

**SANBORN REGIONAL
MIDDLE SCHOOL**

31A West Main Street

Newton, NH 03858

(603) 382-6226

24 Hour Call-In Line

(603) 382-6226

FAX: 382-9771

Web Page

<http://sanborn.sau17.org>

Administration

Principal

Sandy Rutherford

Ellen Hume-Howard, Curriculum Coordinator

Vicki Parady-Guay, Athletic Director

Sanborn Regional Middle School

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

Dear Parents and Guardians:

Welcome to Sanborn Regional Middle School.

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

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

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

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

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

Again, welcome to our school.

Sincerely,

SANDY RUTHERFORD
Principal

SANBORN REGIONAL MIDDLE SCHOOL MISSION STATEMENT

The Faculty and Staff of the Sanborn Regional Middle School have a commitment to recognize and nurture each student's abilities within the context of the educational setting. Through reflection, reinforcement and challenge we anchor within the student a sense of his/her ability, success and dignity. We believe this goal is best served when a holistic approach is used.

The Sanborn Regional Middle School Faculty and Staff believe that a safe, coherent and consistent environment best suits the needs of middle school students. We value the opportunity to function as an inclusive community school. The student is the product of the whole, and in recognition of this we strive to work in partnership with parents and community.

STATEMENT OF PHILOSOPHY

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

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

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

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

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

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

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

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

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

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

SANBORN REGIONAL MIDDLE SCHOOL STATEMENT OF BELIEFS

STUDENTS AND STAFF SHOULD TREAT EACH OTHER WITH MUTUAL RESPECT.

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

NEW AND ORIGINAL IDEAS WILL BE ENCOURAGED WITH ENTHUSIASM.

BE A LEADER.

OFFER OPPORTUNITIES FOR INDIVIDUAL GROWTH WHILE WORKING TOGETHER.

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

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

PARTICIPATION IN COMMUNITY ACTIVITIES IS ENCOURAGED AND FOSTERED.

REALIZE THAT KIND WORDS AND ACTIONS ARE CONTAGIOUS.

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

DO BE RESPONSIBLE, ON TIME, POSITIVE AND COURTEOUS.

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

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

MIDDLE SCHOOL CALENDAR 2009 – 2010

August 27 - 28 August 31 Sept. 4 – 7	Teacher Workdays - No school for students First Day of School – All Students Labor Day – No School
September 21 September 28	Grade 6 Open House Grade 7 Open House
October 5 October 9 October 12 October 16	Grade 8 Open House Teacher In-Service - No School Columbus Day – No School First Trimester Progress Reports Issued
November 4 November 11 November 25 - 27	Workshop Day - Student dismissal at 12:00 PM Veteran's Day – No School Thanksgiving Holiday
December 4 December 9 December 11 December 24 – Jan. 3	End of 1 st Trimester Workshop Day - Student dismissal at 12:00 PM Report Cards Issued Holiday Vacation
January 4 January 18 January 29	School Resumes Martin Luther King Jr. Day - No School Second Trimester Progress Reports Issued
February 22 – 26	Winter Vacation
March 18 March 19 March 26	End of 2 nd Trimester Teacher Workday- No School for students Report Cards Issued
April 26 April 30	Spring Vacation
May 7 May 14 May 31	Third Trimester Progress Reports Issued Workshop Day - Student dismissal at 12:00 PM Memorial Day - No School
June 17	Final day of school if no cancellations – 12:00 dismissal

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

TABLE OF CONTENTS

PAGE

ACADEMIC POLICIES:

GRADING SYSTEM	1
HONOR ROLL	1
REPORT CARDS	1
PARENT/TEACHER CONFERENCES	1
PROMOTION AND SUMMER SCHOOL	2
EXTRA HELP	2
HOMEWORK	2
HOMEWORK GUIDELINES	2
MAKE-UP WORK	3
CURRICULUM SYNOPSIS	3

GENERAL INFORMATION:

CO-CURRICULAR ACTIVITIES	3
ATTENDANCE	5
ANIMALS IN SCHOOL	5
BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS	6
CHEATING & PLAGIARISM	6
DAILY PROCEDURES	6
DISMISSALS	6
DRESS CODE	7
EMERGENCY CLOSINGS OF SCHOOLS	7
EMERGENCY PROCEDURES (CEMPS)	8
RADIOLOGICAL EMERGENCY RESPONSE PLAN	8
FIRE DRILLS	9
GUM	9
LIBRARY BOOKS	9
LOCKERS	9
LOST & FOUND	9
BREAKFAST PROCEDURES	9
LUNCH PROCEDURES	10
MATERIALS FOR STUDENT LEARNING	10
STUDENT FEES, FINES AND CHARGES	11
STUDENTS "NEW" TO THE DISTRICT	11
VISITORS	11
STUDENT VISITORS	11
TEXTBOOKS AND SCHOOL MATERIALS	11
UNSUPERVISED CLASSROOMS	11

EXTRA CURRICULAR ACTIVITIES:

NATIONAL HONOR SOCIETY	11
STUDENT COUNCIL	12
DANCES	12
FIELD TRIPS	12

	<u>PAGE</u>
AREAS OF SPECIALTY:	
COUNSELING	12
HEALTH OFFICE	13
MEDIA RESOURCES	14
SPECIAL EDUCATION	15
BEHAVIORAL EXPECTATIONS:	
INTRODUCTION	15
BULLYING	15
SRMS IMPORTANT RULES AND REGULATIONS	15
GOALS AND OBJECTIVES	16
ROLE OF THE STUDENT	16
ROLE OF FACULTY AND STAFF	16
ROLE OF ADMINISTRATION	16
ROLE OF THE PARENT/GUARDIAN	16
CONSEQUENCES	17
ZERO TOLERANCE	17
RECESS RULES	17
IN-SCHOOL SUSPENSION (PLANNING ROOM)	17
SAFE SCHOOL ZONE REPORTING FORM	18
OUT-OF-SCHOOL SUSPENSION	19
STUDENT CONDUCT ON SCHOOL BUSES	19
NH REVISED STATUTES ANNOTATED 189:9A	20
BUS DISCIPLINE FORM	21
APPENDIX	
Accreditation Statement	22
Sex Equity Statement	22
Family Educational Rights and Privacy Act of 1974	22
Complaints About School Personnel	22
Notice of Discrimination	22
Nondiscrimination Statement	23
Grievance Procedure for Discrimination Complaint <u>SRSD File AC-R</u>	23
Child Find Policy	24
Sexual Harassment <u>SRSD File: ACAA</u>	24
Grievance Procedures – Sexual Harassment complaint <u>SRSD File: ACAA-R</u>	25
Pupil Harassment (Bullying) <u>SRSD File JICK</u>	26
Staff/Volunteer Access to Networks and the Internet <u>SRSD File EHA</u>	27
Access Guidelines to Networks and Internet <u>SRSD File: IJKB-R</u>	27
Internet Access Permission Form	29
Homework Guidelines <u>SRSD File: IKB-R</u>	29
Grouping Instruction <u>SRSD File IIA-R</u>	30
Student Dress <u>SRSD File JICA-R</u>	31
NH Youth Access to Tobacco Law (Chapter 338)	31
Tobacco Use by Students <u>SRSD File: JICG</u>	31
Student Substance Use and Abuse <u>SRSD File: JICH</u>	32
Student Substance Use and Abuse – Rules <u>SRSD File: JICH-R</u>	33
Weapons in Schools <u>SRSD File: JICI</u>	34
Pupil Safety and Violence Prevention <u>SRSD File: JICK</u>	36
Fighting <u>SRSD File: JICL</u>	37
Suspension and Expulsion of Students <u>SRSD File: JK</u>	38
Suspension and Expulsion of Students <u>SRSD File: JK-R</u>	39

ACADEMIC POLICIES

GRADING SYSTEM

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

The key to the grading system is as follows:

A = 90 - 100	Excellent
B = 80 - 89	Good
C = 70 - 79	Average
D = 65 - 69	Unsatisfactory (but passing)
F = Below 65	Failure

*Grades can be accessed at any time on the internet through edline.

