Student Harassment*

### 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  
Reaffirmed: March 2, 2011

## **JBAA-R (Also ACAA-R and GBAA-R): GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINT**

Any person who believes that a student, teacher, administrator, or other school or non-school personnel has engaged in conduct prohibited by policy or has been subjected to discrimination, whether such conduct has been directed at him/her or some other person, should report the alleged prohibited conduct as soon as possible to the appropriate individual listed below. An employee's failure to report an incident of prohibited

conduct in a timely manner is a serious matter and may be subject to disciplinary action. Immediate steps shall be taken to protect the individual from further harassment.

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

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

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

A complaint of discrimination may also be filed with:

Office of Civil Rights/Boston  
U.S. Department of Education  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone - (617) 289-0111  
Fax – (617) 289-0150  
[www.ed.gov](http://www.ed.gov)

The New Hampshire Commission for Human Rights  
2 Chennell Drive, #3  
Concord, NH 03301-8501  
Telephone: (603) 271-2767  
Email – [humanrights@nhsa.state.nh.us](mailto:humanrights@nhsa.state.nh.us)

Effective: June 22, 1994  
Revised: October 4, 1995  
Revised: May 21, 2003  
Revised: September 19, 2007  
Reaffirmed: March 2, 2011

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

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

Statement of Policy: It is the duty of the parent or guardian to ensure a child's full-time attendance at school (RSA 193:1). Regular and punctual attendance will be required of each student in the District. To assist the parents, school officials will establish procedures for each parent or guardian to notify the school in the event a student will be absent. Acceptable reasons for an excused absence shall be limited to illnesses or other medical concerns, judicial procedures, religious observations, and bereavement. It is the responsibility of the Superintendent of Schools and site administrators to ensure that procedures are reviewed, revised, and appropriate for the age of the students at each school. 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 appropriately maintained.
4. A process is followed to notify parents/guardians of students whose number of absences approaches the limits outlined in RSA 193:1. These communications will encourage parents/guardians to assure their students attend school more regularly, and offer appropriate support. In extreme cases, local law enforcement and state/local child welfare agencies may be contacted to encourage compliance.

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents/guardians must promptly inform the school's attendance clerk. The Principal or his/her designee may require parents/guardians to provide additional documentation in JH Page 1 of 4 support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parents/guardians shall contact the Principal or designee prior to the absence, requesting for the absences to be excused. The Principal or designee will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents. If the Principal or designee determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider the initial determination. The Principal's decision shall be final.

### Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher(s) at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

## Truancy

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

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

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

## Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above. When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention process will include, but not be limited to steps that:

1. Investigate the cause(s) of the student's truant behavior;
2. Consider, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involve the parents in the development of a plan designed to reduce the truancy;
4. Seek 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 or his/her designee 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

The Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is made available 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 may 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.

### Homebound Instruction

Student illness, injury or other documented reasons may impact attendance. Students who provide proper documentation of the reasons for extended absence may be eligible for homebound instruction. The Superintendent of Schools, or his/her designee, shall follow procedure to provide instruction and report progress.

The following procedures will be in effect to carry out the homebound instruction program:

1. The parent requests in writing to the Principal that the child receive home instruction for an estimated period of time. A doctor's recommendation as to why the child should not attend school must accompany the request.
2. The Principal must recommend home instruction. The Superintendent of Schools or his /her design will authorize this request and make arrangements for home instruction.
3. The home instruction provider will prepare a weekly report on progress and will submit student work for classroom teacher review. Weekly reports will be filed with the Principal and the Superintendent of Schools, or his/her designee.

Home instruction for reasons other than illness or injury must have prior approval from the Superintendent's Office.

Legal Reference:

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

History:

Effective: August 23, 1995

Revised: November 3, 1997

Revised: September 6, 2006

Revised: December 1, 2010

Revised: December 5, 2011

Revised: February 19, 2014

Revised: May 15, 2019

**JH-R1: Attendance Policy – ELEMENTARY AND MIDDLE School**

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.

Parents and students are expected to share responsibilities for regular attendance.

The school should be notified of any anticipated absences and/or called on the morning of an absence. Parents are encouraged to call before 7:30 or leave a message on voice mail at any time prior to the start of school.