HONOR ROLL

Principal's List:	All A's with at least two A+ 's in any academic subject.
High Honors:	Overall letter grade of at least "A" or 90 in all subjects.
Honors:	Overall letter grade of at least "B" or 80 in all subjects.

REPORT CARDS

Formal grade notification to parents is made through report cards issued in December, March, and June. The final report card is mailed home.

In addition to report cards, progress reports are generated three times each year midway through the marking period. For those parents who do not have access to computers we will mail a copy of the progress report home. **(Teachers update student grades every two weeks and we have a website with a calendar that lists the dates for report cards and progress reports.)**

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

PARENT/TEACHER CONFERENCES

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

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

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

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

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

PROMOTION AND SUMMER SCHOOL

1. A student's final average must be 65 or above to be considered passing for the year.
2. A student can make up a failed course by participating in a previously approved tutorial program or by passing a summer school course.
3. Recommendations of teachers, guidance, and administration may result in the retaining of students. However, parents will be informed early in the process.
4. In unusual or exceptional circumstances, the principal will make the final decision on whether a student is to be promoted. Conditional retentions will be considered.

EXTRA HELP

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

HOMEWORK

At the middle level, homework will accommodate for the uniqueness, evolving needs, and the talents of your young adolescents. Homework will be given 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. Homework assignment should not include new materials or concepts covered thoroughly in class.

Course descriptions will clearly state requirements for homework so that parents and students will know what to expect.

Related Policy: IKB-R
Original Effective: June 15, 1988
Revised: March 2002

HOMEWORK GUIDELINES

For many students, the difference between success and failure can be traced to the effort they put into their homework.

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

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

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

MAKE-UP WORK

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

*Parents are requested to arrange trips and vacations so that the students will not miss school. Much of the learning that occurs here cannot be made-up through assignments completed at home. In the event that a trip must be scheduled during school time, parents must notify the principal of their intentions. The student is required to **personally** contact each teacher for an extended assignment. This must be done a **minimum of three (3) days in advance**. Even with such notice, teachers may not be able to give exact assignments. Therefore, it is the responsibility of the student to contact the teacher upon return and make up any tests, quizzes, or homework. Students have **ten (10) school days** from their return to complete make up work. Failure to do so may affect their grade.

CURRICULUM SYNOPSIS

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

GENERAL INFORMATION

CO-CURRICULAR ACTIVITIES

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

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

A. ACADEMIC EXPECTATIONS:

- Athletes who fail one core academic subject are ineligible to participate in athletics during that marking period.
- Athletes who are receiving two D's or more in core academic subjects will be placed on **academic probation** for the following marking period. During the course of the marking period parents and coaches of students who are experiencing difficulty in their core academic subjects should check ed-line regularly to make sure that students are making every effort as well as receiving the assistance that they need to stay eligible.
- If at any time during the probation a student is failing a core academic subject he/she will be removed from the team for the remainder of the season.
- Incomplete grades must be made up before any participation.
- All athletes must have a medical statement provided by a health care provider, dated January 1st of his/her 5th grade year, certifying that the student has passed a pre-participation physical exam prior to the beginning of the student athlete's middle school athletic career. Any student athlete significantly ill or injured since the last review must be re-examined by a health care provider in order to be eligible to participate.

B. BEHAVIORAL EXPECTATIONS

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

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

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

C. TEAM

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

Sanborn Regional Middle School offers the following athletic programs:

Field Hockey	Soccer
Cross Country	Cheerleading
Basketball	Track
Baseball	Softball

II. MIDDLE SCHOOL CLUBS, ORGANIZATIONS AND ACTIVITIES

As with athletics, Sanborn's clubs, organizations and activities are designed to promote socialization and enhance one's connection to the school. Although participation is highly encouraged, academics and behavior will be closely monitored and may have an affect on one's continued ability to participate. Sanborn Regional Middle School offers the following extra-curricular activities:

Art Club	Drama
Computer Club	Intramurals
Garden Club	Student Council
National Jr. Honor Society	SES
Photography Club	Knitting Club
Yearbook	
Newspaper Club	

Any other after school activity that may be deemed a school club or organization

ATTENDANCE

Regular school attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If the school administration sees a pattern of absenteeism developing, they will: 1) Call the student's parent; 2) Send a letter to parent requesting parental conference. At the conference the parent may be requested to produce documentation and/or an explanation for their child's absences. The following list contains the only recognized excuses for school absence:

personal illness, family illness, death in family, religious holiday, required court appearances

We encourage vacations to be scheduled during assigned vacation periods so as to minimize the number of days their child is missing from school. Extended days where a child is absent from school can impact negatively on their child's academic progress. If a student is absent from school or reports to school after 11:30 AM they may not be able to participate in after school activities such as sporting events or dances even with an excused absence.

ABSENCES

If a student is going to be absent from school, the main office should be notified by 7:45 AM via the telephone, 382-6226, or by sending a note in with another family member or neighbor. Parents may call the school after 3:30 PM and leave a message on our answering machine if their child is going to be absent the next day. An attempt will be made to call each parent whose child is not in school when the parent does **not** notify the school. This is done to confirm for parents the whereabouts of their children when they do not report to school. If the office staff is not notified by the parent of their child's absence, and they are unsuccessful in being able to speak with the parent or guardian, the police may be notified.

TARDINESS

TO CLASS:

All students are expected to come to class prepared to work and be in their seat at the start of class. It is a demonstration of respect and appreciation for your teacher, your fellow students and the learning process, when you are ready for work at the start of class. When you are late to class it can be a distraction to your teacher and fellow students. Consequences for being late to class are initially handled by your classroom teacher and may include such things as time owed after school or a call to your parents. Students who are repeatedly late to class will be referred to the administration and/or guidance.

TO SCHOOL:

Students who arrive at school after the tardy bell are expected to come to the front office and report in. Students should have a note signed by their parent/guardian indicating the reason for the tardiness. The school reserves the right to decide whether the tardy is excused or unexcused. Students who have a valid excuse for arriving late will be given an excused absence admittance pass to present to their teacher. Students who do not have a valid excuse for arriving late (e.g. overslept, missed the bus, no note from parent/guardian etc.) will receive an unexcused tardy admittance pass to present to their teacher and may not be allowed to attend athletic events or other school functions.

ANIMALS IN SCHOOL

The principal shall approve all animals that are brought into schools for instructional purposes.

Animals shall be housed in suitable, sanitary self-contained enclosures appropriate to the size of the animal.

Teachers shall be responsible for ensuring enclosures are kept in a sanitary conditions. The maintenance staff will monitor the situation. Problems will be brought to the attention of the principal.

Animals shall not be allowed to roam freely in the classroom.

Animals shall not be left in school during holiday periods or extended weekends. Teachers shall be responsible to make arrangements for their care in other locations.

Prior to introducing any animal into the classroom, teachers shall be certain that:

Students and school personnel are not allergic to their presence.

If rabies vaccine is required for an animal, proof of the vaccine must be shown to the school nurse prior to the visit.

The animals will present no physical danger to the students.

Students will be instructed in the proper care and handling of the animal to ensure safety.

Appropriate instruction is taught regarding hand washing after handling the animal.

BICYCLES, SKATEBOARDS, ROLLER BLADES AND SCOOTERS

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

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

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

NOTE: Motorized scooters are prohibited at SRMS.

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

CHEATING AND PLAGIARISM

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

CHEATING

The student will receive a grade of zero on the quiz or test. Parents will be notified.

PLAGIARISM

Zero grade on assignment, parent conference and a restitution project may be given by the teacher.

DAILY PROCEDURES

Public address announcements are made during 1st period and before dismissal. Dismissal is at 2:20 PM. Students are dismissed by grade starting with bus students, and then walkers after the buses have left. Upon dismissal, it is expected that all students not directly involved with after school activities will leave school grounds.

DISMISSALS

Parents are encouraged to schedule medical and dental appointments outside of school hours. In the event that a student does need to be dismissed, he/she should bring a note to the Main Office before going to first period. The note should state the time of dismissal. Students will be called from class when the parent arrives for a dismissal. Dismissal between the times of 2:15 and 2:25 is discouraged due to the bus traffic.

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

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

DRESS CODE

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

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

- Clothes should cover the body and be conservative. Revealing clothing such as tank tops meant to be worn under as undershirts, short skirts, short shorts, open sided shirts or clothing with holes is prohibited. Tops and blouses should have straps that are at least two inches wide. Bare abdomens should not be showing. Males should not wear shirts showing bare chest sides. Pants should not drag the floor.
- Pajamas or loungewear is not permitted.
- Unsafe shoes such as soft rubber flip-flops and "heeleys" are strictly prohibited.
- Metal chains are not permitted because of their potential to cause injury.
- The principal reserves the right to determine the appropriateness or inappropriateness of students clothing within the guidelines spelled out in the handbook.
- Students will store outdoor clothing and back packs in their lockers while attending classes.
- Hair should be clean, neat and styled in a manner that does not interfere with vision or the ability to do school work. Hats and headgear should be removed upon entering the building. Bandanas are not permitted except as headbands for girls or sweatbands for either sex in sports activities. Any clothing that becomes associated with student gangs or terrorist groups is prohibited.
- In the event of a dress code violation, the student may be asked to call a parent/guardian to bring in a change of clothing. Jewelry may be taken away and a parent/guardian will be called to reclaim the item.
- The consequences for repeated violations may result in an in-school suspension or out-of-school suspension.

EMERGENCY CLOSING OF SCHOOLS

At the discretion of the Superintendent of Schools:

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

The following radio and television stations will broadcast emergency closings:

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

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

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

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

EMERGENCY PROCEDURES (CEMPs)

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

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

Secured Building – When the announcement is made:

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

Shelter in Place – When the announcement is made:

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

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

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

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

HOLD – on to the table or desk legs.

WAIT – for further instructions.

Evacuation – When the announcement is made:

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

Reverse Evacuation – When the announcement is made:

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

RADIOLOGICAL EMERGENCY RESPONSE PLAN AS IT EFFECTS SRMS

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

Unusual Event at the Seabrook Nuclear Power Plant:

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

Site Area Emergency or General Emergency:

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

INSTRUCTIONS:

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

SHELTERING:

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

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

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

FIRE DRILLS

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

GUM, CANDY AND HATS

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

LIBRARY BOOKS

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

LOCKERS

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

LOST AND FOUND

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

BREAKFAST PROCEDURES

Breakfast is available on a daily basis. A type "A" breakfast costs \$1.25 and a "Meal Deal" which includes a breakfast sandwich costs \$1.50. Free and reduced breakfasts are available for those who qualify.

LUNCH PROCEDURES

Hot lunches are served daily. The cost of a type "A" lunch is \$2.00. Payment can be made in advance or may be made when purchasing food. Also starting in 2009-2010, the kitchen will be instituting an on-line service. Free and reduced lunches are available for those who qualify. Applications will be sent home in September and may be obtained through the Office at any time.

Soda, high caffeine or sugar drinks should not be brought to school for lunch. A juice and water machine is available for after school use.

MATERIALS FOR STUDENT LEARNING

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

- One large 3-ring binder
- One assignment book (ALL students are given a combination student handbook/student assignment book at beginning of school year)
- Loose-leaf paper for 3-ring binder
- Subject dividers with tabs for 3-ring binders and/or pocket folders for 3-ring binders
- Pens (blue or black)
- Pencils with erasers

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

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

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

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

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

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

NOTIFICATION OF AFTER-SCHOOL ATTENDANCE

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

PARENT NEWSLETTER

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

SCHOOL BOUNDARIES

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

STUDENT FEES, FINES, AND CHARGES

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

STUDENTS “NEW” TO THE DISTRICT

During the first month of school, all middle school students new to the district will be treated to a special luncheon with fellow students and a member of the faculty. Our intention is to have **ALL** students feel welcome and safe. In this way they know they have peers who are also experiencing the same feelings.

VISITORS

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

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

STUDENT VISITORS

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

TEXTBOOKS AND SCHOOL MATERIALS

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

UNSUPERVISED CLASSROOMS

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

EXTRA-CURRICULAR ACTIVITIES

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is comprised of seventh and eighth grade students who have outstanding qualifications in the following areas: academic achievement, leadership, service, character, and citizenship.

STUDENT COUNCIL

The Student Council is comprised of nine members: three representatives each from grades 6, 7, and 8. Elections are held in the spring for one-year terms. The Student Council has input on the rules and regulations for the student body, organizes and assists administrating school dances, assemblies, activity programs, etc., and represents the students in conferences with the administration.

DANCES

Dances are offered at the Middle School on a regular basis. Our dances start at 7:00 PM and run until 9:00 PM.

We welcome parents as chaperones. Parents are requested to pick up their children promptly at 9:00 PM. Because the number of students who regularly attend dances the pick up of students after a dance can be consuming. Please assist us by following the directions of the police officers and school staff as you come on the campus to pick up your child. Although this can be a slow process, you and your child's safety is our first concern.

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

FIELD TRIPS

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

AREAS OF SPECIALTY

COUNSELING

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

Key performance responsibilities of the counselors include:

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

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

HEALTH OFFICE

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

GENERAL HEALTH OFFICE INFORMATION

- A Health Office Website with information on asthma, nutrition, fitness, medication policies & forms, EpiPens, immunization requirements and mental health can be accessed from the SRMS Home Page. This site is for students as well as parents/guardians.
- A registered nurse is available to assess and care for all in-school injuries and illnesses. Students who desire to see a nurse must have a pass from their teacher. If the nurse is not available, the student should come to the front office.
- Any child with a temperature of 100 degrees or above with signs of illness will be sent home.
- Students diagnosed with strep throat or conjunctivitis must be on an antibiotic for twenty-four (24) hours before being re-admitted to school.
- Students unable to participate in gym class should have a note from a parent or physician explaining the reason for their inability to participate.

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

Should your child develop a communicable disease (chicken pox, measles, etc.) it is necessary for a parent/guardian to bring the child to the health office for nurse evaluation prior to re-entry to school.