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.

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.

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 are absences from class or school that are unreasonable and are 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. It is the student's and parent's responsibility to have the family vacation form filled out two weeks before the requested family vacation. It will then be the student's responsibility to collect any work that will be missed during the family vacation and to set a deadline for the work with each individual teacher. A student must give the teacher at least one week's notice prior to the family vacation.

#### Attendance Limits:

##### 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. The student will also receive one ½ day absence. Each ½ day absence will be recorded against the attendance limits given above.

##### Suspensions

Student suspension from school will be counted as an absence for every day students are not present. Students who are suspended from school will be allowed to make up work they missed during their suspension from school. Upon return to school all work must be completed within two days (up to 5 days suspensions) or within three days (5-10 day suspensions).

## Appeal Process

All appeals of the attendance policy shall be made in writing to the principal within five days of the end of the trimester or 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

## **JICA: STUDENT DRESS**

Statement of Purpose: The purpose of this policy is to define the expectations for students with regard to dress.

Statement of Policy: The Sanborn Regional School Board believes that the general atmosphere of a school must be conducive to learning, and that student dress and appearance affects that atmosphere. Therefore, students shall dress themselves in an appropriate manner. At all times their dress shall reflect good taste. In general, wearing apparel and appearance will be determined at the discretion of the parent. Student dress shall be regarded as merely another manifestation of student attitude and conduct. When there is evidence that a student's choice of clothing or appearance interferes with the educational process and mission of the school, the school will exercise its rights and responsibilities to intervene and take corrective action.

If a student's general attire or appearance represents a danger to his or her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in school, the principal or his/her designee will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the principal or his/her designee will prescribe the necessary action to be taken by the school. In the interest of health, safety, cleanliness, decency, and decorum among students, the regulations listed in Policy JICA-R have been adopted.

### History:

Effective: September 1, 1970

Revised: November 3, 1997

Reaffirmed: October 5, 2011

Revised: May 1, 2019

## **JICA-R: STUDENT DRESS**

Statement of Purpose: It is the purpose of these guidelines to set forth specific regulations for student dress.

### Statement of Policy:

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, 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.

Notification of these regulations shall be included in each student/family handbook each year, which will be provided to the School Board annually.

History:

Original Effective: November 3, 1997

Revised: November 17, 2004

Reaffirmed: October 5, 2011

Revised: September 9, 2015

Revised: May 1, 2019

## **JICB: AGGRESSIVE BEHAVIOR**

### Statement of Purpose:

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

Definitions: Aggressive behavior is defined as an exchange of verbal or physical blows (hitting, slapping, punching, spitting on, 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. Aggressive behavior is not acceptable.

Students who instigate fights but are not actively involved (that is, students who spread 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 may not be punished. Those students should report the incident immediately to a teacher or administrator.

Related: See also: Policy JICI, and JICK

History:

Effective: November 3, 1997

Revised: January 20, 2010

Revised: May 15, 2019

**JICD: STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS**

STATEMENT OF PURPOSE

Inappropriate student conduct that causes material and substantial disruption to the school environment interferes with the rights of others, or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

STATEMENT OF POLICY

This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Student Conduct.

Standards and Procedures Relative to Disciplinary Consequences

1. "Removal from the classroom" means a student is sent to the building Principal's office or to his/her designee or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

Removals are not appealable.

2. "Restriction from school activities" means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may not participate in practices (including, but not limited to, athletic, academic and/or extracurricular activities).

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian. Restrictions under this policy are not appealable.

3. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's or his/her designee's discretion, and building detention at the Principal's discretion or his/her designee, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Student Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. The building Principal or his/her designee is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc.. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

4. "Temporary Reassignment" or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment.

The building Principal or his/her designee is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Student Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

5. "Probation" means a student is given a conditional suspension of a penalty for a definite period in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

6. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period. It includes short-term and long-term out of school suspensions.

a. Short-term suspension. A "short-term suspension" means an out-of

school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).<sup>i</sup>

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short-term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, and act of theft, destruction or violence, as defined in RSA 193-D: 1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Student Code of Conduct.

Pursuant to RSA 193:13, XI (b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Student Conduct.

Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f) (1).<sup>iii</sup>

- b. Long-term suspension. A “long-term suspension” is the extension or continuation of a short-term suspension for a period not to exceed an additional 10 days beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193- D<sup>iv</sup>;
- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g), including, without limitation, the requirements for advance notice and a written decision.

- c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's *[or other person designated under B.6.b, above]* hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.

e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in excess of 20 cumulative days within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.

f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended more than 10 school days in any school year, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.

7. "Expulsion" means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV.

a. Grounds for Expulsion. An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:

- i. A repetition of an act that warranted long-term suspension under section B.6.b, above;
- ii. Any act of physical or sexual assault that would be a felony if committed by an adult;

iii. Any act of violence pursuant to RSA 651:5, XIII;

iv. Criminal threatening pursuant to RSA 631:4, II (a)<sup>vi</sup>; or

- v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1<sup>vi</sup>,  
or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
- (2) The pupil's disciplinary history.
- (3) Whether the pupil is a student with a disability.
- (4) The seriousness of the violation or behavior committed by the pupil.
- (5) Whether the school district or chartered public school has  
Implemented positive behavioral interventions under paragraph V.
- (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

b. Due Process to be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the due process standards set forth in Ed 317.04(f)(3) through 317.04 (m)<sup>iii</sup> are followed.

c. Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v shall be for a period of not less than 12 months.

d. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

A. Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students, establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

1. Modification by Superintendent. Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.

2. Review and reinstatement by Board. A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.

3. Modification of Expulsion for Firearms. A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

B. Appeals to State Board of Education. Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

C. Sub-committee of Board. For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

D. Superintendent and Principal Designees.

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

E. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

F. Notice and Dissemination.

This policy shall be made available to families, students and staff as provided in Board policy JIC.

G. Conflict in Law or State Regulation.

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

Effective: October 7, 2009

Revised: June 6, 2018

Revised: June 16, 2021

Related: JI, JIC, JICI, JICK, JICD-R

Legal References:

18 U.S.C. § 921, Et seq., Firearms  
20 U.S.C. § 7151, Gun-Free Schools Act  
RSA 189:15, Regulations  
RSA 193:13, Suspension & Expulsion of Pupils  
RSA Chapter 193-D, Safe Schools Zones  
RSA 631:4, Criminal Threatening

RSA 651:5, XIII “Act of Violence”

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy NH Code of Administrative Rules, Section Ed. 306.04(g), Suspension & Expulsion NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures

In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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

### Statement of Purpose:

The Sanborn Regional School District has NO tolerance for the use/abuse of illegal substances. The purpose of this policy is to clearly state the Sanborn Regional School District’s position on the use and/or abuse of illegal substances by students.

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 consequences for students that violate this policy.

### Definitions:

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or RSA 318-B, Controlled Drug Act. Alcohol shall include any intoxicating beverage. Derivatives of controlled substances including but not limited to edible delivery systems and extracts of controlled substances are also considered the same as the substances themselves. “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.

### Statement of Policy:

The use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and/or illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function.

The use, sale, attempted sale, transfer or possession of drug-related paraphernalia is prohibited.

Students are prohibited from knowingly being in the presence of these substances or paraphernalia while the products are visible or in use, whether they are actively using these products or not.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.



Any student who is found by the administration to be in violation of this policy shall be referred to local law enforcement and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

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 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:

See also: Policy JK

Legal Reference:

21 U.S.C. § 812(c), Controlled Substances Act  
RSA 318-C, Controlled Drug Act  
RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

History:

Originally Effective: September 1, 1970  
Revised: April 20, 1983  
Revised: June 4, 1997  
Revised: November 3, 1997  
Reaffirm: October 5, 2011  
Revised: September 9, 2015  
Revised: February 6, 2019

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

### Statement of Purpose:

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

### Statement of Rules:

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

### Penalties:

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

#### I. Drug Paraphernalia and/or Substance Use, Possession of, or in the Presence of:

Students procuring, possessing, using or knowingly 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 may 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.

Students who are suspended for substance abuse for a first offense may be afforded the option to enroll in a school-based diversion plan which would include the completion of an online or onsite course on drugs or alcohol (student would be responsible for a fee, if applicable), and other additional restorative justice components. The plan will be developed by a school administrator in consultation with the Counseling Office. Students who utilize this option may receive a reduction in the penalties associated above, provided they satisfy the expectations of the diversion plan.

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, and 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 any action, 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 may 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 and shall provide documentation to the counseling office or school principal verifying completion of the services.

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:

See also: Policy JICH, JK

History:

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

Revised: February 6, 2019

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

### Statement of Purpose:

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

### Statement of Policy:

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

The use of mobile phones and other electronic devices in school can both benefit and distract from the educational environment. Principals at each school shall determine and inform staff and students of the expectations for appropriate use of electronic devices.

Students with medical devices linked to an electronic device will be allowed to use them for that purpose. School staff and students will also adhere to language in students' IEPs or 504 plans related to electronic device possession and use.

No student has a right to possess or use his/her mobile device at any time during the school day other than as prescribed above; electronic device possession/use is a privilege.

### **History:**

Effective: October 18, 2006

Revised: October 17, 2007

Revised: January 6, 2010

Reaffirmed: October 5, 2011

Revised: May 15, 2019

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

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

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

The Superintendent is responsible for ensuring the implementation of this policy.

### Definitions:

I. "Bullying" is defined as a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

Physically harms a pupil or damages the pupil's property;

Causes emotional distress to a pupil;

Interferes with a pupil's educational opportunities;

Creates a hostile educational environment; or

Substantially disrupts the orderly operation of the school.

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

II. "Cyber bullying" means conduct defined in paragraph I, undertaken through the use of electronic devices.

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

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

V. "Perpetrator" means an individual who engages in bullying or cyber bullying.

VI. "Victim" means a pupil against whom bullying or cyber bullying has been perpetrated.

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

#### Prohibited Conduct

Students are prohibited from engaging in "bullying" or "cyber bullying" conduct defined in the "Definitions" section which occurs:

On, or delivered to, school property or a school-sponsored activity or event, on or off school property; or

Off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

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

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

#### Reporting Requirements

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

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

The principal or designee, shall by telephone and in writing via first-class mail, report the incident to the parents or guardians of both the alleged victim and perpetrator within forty-eight (48) hours of the report. Any such notification under this policy must be consistent with student privacy rights under the applicable provisions of FERPA. The building principal or designee may request a waiver from the Superintendent. The Superintendent may waive parent/guardian notification if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

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

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

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

#### Investigation

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

The Superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days, if necessary. All parties involved must be notified in writing of an extension by the Superintendent or designee.

#### Remediation and Discipline

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

The building principal or designee shall inform the victim(s), the perpetrator(s), and their parents in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies

for protecting pupils from retaliation. Such communication should be provided within ten (10) school days and shall be in compliance with applicable privacy laws.

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

#### Training and Procedures

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

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

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

#### Distribution of Policy

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

Legal References:

20 U.S.C. § 7151 (No Child Left Behind Act)

NH RSA 193-D; 193-F

NH Code Admin. R. Ed. 303.01

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

Related Policies: JICG, JICH, JICI, JK

Original Effective: April 2, 1997

Revised: November 3, 1997

Revised: February 21, 2001

Revised: October 20, 2004

Revised: October 7, 2009

Revised: December 1, 2010

## **JICL: STUDENT COMPUTER AND INTERNET USE**

Statement of Purpose: The Sanborn Regional School District's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Statement of Policy: This policy and the accompanying rules also apply to computers or laptops issued directly to students, whether in use at school or off school premises. Students are not permitted to take laptops home.

Student use of school computers, networks and Internet services is a privilege, not a right.

Compliance with the district's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The Sanborn Regional School District's computers remain under the control, custody and supervision of the school district at all times. The district monitors all computers and Internet activity by students. Students have no expectation of privacy in their use of district computers.

The district utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. The district takes precautions to supervise student use of the Internet, but parents should be aware that the Sanborn Regional School District cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The district is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy and the accompany rules through handbooks, the district's website and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the district's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Director of Technology and others as he/she deems appropriate.