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

MEDICATION ADMINISTRATION POLICY

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

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

PRESCRIPTION MEDICATION

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

- All students requiring an Epi-Pen will be required to have an “Emergency Health Care Plan for Students with Severe Allergies” completed by the student’s physician and the parent/guardian. This replaces the physician note and the “Hold Harmless” forms needed for other prescription medications. This form may be downloaded from the Health Office Website.
- **Parents/guardians of students with severe allergies who require an EpiPen in school to be administered in the event of a life-threatening allergic reaction should be aware of the following policy.** Due to the current NH State Nursing Law, the school nurse is unable to delegate EpiPen administration to a school staff member in the event of a field trip or the school nurse’s absence. The nurse (if requested by a parent/guardian) or a parent/guardian may provide this training to administration and members of the child’s teaching team. The parent/guardian must then delegate this activity to the trained staff members. Once this is completed, and the appropriate forms signed, training is good for the current school year. Please contact your child’s school nurse who will help facilitate a meeting time for the training. This training will provide for your child’s safety in the event of an allergen exposure on a field trip or in the absence of a school nurse in the building. This training should occur as soon as possible at the beginning of the school year.

NON-PRESCRIPTION MEDICATION

The Health Office will stock some non-prescription, or over-the-counter medication such as acetaminophen tablets (Tylenol) and antacid tablets (Tums). Your child will bring a form home for you to complete the first day of school if you wish to take advantage of this service. Non-prescription medications such as Advil or liquid preparations of medications will not be stocked but may be supplied by you and kept in the Health Office. These medications will require the original container and completion of the “**Parent’s Request for Administration of Non-Prescription Medication**” form (in Health Office or on Website). If possible, please purchase the smallest available container, as space is limited.

IMMUNIZATIONS

In accordance with He-P 301.12, every parent or guardian of a child to be enrolled in a New Hampshire school shall, prior to his admittance, provide documentary proof of acceptable immunization. **All entering 6th graders** must provide proof of varicella (chicken pox) immunity, documented by one of the following: date of the disease provided by a parent/guardian or physician, date of receipt of the varicella vaccine, **or** a lab test indicating varicella immunity. In accordance with He-P 301.13, **all entering 7th graders** must provide proof of receiving a second measles immunization or proof of measles immunity prior to the beginning of school. All students must have a tetanus immunization booster every 10 years. For most students this is around 14-15 years of age.

If your child receives any immunizations or physical exams during the school year, please have the physician document this and send in a copy to the school nurse so that your child’s medical records may be updated. This information may be faxed to the nurse @603-382-9771. If any new allergies or medical conditions arise, or your child is on daily medication, please alert the health office so that the nurse will have the necessary background information to provide your child with the best care possible. Please do not hesitate to call the nurse with any questions or concerns at (603) 382-6226, Ext. 106, or email at tjilmartin@sau17.org.

MEDIA RESOURCE CENTER

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

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

The Media Generalist and classroom teachers work together to assure students develop and master the skills necessary to use the library effectively. An orientation program takes place early in the school year for new students. Students are encouraged to use the Media Center for reading, quiet study, and research.

SPECIAL EDUCATION

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

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

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

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

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

BEHAVIORAL EXPECTATIONS

INTRODUCTION

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

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

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

BULLYING

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

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

IMPORTANT RULES AND REGULATIONS

Attend school daily and come on time.

Leave all coats, jackets and backpacks in your locker.

Move quickly from class to class. Enter the room quietly, take your assigned seat, and begin work as your teacher requests.

Be prepared to work every day. Bring whatever equipment is required for learning.

Do homework nightly.

Gum chewing may be prohibited in certain classrooms.

Cell phones or beepers must be off and out of site during the school day. CD players and walkmans are not allowed in hallways or classrooms unless permission is granted by classroom teachers for use in their rooms.

Do not engage in bullying, physical or verbal violence.

Demonstrate pride in your school building. Pick up trash and other items on the floor after yourself and others.

Use appropriate language and dress in a manner that shows respect.
Exercise self control at all times.
Make good choices and accept responsibility for your actions.

GOALS AND OBJECTIVES

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

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

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

ROLE OF THE STUDENT

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

ROLE OF FACULTY AND STAFF

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

ROLE OF ADMINISTRATION

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

ROLE OF THE PARENT/GUARDIAN

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

CONSEQUENCES

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

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

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 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 offense and possible consequences, any violation of these policies could result in expulsion or long-term suspension.”

RECESS RULES

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

IN-SCHOOL SUSPENSION (Planning Room)

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

OUT-OF-SCHOOL SUSPENSION

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

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

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

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

STUDENT CONDUCT ON SCHOOL BUSES

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 be outside of the bus at any time (such as 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. 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.

IF A STUDENT CHOOSES TO BREAK A RULE

The bus driver will report any student who violates any of these rules to the principal. Such violation may lead to the suspension of bus privileges in accordance with NH RSA 189:9a.

1st Incident	Driver verbally warns student.
2nd Incident	Driver submits written report to principal. Warning letter sent to parents.
3rd Incident	Removed from transportation for three (3) days.
4th Incident	Removed from transportation for five (5) days.
5th Incident	Removed from transportation for long term.

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

Until the appeal is heard, or if the suspension of student'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 student for the period of the suspension.

AUTOMATIC REMOVAL

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

NEW HAMPSHIRE REVISED STATUTES ANNOTATED 189:9-A PUPILS PROHIBITED FOR DISCIPLINARY REASONS.

Notwithstanding the provisions of 189:6-8 the Superintendent of Schools, or his/her representative as designated in writing, is authorized to suspend the right to students 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.

- II. Until the appeal is heard, or if the suspension of student'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 student 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.

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

Student's Name _____ School _____

Driver's Name _____ Bus # _____ Date _____

Dear Parent:

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

OUR PHILOSOPHY

We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their jobs or preventing other students from having safe transportation.

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

Students will:

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

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

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

SEVERE DISRUPTION

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

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

COMMENTS _____

ACTION TAKEN _____

_____ Date

_____ Principal's Signature

Appendix

ACCREDITATION STATEMENT

Sanborn Regional Middle School has been accredited by the New England Association of Schools and Colleges, Inc, (NEASC) for the past ten years. This nationally recognized organization is affiliated with institutions ranging from elementary schools through colleges and universities.

Being accredited by NEASC indicates that SRMS meets or exceeds the established criteria of the Association. It is not a guarantee of outcomes, but assurance about the quality of opportunities available to SRMS students. For more information about NEASC, contact the building principal

SEX EQUITY STATEMENT

Title IX of the Education Amendments of 1972 states that:

"No person in the U.S. 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, the Sanborn Regional School District Representative with whom you may discuss your concern is with the Special Education Director, Jennifer Pomykato, 642-3688.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Parents are granted certain rights relative to educational records maintained by the Sanborn Regional School District. A copy of the district's policy may be obtained from the building principal.

COMPLAINTS ABOUT SCHOOL PERSONNEL

Any person or group having a legitimate interest in the schools of this district shall have the right to present a request, suggestion, or complaint concerning district personnel.

It is the desire of the 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 in its employees and the initiator of a complaint, and desires to support their actions in such a manner that both are freed from unnecessary, spiteful or negative criticism, and complaints or retribution.

Whenever a complaint is made directly to the school 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.

Approved: June 16, 1993

Effective: July 1, 1993

NOTICE OF NONDISCRIMINATION

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, sex, race, color, religion, national origin, marital status, familial status, sexual orientation, or physical or mental disability, 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 EV and VI of the Civil Rights Act of 1964; the Age Discrimination Act; Title II of the Americans with Disabilities Act; or Section 504 is directed to contact:

Dr. Brian Blake, Superintendent of Schools
Sanborn Regional School District, SAU #17
178 Main Street, Kingston, NH 03848
Telephone: (603) 642-3688 or 642-3689

For Title IX inquiries, contact Jennifer Pomykato, 178 Main Street, Kingston, NH 03848 Telephone: (603) 642-53688.