### Related Policies:

JICL-R – Student Computer and Internet Use Rules

EGAA (Printing and Duplicating)

GBEF – Staff and Volunteer Access to Networks and Internet

Formerly IJKB

Original Effective: September 18, 1996

Revised: November 28, 2001

Revised: August 11, 2010

Reaffirm: October 5, 2011



## **JICL-R: STUDENT COMPUTER AND INTERNET USE RULES**

Each student is responsible for his/her actions and activities involving school district computers and laptops, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of district computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Director.

### **A. Consequences for Violation of Computer Use Policy and Rules**

Student use of the district computers, networks and Internet services is a privilege, not a right. Compliance with the district's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

### **B. Acceptable Use**

The district's computers, networks and Internet services are provided for educational purposes and research consistent with the district's educational mission, curriculum and instructional goals. All Board policies, district rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the district's computers.

### **C. Prohibited Uses**

Examples of unacceptable uses of district computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
2. **Illegal Activities:** Using the district's computers, networks and Internet services for any illegal activity or in violation of any Board policy or school rules, including bullying or harassing behavior toward students or other persons. The district assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights:** Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. The district assumes no responsibility for copyright violations by students.

4. Copying Software: Copying or downloading software without the express authorization of the Technology Director. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The district assumes no responsibility for illegal software copying by students
5. Plagiarism: Representing as one's work any material obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified
6. Non-School Related Uses: Using the district's computers, networks and Internet services for non-school related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.
7. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
8. Malicious Use/Vandalism: Any malicious use, disruption or harm to the district's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites: Accessing blogs, chat rooms or social networking sites without specific authorization from the supervising teacher.

#### D. No Expectation of Privacy

The Sanborn Regional School District's computers remain under the control, custody and supervision of the school district at all times. Students have no expectation of privacy in their use of district computers, including e-mail, stored files and Internet access logs.

#### E. Compensation for Losses, Costs and/or Damages

The student and his/her parents/guardians are responsible for compensating the school district for any losses, costs or damages incurred by the district for violations of Board policies and district rules while the student is using district computers, including the cost of investigating such violations. The district assumes no responsibility for any unauthorized charges or costs incurred by a student while using school district computers.

#### F. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

## G. System Security

The security of the school district's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subjected to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

## H: Additional Rules for Use of Personally-Owned Computers by Students

1. A student who wishes to use a personally-owned computer in school must complete a Student Personal Computer/Other Electronic Device Registration and Agreement form. The form must be signed by the student, his/her parent, a sponsoring teacher, the school principal and the Director of Technology. There must be a legitimate educational basis for any request.
2. The Director of Technology will determine whether a student's personally-owned computer meets the district's requirements.
3. Requests may be denied if it is determined that there is not a legitimate educational basis for the request and/or if the demands on the district's network or staff would be unreasonable.
4. The student is responsible for proper care of his/her personally-owned computer, including any costs of repair, replacement or any modifications needed (including installation of up-to-date anti-virus software) to use the computer at school.
5. The district is not responsible for damage, loss or theft of any personally-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using personally-owned computers at school. Students are not allowed to access the district's network without specific authorization from a school administrator.
7. Students have no expectation of privacy in their use of a personally-owned computer while at school. The district reserves the right to search a student's personally-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any Board policies, administrative procedures or school rules involving a student's personally-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. The district may confiscate any personally-owned computer used by a student in school without authorization as required by these rules.

Related Policies: GBEF - Staff and Volunteer Access to Networks and Internet

Original Effective: September 18, 1996

Revised: November 28, 2001

Formally IJKB-R

Revised: August 11, 2010

Reaffirm: October 5, 2011

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

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

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

### Suspensions of Ten Days or Less:

The superintendent or a representative designated in writing by the superintendent (site administrator) shall have the authority to suspend students for ten days or less for gross misconduct, or neglect or refusal to conform to the reasonable rules of the school. When a student is being suspended for ten days or less, the following procedures shall be followed:

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

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

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

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

*Expulsions and Suspensions For More Than Twenty Days:*

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

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

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

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

1. The accused student and at least one parent or guardian shall be furnished, either in person or by mail, directed to the student's last known address, with written notice of the charges and of the nature of the evidence against the accused student.
2. The accused student and at least one parent or guardian shall be offered the opportunity for a formal hearing with the school board at which hearing evidence in support of the charge shall be presented by school officials.
3. The hearing shall be scheduled after sufficient time to prepare a defense or reply by the accused student. The hearing shall be conducted in accordance with board policy.
4. Any suspension or expulsion imposed on a student must be based upon a fair consideration or substantial evidence.
5. Following the hearing, the school board shall issue a written decision stating the outcome of the hearing including the legal and factual basis for the decision. The written decision shall clearly state whether the student is expelled or suspended for more than twenty (20) days or that the student is re-instated. The written decision shall also include the time period for any expulsion or suspension as well as the actions required of the student to return to school.

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

Related Policies: JK, BEE, BEE-R

Adopted: June 18, 1998 (Effective July 1, 1997)

Revised: February 4, 1998

Revised: February 4, 1998

## **JLCC: PEDICULOSIS (HEAD LICE)**

### Statement of Purpose

This policy is adopted to carry out the provisions of RSA 200:32, RSA 200:38, and RSA 200:39.

### Pediculosis – Screening

Based on recommendations from the American Academy of Pediatrics, the Board recognizes that school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student is demonstrating symptoms.

### Management on the Day of Diagnosis

The Board recognizes that head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or Principal. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Such students will be discouraged from close direct head contact with others and from sharing personal items with other students. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed.

The Principal or school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations.

Based upon the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

### Criteria for Return To School

The Board recognizes that The American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In

addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested. Students will be allowed to return to school after proper treatment as recommended by the school nurse.

Legal Reference:

RSA 200:32, Physical Examination of Pupils

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

RSA 200:39, Exclusion from School

American Academy of Pediatrics, Clinical Report on Head Lice Infestation, September 2002

<http://aappolicy.aappublications.org/cgi/content/full/pediatrics;110/3/638>

History:

Effective: November 9, 1978

Revised: December 18, 1985

Revised: October 7, 1992

Revised: November 3, 1997

Revised: January 21, 2004

Revised: March 5, 2008

Revised: December 17, 2014

Revised: January 23, 2019

## **JRE STUDENT/PARENT HANDBOOKS**

Statement of Purpose:

This policy specifies that all students and their parents/guardians will receive have access to a student handbook on a yearly basis.

Statement of Policy:

It is the policy of the Sanborn Regional School District to prepare and make available yearly, a student and/or parent/guardian handbook which details important information for students in our schools. This handbook will also include required notifications, and copies of student-related policies. The handbook may be distributed electronically; students and/or parents will be provided with a paper copy upon request.

A signature page or its electronic equivalent is to be completed and returned as evidence of receipt of the handbook will be included in each handbook.

History:

Effective: August 26, 1998

Revised: November 7, 2012

Revised: May 15, 2019

## **KFA: PUBLIC CONDUCT ON SCHOOL PROPERTY**

Statement of Purpose:

For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds. Visitors are welcome on school property, provided their presence will not be disruptive.

Statement of Policy:

All visitors must initially report to the Building Principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone or electronically to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/ preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
10. Violate other District policies or regulations, or an authorized District employee's directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds.

Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

See also KF, and KFA-R

*Legal References:*

*RSA 635:2, Criminal Trespass*

Effective: October 7, 2099

Revised: April 4, 2012



## **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 15<sup>th</sup> of the school year or within thirty (30) days of enrollment, whichever is later. This opt-out shall remain in effect until the following school year, unless the parent or eligible student rescinds it earlier, or unless the student no longer attends the School District, in which case the opt out will remain in effect unless it is rescinded. Absent an opt out, the School District may disclose directory information about former students without the consent of the parent/eligible student.

2. Military Recruiters/Institutions of Higher Education:

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

3. School Officials with Legitimate Educational Interests:

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

4. Health or Safety Emergencies:

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

5. Other Schools:

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

6. Other Entities/Individuals:

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

Designation of Law Enforcement Unit:

The Sanborn Regional School Board hereby designates The Kingston Police Department and the Newton Police Department as the School District's law enforcement units.

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

History:

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

Reaffirmed: February 12, 2013

Revised: February 6, 2019

SANBORN REGIONAL SCHOOL DISTRICT KINGSTON  
- NEWTON, NEW HAMPSHIRE

**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;
  3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  4. 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

3/5/2014