SAU #17
Revised: February 2003

SANBORN REGIONAL SCHOOL DISTRICT
KINGSTON-NEWTON, NEW HAMPSHIRE
SECTION 504/ADA NONDISCRIMINATION
STATEMENT AND SYSTEM OF PROCEDURAL SAFEGUARDS

TO: PARENTS, STUDENTS, STAFF AND PARTICIPANTS OF THE SANBORN REGIONAL SCHOOL DISTRICT

NONDISCRIMINATION STATEMENT

As required by Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with disabilities Act (ADA), Sanborn Regional School District - SAU #17 - does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs, services, and activities.

SECTION 504 / ADA COORDINATOR: As required by 34 C.F. R. 104.7(a) and 28 C.F. R. 35.107(a), Sanborn Regional School District - SAU #17 - has designated Ms. Jennifer Pomykato, Special Education Director, 178 Main Street, Kingston, NH 03848, telephone (603) 642- 3688, to coordinate its efforts to comply with and carry out its responsibilities under Section 504 and ADA, including investigating any allegations of discrimination on the basis of disability or other noncompliance with Section 504 and/or the ADA.

GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINT SRSD FILE AC-R

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

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.

The claim 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, (603) 642-3688. The Superintendent of Schools will investigate the complaint as filed, render a decision, and take appropriated action in this matter.

A complaint of discrimination may also be filed with:

Office for Civil Rights
US Department of Education, Region I
John W. McCormick Post Office & Courthouse, Room 701
Boston, MA 02109
Telephone: (617) 233-9662
FAX: (617) 223-9669
e-mail: www.ed.gov

or

The New Hampshire Human Rights Commission
163 Loudon Road
Concord, NH 03301
Telephone: (603) 271-2767

Effective: June 22, 1994
Revised: October 4, 1995
Revised: February 2003

PROCEDURAL SAFEGUARDS As required by 34 C.F.R. 104.36, as the parent or guardian of a student who because of disability needs or is believed to need special instruction or related services, you have the right, with respect to any action regarding referral, identification, evaluation, and/or placement, to:

1. notice of the referral/identification, evaluation, and placement process, with appropriate consent forms. examine all records.
2. an impartial hearing, at any time, with the opportunity to participate and to be represented by counsel, a review procedure.
3. You may contact the principal of the student's school or the section 504/ADA Coordinator if you have any questions about these procedural safeguards.

ADDITIONAL INFORMATION You may direct questions about the Sanborn Regional School District - SAU #17/s - compliance with Section 504 and/ or the ADA to the Section 504/ADA Coordinator, the Superintendent of Schools, or to the U. S. Department of Education, Office for Civil Rights. The name and location of these sources is identified above.

Date adopted by District October 1, 1997

CHILD FIND POLICY

In accordance with New Hampshire Rules for the Education of Children with Disabilities, Sanborn Regional School District insures that a process of identifying, locating and evaluating all children with disabilities, including children attending private schools, and who reside within the District's jurisdiction, will be developed and implemented.

Ed 1103, July 1, 2001

SEXUAL HARASSMENT SRSD FILE: ACAA

STATEMENT OF PURPOSE

Title VII of the Civil Rights Act of 1964 and New Hampshire's Law Against Discrimination (RSA 354-A) prohibit discrimination because of age, sex, race, color, religion, national origin, marital status, physical or mental disability in all employment practices, including terms, conditions, and privileges of employment. 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 legislation.

The purpose of this policy is to define prohibited sexual harassment, charge those responsible for compliance, provide for awareness by all members of the educational community, prescribe the method within and outside the district for complaints by those who believe they have been subjected to sexual harassment, and list 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 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.

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 employment or academic standing, or
2. Submission to or rejection of such conduct 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 performance or creating an intimidating, hostile, or offensive environment.

Examples of conduct which may constitute sexual harassment are:

sexual propositions

graphic comments about a person's clothing, body, or sexual activity

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.

Individuals shall not be reprimanded or discriminated against in any way for initiating an inquiry or complaint.

Retaliation of any kind against anyone who institutes a complaint or assists 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.

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 or the Title IX Coordinator.

The district will establish educational programs designed to inform all employees and students of the nature of sexual harassment, to increase their sensitivity to it, and to publicize the procedures, sanctions, and remedies available against it.

Related Policies: AC - Non-discrimination

GBA - Equal Opportunity Employment

GBEAA - Personnel with HIV/AIDS

JLCCA - Students with HIV/AIDS

Effective: June 22, 1994

Revised: October 4, 1995

GRIEVANCE PROCEDURES - SEXUAL HARASSMENT COMPLAINT SRSD File: ACAA-R

As a member of the school community who believes that you or your child have been subjected to sexual harassment, you are encouraged, but not required, to let the person engaging in the conduct know how you feel. Request that the person stop the conduct immediately. If the conduct continues, or you believe that some employment or academic consequences may result from confrontation with the offending person, or you feel incapable of confronting the person directly, you may report the incident(s) to the Title IX Coordinator, who is vested with the authority and responsibility of processing all sexual harassment complaints. The name and phone number of the Title IX Coordinator may be obtained from any school office or from a representative of the Superintendent of Schools at (603) 642-3688.

All department heads, managers, counselors, supervisors and teachers, as part of their job requirements, will be responsible for preventing and eliminating sexual harassment in their respective work areas. Therefore, if you believe you have been subjected to sexual harassment, any one of these will assist you in contacting the Title IX Coordinator or other male or female district personnel who will work with you and the Title IX Coordinator to report the incident(s).

All complaints or reports of incidents of sexual harassment should be made within thirty (30) days of the underlying incident, or within such reasonable time as practicable in the particular circumstances. Investigations made and actions taken will be consistent with the requirements of collective bargaining agreements, school district policy, and federal and state statutes.

Following investigation of the complaint, if the Title IX Coordinator determines that the behavior described does not constitute sexual harassment, he or she will advise the complaining party of such decision and no further action shall be taken by the school district. If the investigation reveals that the complaint is proven to be a violation of policy, prompt action will be taken to provide the complainant with pertinent information and assistance in relation to established procedures intended to resolve such complaint. Remedies and/or sanctions for violation of the Sexual Harassment Policy may include, but shall not be limited to: education for increased awareness, written or oral reprimands, changes in behaviors, suspension with or without loss of salary, discharge or expulsion of violator(s). Some forms of sexual harassment of students by adults are considered violations of criminal law. If investigation indicates the possibility of criminal violation, school district authorities will inform and cooperate fully with law enforcement agencies.

A person may directly contact the following at the time a complaint is filed with the school district, during or after the use of the district complaint process, or without using the district complaint process at all.

For a Title IX complaint:

Assistant Secretary of Civil Rights
U. S. Department of Education
Office for Civil Rights, Region 1
Boston, Massachusetts
(617) 233-9696

For an employment complaint:

N H Commission for Human Rights
163 Loudon Road
Concord, NH 03301
(603) 271-2767

Contact to the Assistant Secretary for Civil Rights or the New Hampshire Commission for Human Rights must be made within 180 days from the date of alleged harm.

Effective: June 22, 1994 Revised: October 4, 1995

PROCEDURES FOR PUPIL HARASSMENT POLICY (SRSD POLICY JICK)
(BULLYING)

When implementing the District's policy on pupil harassment, the administrative procedures listed below will be followed:

1. The staff member or contractor who is told about or observes the incident shall give the building principal/assistant principal a written report detailing the incident on confidential forms available in each building.
2. The principal/assistant principal shall investigate the incident within 24 hours.
3. The principal/assistant principal shall by telephone and in writing via first class mail report the incident to the parents or guardians of those involved within 48 hours. The principal/assistant principal may request that the Superintendent waive this notification in cases where such notification would not be in the best interest of those involved.
4. The principal/assistant principal shall take whatever actions are appropriate based upon the nature and seriousness of the incident and the history of those involved. This might include, but is not limited to, verbal reprimands, detentions, suspensions, and referral to the Superintendent for further consequences.
5. The principal/assistant principal shall forward a copy of the appropriate form to the Superintendent for his/her review and possible further action. All forms shall be kept of file in the Superintendent's office for at least one year. The Superintendent shall notify the School Board of every reported incident.

Written notification to parents and guardians should be done in a manner that is appropriate to the situation. For students who receive a suspension, the notification should be included in the suspension letter. For victims of harassment, schools may develop form letters that contain the following information:

- a. Reference to telephone notification
- b. Date and time of incident
- c. Brief description of what occurred
- d. Action taken by administration
- e. Appeal rights – see policy

REV. 8/2/04

STAFF/VOLUNTEER ACCESS TO NETWORKS AND THE INTERNET SRSD FILE: EHA

STATEMENT OF PURPOSE

The purpose of this policy is to articulate the School Board's expectations with respect to maintaining an education and work environment that promotes ethical and responsible conduct in the use of telecommunications and electronic resources by staff and volunteers.

STATEMENT OF POLICY

The School Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction, student learning, interaction by and between staff members, etc.

The Board encourages staff and/or volunteers to make use of District computer networks to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that the use of District computer networks will expedite the sharing of effective practices and lessons across the District and will help staff stay on the leading edge of practice.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways in the performance of tasks associated with their positions and assignments. To support that expectation, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

Communication over District computer networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Privacy in these communications is not guaranteed. Electronic mail should not be utilized by employees to share confidential information about students or other employees unless this is necessary to carry out the responsibilities of their position. The District reserves the right to access stored records in order to ascertain compliance with guidelines for acceptable use of District computer networks.

SANBORN REGIONAL SCHOOL DISTRICT ACCESS GUIDELINES TO NETWORKS AND INTERNET SRSD FILE: IJKB-R

The Sanborn Regional School District is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individuals all over the world. This computer technology will allow our students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand the available information base.

On the Internet, students and staff may participate in activities that support learning and teaching. With access to other networks and people around the world, you might have access to information that may not be appropriate. The Sanborn Regional School District has taken measures to prevent access to inappropriate information; however, we cannot control all of the information available on the Internet. The school is not responsible for other people's actions or the quality and content of information available. We trust our students and staff to know what is appropriate and inappropriate.

USER'S RESPONSIBILITY

The purpose of local area networks and Internet use is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of an account must be in support of and consistent with the educational objectives of the Sanborn Regional School District. The Sanborn Regional School District reserves the right to monitor network activity and electronic correspondence to ensure proper use of the network. Access is a privilege, not a right. Access entails responsibilities.

Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. Account holders are held responsible for their actions and activity within their account. Unacceptable uses of the network will result in the suspension or revocation of network privileges. Additional disciplinary action may result; the inappropriate behavior will be judged as a normal disciplinary procedure-the involvement of technology equipment does not necessarily invoke a special set of procedures. When applicable, law enforcement agencies may be involved.

DISTRICT GUIDELINES FOR INTERNET ACCESS

The Sanborn Regional School District has established guidelines for staff and volunteer users of the District computer networks.

In general, employees and/or volunteers are expected to communicate in a professional manner consistent with the state laws governing behavior of school employees and with federal laws governing copyrights.

The Board directs the Superintendent to specify those behaviors, which are permitted, and those not permitted, as well as appropriate procedures to guide employee and/or volunteer use. In addition, the following behaviors are not permitted on District computer networks:

1. Users will not use the network for illegal, inappropriate or obscene purposes.
2. Users will not access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
3. Users will not use the network for any product or service announcement or political lobbying.
4. Users will not use the network for financial gain.
5. Users will not attempt to access unauthorized accounts or files.
6. Users will not create or distribute computer viruses.
7. Users will not use software or files in a manner that will violate copyright law.
8. Users will not engage in harassment, insults, or attacks on other users.

The Board also authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Related Policies: IJKB

Effective: November 28, 2001

ACCOUNT POLICIES

Classroom Accounts: Elementary and middle school students will be granted E-mail access only through a classroom account with written permission from parents (see IJKB Exhibit A). Parents/guardians may specifically request that their child(ren) not be provided access through the classroom account by indicating this on the reverse side of the permission form.

Individual E-mail Accounts for Students, Staff and Volunteers: In addition to access through classroom accounts, high school students may be provided with individual E-mail accounts. An agreement will be required for an individual E-mail account, and this must be signed by the student, his or her parent/guardian, and a sponsoring teacher. (See IJKB Exhibit B)

RELATED POLICIES: EGAA Printing and Duplicating

Original Effective: September 18, 1996

INTERNET ACCESS PERMISSION FORM

Independent student use of District computer networks (including the Internet) will be permitted upon submission of permission forms by parents of minor students (less than 18 years of age).

Student Expectations in Use of the Internet

Students are expected to follow general school rules for behavior when using District computer networks. Access is a privilege, not a right. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Guidelines for Student Expectations in Use of District Computer Networks and the Internet are detailed in School District policy IJKB-R and reprinted in the student handbook. At a minimum, the following are not permitted:

- Revealing personal information (address, phone number, etc.)
- Using fake names or pseudonyms
- Sending or displaying offensive messages or pictures
- Using obscene language, accessing pornographic material, etc.
- Harassing, insulting or attacking others
- Damaging computers, computer systems or networks
- Violating copyright laws, plagiarism
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing network for commercial purposes

As a user of the Sanborn Regional School District computer network, I hereby agree to abide by the above rules and those contained in the student handbook. I will not hold the Sanborn Regional School District, including any teacher or other employee, administrator, volunteer, or school board member, responsible for or legally liable for the materials distributed to or acquired from the network. I also agree to report any misuse of the Internet to my teacher.

Student Signature _____ Print Name _____ Date _____

As the parent or guardian of the minor student signing above, (please check one):

I GRANT permission for my son or daughter to access networked computer services including the Internet. I understand that individuals may be held liable for violations.

I DO NOT GRANT permission for my son or daughter to access networked computer services including the Internet. I understand that individuals may be held liable for violations.

Parent signature _____ Print Name _____ Date _____

HOMEWORK GUIDELINES SRSD FILE: IKB-R

STATEMENT OF PURPOSE

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

STATEMENT OF REGULATIONS

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:

➤ 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.

Course descriptions will clearly state requirements for homework so that parents and students will know what to expect.

Original Effective: June 1988
Revised: March 2002

GROUPING FOR INSTRUCTION SRSD FILE IIA-R

STATEMENT OF PURPOSE

These procedures provide for consistent practices in the grouping of students.

STATEMENT OF PROCEDURE

The District practice for assigning students to classes will be based upon heterogeneous (mixed ability) grouping. Alternative combinations, such as homogeneous (similar ability) grouping, may be permitted to meet the needs of specific students or programs. Factors to be considered in student placement include:

- ◆ a student's learning style
- ◆ the teacher's style of instruction
- ◆ class size
- ◆ teacher recommendation
- ◆ parental input
- ◆ student performance data
- ◆ other variables that will affect the performance of the student

At the elementary level, the general organizational plan is structured on chronological age-appropriate placement, based upon the factors listed above. School administration and staff will develop groups each spring for the ensuing year. Within each classroom group, it is expected that differentiated instruction will allow for appropriate instruction for each child.

At the middle school, students are placed in grade-level multidisciplinary teams using an integrative approach to curriculum. Within each team, students will be grouped and regrouped depending upon the specific objectives of the lesson and the instructional strategies employed by the teacher. Some programs at this level may be uniquely organized and may offer credit at the high school.

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

Each year, grouping practices will be communicated to parents and students in such documents as course descriptions, handbooks, and the Program of Studies. As grouping practices are changed, they will be reported to the School Board at a regular meeting.

Original Effective: April 17, 2002

RELATED POLICIES: EEAA, JICI, JK and JK-R

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

STUDENT DRESS SRSD FILE JICA-R

STATEMENT OF PURPOSE

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

REGULATIONS

1. Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, proper foot protection, or other similar requirements.
2. In all matters relating to individual dress and grooming, students are required to exercise good judgment, 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 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.

Original effective: November 3, 1997

NEW HAMPSHIRE YOUTH ACCESS TO TOBACCO LAW (CHAPTER 338)

KEY PROVISIONS

- No person under the age of 18 shall purchase, attempt to purchase, possess, or use any tobacco product. Violations of this section shall be punishable by a fine not to exceed \$100 for each offense or completion of up to 20 hours of community service for each offense, or both. Where available, punishment may also include participation in an education program.
- No person shall use any tobacco product in any public educational facility or on the grounds of any public educational facility. Any person who violates this section shall be guilty of a violation and shall be punishable by a fine not to exceed \$100 for each offense.

Effective: January 1, 1998.

TOBACCO USE BY STUDENTS SRSD FILE: JICG

STATEMENT OF PURPOSE

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

STATEMENT OF POLICY

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

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

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

Third Offense: Minimum five-day suspension, police notification, and hearing with the school board with the recommendation for expulsion.

RELATED POLICIES: GBK; JGD

Effective: June 3, 1987

Revised: November 21, 1990

Revised: February 5, 1997

Revised: November 3, 1997 (Effective January 1, 1998)

STUDENT SUBSTANCE USE AND ABUSE SRSD FILE: JICH

STATEMENT OF PURPOSE

The Sanborn Regional School District has zero tolerance for the use/abuse of illegal substances.

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

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

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

DEFINITIONS

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

STATEMENT OF POLICY

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

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

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

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

Site administrators and district employees are directed to take every reasonable measure to prevent and discourage any person from coming into any school building, onto any school property, onto any school bus, or attending any school sponsored event while in possession of, or under the influence of, any illegal substance. Periodic canine searches of school and buses may occur in conjunction with the State Police. Site administrators and school employees are instructed to be especially vigilant of any persons attempting to sell, give, supply or use any illegal substance in any school building, on any school property, on any school bus, or at any school sponsored event.

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

Original Effective: September 1, 1970

Revised: April 20, 1983

Revised: June 4, 1997

Revised: November 3, 1997

RELATED POLICIES: JICH-R, JK

STUDENT SUBSTANCE USE AND ABUSE - RULES SRSD File: JICH-R

STATEMENT OF PURPOSE

The Sanborn Regional School District has zero tolerance for the use/abuse of illegal substances as defined in Policy JICH.

The Sanborn Regional School Board approves the following rules for dealing with the use or abuse of 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 illegal substance, and/or being under the influence of any illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event 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 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. Substance Use, Possession Of, or in the Presence Of

Students procuring, possessing, using or being in the presence of any illegal substance, or under the influence of any illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event shall be suspended from school for a five-day period, shall be reported to the appropriate law enforcement agency, and shall have a parent conference with the school principal.

For any subsequent illegal substance related offense, the student shall be suspended from school for ten (10) days, 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.

II. Aiding Possession or Use

Any student in control of a vehicle or container in which he/she knows an illegal substance is kept deposited, and any student who assists any person in his/her presence in the use or possession of an illegal substance will be subject to the same penalties imposed upon the actual possessor or user set out in paragraph I above.

For the purposes of this regulation, the term "Assist" shall be understood to mean anything, including acting as a lookout or decoy, which might help the actual user or possessor to escape detection or punishment.

III. Transmitting, Sale, Supplying, Giving or Intent to Transmit, Sell, Supply or Give

Any student transmitting, selling, supplying, giving or intending to transmit, sell, supply, or give any illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event shall receive a ten (10) 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 illegal substances shall be presumed to have an intent to transmit, sell, supply, or give the illegal substance. Further, sale shall include bartering or exchanging an illegal substance.

IV. Counseling

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

V. Notification of Law Enforcement Agencies

Reports to law enforcement agencies required by this policy and rules shall be made in accordance with RSA 193-D:4.

Original Effective: September 1, 1970

Revised: April 20, 1983

Revised: June 4, 1997

Revised: November 3, 1997

RELATED POLICIES: JICH, JK

WEAPONS IN THE SCHOOLS SRSD FILE: JICI

STATEMENT OF PURPOSE

The Sanborn Regional School District has a zero tolerance for bringing weapons into its schools.

The purpose of this policy is to comply with the requirements of the Gun-Free Schools Act of 1994 and to establish procedures for enforcing RSA 189, 193, and 193-D and the provisions of Department of Education Administrative Rule 317, et seq., relative to disciplinary action for gross misconduct by a pupil in a safe school zone, including possessing a firearm and/or other dangerous weapon.

STATEMENT OF POLICY

Dangerous weapons are not permitted on school property at any time. Visitors, faculty, staff, and pupils are prohibited from bringing any weapons, whether visible or concealed, into any school building, onto school property or a school bus, or to any school-sponsored event. Similarly, acts of gross misconduct, including acts of theft, destruction or violence will not be tolerated. Swift and speedy disciplinary action shall be taken in accordance with the mandates of this policy and its procedures to enhance the safety of all pupils within the school district.

Weapons:

- (a) Weapons may include, but are not limited to firearms, explosives, incendiaries, martial arts weapons (as defined by RSA 159:24), electronic defense weapons (as defined by RSA 159:20), slung shot, metallic

knuckles, billies, or other dangerous weapons (as defined by RSA 159:15), pistol cane or sword cane (as defined by RSA 159:19-a).

- (b) Any pupil who sells, has in his/her possession with intent to sell, or carry on his/her person any stiletto, switch knife, blackjack, dagger, dirk-knife, slung shot or metallic knuckles (as defined by RSA 159:16), or containers containing chemicals such as pepper gas or mace on school property, on school buses, or at school-sponsored activities, shall be expelled from school by the school board for a period of not less than 12 months.
- (c) Pupil violation of this policy will result in both notification of the local police and disciplinary action in accordance with the mandates of RSA 193:13, II and III.
- (d) Any pupil who is determined to have brought a weapon to school in violation of this policy shall be deemed to have committed an act of gross misconduct. Such an act of gross misconduct shall result in both notification of the local police and disciplinary action in accordance with the severity of the incident.
- (e) Notwithstanding the above, any pupil who brings or possesses a firearm as defined by section 921 of Title 18 of the US Code in a safe school zone as defined in RSA 193-D:1, without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

REPORTING PROCEDURES:

Pursuant to RSA 193-D:4, I and II, a written report is required and will be made for all violations of this policy. This report is to be completed by the school principal and filed with the local law enforcement authority and the Commissioner's office at the Department of Education within 48 hours of receipt of information in accordance with RSA 193-D:4, unless the waiver in RSA 193-D:5 applies.

Ed 317.06 Student with an Educational Disability:

- (a) Any suspension or expulsion of a pupil with an educational disability as defined in Ed 1102.31 shall be in accordance with Ed 1119.11.
- (b) If, under the provisions of Ed 1119.11(c), the special education placement team determines that the behavior leading to the suspension or expulsion is not a direct result of the pupil's educational disability, sections Ed 317.01 through Ed 317.05 shall apply.
- (c) In the case of a pupil with an educational disability who is determined to have brought a firearm or other dangerous weapon into a safe school zone, the federal requirement of section 615(e) of Public Law 101-476 shall apply, and the student may be placed in an interim alternative educational setting for the time periods determined by that Public Law.

DEFINITIONS:

Expulsion means the permanent denial of the pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Firearm or other dangerous weapon means any firearm or weapon as defined in section 921 of Title 18 of the US code, and any weapon prohibited by RSA 159, including but not limited to dangerous weapons listed in 159:16.

GROSS MISCONDUCT MEANS AN ACT WHICH:

1. Results in violence to another's person or property;
2. Poses a direct threat to the safety of others in a safe school zone, or
3. Is identified in RSA 193-D:1, I.

Neglect in the context of RSA 193:13, I and II, means the failure of a pupil to pay attention to an announced, posted, or printed school rule.

Pupil means a child through age 21 in attendance at a school during the school day.

Refusal in the context of RSA 193:13, I and II means the willful defiance of a pupil to comply with an announced, posted, or printed school rule.

Safe school zone means “safe school zone” as defined in RSA 193-D I, II.

SCHOOL DAY MEANS:

1. For a pupil who takes the school bus, the time period beginning when a pupil boards the bus in the morning to the time when a pupil disembarks from the bus in the afternoon, and
2. For a pupil who walks to school or arrives by private car, the time period beginning when the pupil arrives on the school grounds to the time when the pupil leaves the school grounds.

Superintendent means the school superintendent or chief administrating officer, or a representative designated in writing as authorized under RSA 193:13, I.

Suspension means the temporary denial of a student’s attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to announced, posted, or printed school rules.

SUPERINTENDENT’S AUTHORITY:

Notwithstanding the foregoing, and in accordance with RSA 193:13, IV, the superintendent shall have the authority to modify the expulsion requirements of RSA 193:13 on a case-by-case basis.

Related Policies: JK Student Suspensions and Expulsions
JIH - Interrogations and Searches

Original Effective: April 19, 1995
Revised: January 3, 1996
Revised: September 18, 1996
Revised: November 3, 1997

PUPIL SAFETY AND VIOLENCE PREVENTION SRSD FILE: JICK

STATEMENT OF PURPOSE

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

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

STATEMENT OF POLICY

The Sanborn Regional School Board’s goal of providing a safe learning environment requires the prohibition of the use or possession of alcohol, drugs, illegal weapons, and acts of violence on school property, buses, or any district facilities in accordance with RSA 193-D, which governs theft, destruction or violence which occurs in safe school zones. The Sanborn Regional School Board further will not tolerate pupil harassment and will implement this policy in accordance with RSA 193-F.

DEFINITION

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

VIOLATIONS

Students who violate this policy will be suspended in accordance with school board policy or expelled in accordance with RSA 193:13 II which permits school boards to expel students for (1) gross misconduct, (2) neglect or refusal to conform to reasonable school rules, (3) acts of theft, destruction or violence as defined in RSA 193-D:1, or (4) possession of pellet or BB guns or rifles. RSA 193:13 III requires school boards to expel students who bring firearms to or possess firearms in safe school zones.

Any school employee, or employee of a company under contract with the District who has witnessed or has reliable information that a pupil has been subjected to "bullying" should report such incident to the principal who will investigate and notify the Superintendent of the results of his/her investigation. Appropriate consequences for violations shall be implemented.

RELATED POLICIES: JICG, JICH, JICI, JK

Original Effective: April 2, 1997

Revised: February 21, 2001

FIGHTING SRSD FILE: JICL

STATEMENT OF PURPOSE

The Sanborn Regional School District has zero tolerance for fighting in its schools.

The purpose of this policy is to ensure that fighting 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.

Definition:

A fight is defined as an exchange of physical blows (hitting, slapping, punching, and shoving).

STATEMENT OF POLICY

Students are advised that if they are threatened, harassed, or intimidated by any other student, they should immediately report the matter to a teacher or administrator. Taking matters into ones own hands, or responding to being threatened, criticized or hit by hitting, pushing, shoving or slapping the other student is not acceptable. Therefore, do not fight back but allow a school official to handle the matter.

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

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

Students who do not fight back will not be punished. Those students should report the incident immediately to a school official.

PENALTIES:

First Offense: Three to five day suspension and a parent conference with the principal or assistant.

Second Offense: Five-day suspension/recommendation for expulsion.

RELATED POLICIES: JICI
JICK
Effective: November 3, 1997

SUSPENSION AND EXPULSION OF STUDENTS SRSD FILE: JK

STATEMENT OF PURPOSE

The purpose of this policy is to provide general guidelines for behavior which may result in a student suspension or expulsion and to assign the authority for taking suspension and expulsion actions within the Sanborn Regional School District.

STATEMENT OF POLICY

The Sanborn Regional School Board desires to provide a safe and orderly learning environment for all students. In order to maintain this environment, students who exhibit gross misconduct, or students who neglect or refuse to conform to the reasonable rules of the school, or students who commit an act of theft, destruction, or violence as defined in RSA 193-D:1, or students in possession of a pellet or BB gun or rifle may be subject to suspension and/or expulsion in accordance with this policy. The Sanborn Regional School Board affords due process to all students who are subject to suspension or expulsion actions. All suspension and expulsion actions taken by administrators and/or the School Board shall be taken in accordance with this policy, the associated regulations contained in policy JK-R, NH RSA 193:13 and NH Department of Education Administrative Rules 317, et seq.

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

In accordance with RSA 193-D:4, the Sanborn Regional School District will file reports of any acts of theft, destruction or violence occurring within a Safe School Zone. Incidents of simple assault or violence may not always be reported to the police provided that parents receive written notification of the incident. The District shall keep appropriate records of incidents and the Superintendent shall enter into a Memorandum of Understanding with the Police Departments in the Towns of Newton and Kingston for the purposes of administering RSA 193-D:4, I(a) - (c).

SUSPENSIONS OF TEN DAYS OR LESS (Also see SRSD file: JK-R)

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

SUSPENSION FOR OVER TEN DAYS, BUT NOT MORE THAN TWENTY DAYS (Also see SRSD file: JK-R)

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

EXPULSIONS AND SUSPENSIONS FOR MORE THAN TWENTY DAYS (Also see SRSD file: JK-R)

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 for 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. Upon the recommendation of the Superintendent, the School Board will consider the evidence and may approve student expulsions and student suspensions lasting more than twenty days. Any pupil

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

The parent or guardian of any student being considered for expulsion or suspension for more than twenty days shall be granted the opportunity for a formal hearing before the School Board.

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

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

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

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

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

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

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

RELATED POLICIES: JK-R, BEE, BEE-R

SUSPENSION AND EXPULSION OF STUDENTS SRSD FILE: JK-R

STATEMENT OF PURPOSE

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

STATEMENT OF RULES

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

SUSPENSIONS OF TEN DAYS OR LESS

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

reasonable rules of the school. When a student is being suspended for ten days or less, the following procedures shall be followed:

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

SUSPENSION FOR OVER TEN DAYS BUT NOT MORE THAN TWENTY DAYS

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

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

EXPULSIONS AND SUSPENSIONS FOR MORE THAN TWENTY DAYS

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

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

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

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

4. Any suspension or expulsion imposed on a student must be based upon a fair consideration of 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.

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

Revised: February 4, 1998

RELATED POLICIES: JK, BEE, BEE-R