

SE BROOK

— ELEMENTARY SCHOOL —

Student & Parent/Guardian Handbook

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SEABROOK ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Seabrook Elementary School is to actively engage all learners in developmentally appropriate, research-based instruction, in a safe and nurturing environment; one that instills character development and creates a foundation for life-long learning.

Seabrook Elementary School ~ Staff Members

Administration

Bryan Belanger, Principal
Timothy Dow, Assistant Principal
Lauren deConstant, Curriculum Coordinator
Kari Harwood Bramhall, Director of Special Services

Office

Deanna Abram, Principal's Administrative Assistant
Kim Welch, Front Office Admin. Assist.
TBD, Special Services Admin. Assist.
Lisa Foucault, Special Services Admin. Assist.

School Counselor

Yi-Fu Han

Resource Officer

Keith Diethofer

Social Worker

Maria Easton
Jessica Cormier (504 Coordinator)

Psychologist

Lisa Villemaire

School Nurse

Sydney Morris, RN

Information Technology

Dan Hoy, IT Administrator
Dawn Cestroni, Computer Technician

Preschool Teachers

Allison DeCicco
TBD

Unified Arts Teachers

Rebecca Carney, Computer
Michel Gautreau, Library
Deanna Bird, Art
Lyndsey Hamblet, Physical Education
Katrina O'Brien, Music

Kindergarten Teachers

Kim Dovey
Laura Litcofsky
Kirsten Ranalli
Shawn Valentine

Literacy

Emily Herbst, Reading Specialist
Tammy Thomson
Mary Miller
Amanda Ruiz

Grade 1 Teachers

Tracy Kelleher
Fran Kendellen
Molly Blough
Lori McCullough

Math

Stacy Small
Kelley MacInnis

Grade 2 Teachers

Alison Carey
Taylor LaBonte
Heather Lister
Catherine St. Laurent

Special Education Case Managers

Elizabeth Perkins
Ruthe daSilva
Erica McMahan
Madison Platte
Angie Butzer
Erin Nickerson

Grade 3 Teachers

Marielle Betters
Megan Smith
Cathy MacDonald
Rachel Sucu

ESL Teacher

Denise Immoor (Grades 4-8)
Elizabeth Tong (Grades PK-3)

Grade 4 Teachers

Kelly Garcea
Samantha Mesteiri
Kate Noone
Christopher Small

Specialists

Erin Conlan, BCBA
Jennifer Faro, Speech Language Pathologist
Britney Brearley, Speech Language Pathologist

Educational Assistants

Cathy Brown
 Mareen Brown
 Sandra Clark
 Shelley Cox
 Heather Emerson
 Tammy Gardner
 Catherine Giuffre
 Jackie Mawson
 Deb Moore
 Ellen Orio
 Cammie Savage
 Trudy Tibbetts
 Tasia Valcarcel
 Nichole Firmani
 Jen Walsh

Lori Sylvester, Speech Language Pathologist
 Paula Boivin, Occupational Therapy
 Blake Delaney, Occupational Therapy
 Libby Sullivan, Occupational Therapy
 Meghan Raimundo, Early Ed Planning Coordinator
 Patrice Baker, Early Outreach Coordinator

Facilities Department

Peter Moura, Facilities Supervisor
 Lexi Greelish, Facilities Administrative Assistant
 Kevin Borges, Maintenance Mechanic
 Herbert "Cubby" Baxter
 Kosta Birmbas
 Basilio "Bill" Caserta
 Shawn Keaton
 Bruce Small
 Delores Stewart

Nutrition Department

Lindsay Gaucher, School Nutrition Director
 Alannah Bragg
 Holly Bragg
 Kate Brown
 Lindsay Hart
 Katie White
 Chavon Thy

SES OFFICE HOURS & CONTACT INFORMATION

Our school office hours are 7:30-3:00. Seabrook Elementary School can be reached by dialing 474-2252 or by FAX at 474-3504. Our website contains a wealth of school and community information. For more information go to www.sau21.org/ses

It is very important that our student records be kept up to date. Parents/Guardians must report any address or telephone number changes to the school office as soon as such a change is made.

ARRIVAL & DISMISSAL

The school opens at 7:45 am each morning - students who arrive after 8:00 am are tardy. Any students that arrive on school grounds prior to 7:45 am, must remain under the supervision of their parent/guardian. Buses drop students off in the courtyard area at 7:45 am. Breakfast is available for purchase from 7:45-7:55 am. School begins promptly at 8:00 am.

The following schedule indicates arrival and dismissal times:

Preschool	AM Sessions	8:00 am to 10:45 am
	PM Sessions	11:45 am to 2:30 pm
Grades K - 4	All Sessions	8:00 am to 2:30 pm

EARLY RELEASE DAYS / SCHOOL CLOSING

Early release time for students is 12:00 pm. Lunch will be served before students are dismissed. Preschool morning sessions will be released at their regularly scheduled time. **There will be no afternoon preschool classes on early release days.** Please note that the Seabrook Recreation Department only accepts students on early release days that are signed up for the specific early release program days. Please make sure to make any necessary arrangements ahead of time.

SCHOOL CLOSINGS/DELAYED START

If school is to be closed or delayed due to a storm or emergency, an announcement will be made on local radio stations such as:

- WBZ - Channel 4 Boston (CBS)
- NECN - Channel 6
- WHDH - Channel 7
- WMUR - Channel 9 (ABC)

With a delayed opening **there is no AM preschool.** School will start at 10:00 am The afternoon preschool sessions will begin at their normal time of 11:45 am.

Messages will also be sent using PowerSchool School Messenger - please make sure that your contact information is always up-to-date at the school.

FIRE DRILLS / LOCKDOWNS / EMERGENCY EVACUATION PROCEDURES

Teachers and other supervisors will inform students of exiting procedures from classrooms and other locations during the first week of school. In addition, fire drill directions are posted near the doors of each classroom. Students who may be unsure about the fire drill procedures should ask their teacher for assistance.

Off-site Emergency Evacuation Procedures

Ideally, all students and staff will be bussed to the Seabrook Recreation Center. Children will remain at the recreation center until word from the administration determines either:

- A return to school via bus, or
- Dismissal from the recreation center via bus or parent dismissal*

*Students will only be released to parents/guardians or persons listed on PowerSchool.

ATTENDANCE , TARDINESS & TRUANCY

Any student arriving after 8:00 am will be considered tardy and must get a pass from the receptionist before entering their classroom.

If a student is kept home due to illness, parents/guardians must notify the school on the day of absence by calling the main office at: 474-2252 between 7:45 a.m. – 8:30 a.m.

Excused Absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

In the event of an illness, parents must call the school and inform the district of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

Unexcused Absences:

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

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make the final determination if the absence will be excused.

Family Vacations/Educational Opportunities:

Generally, absences other than for illness during the school year are discouraged. The school principal may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. Student work will not be provided in advance.

Truancy:

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

- Ten half-days of unexcused absence during a school year constitutes habitual truancy.
 - A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.
- Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.
- The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

To review the entire attendance and truancy policy, please see Seabrook School District Policy code: JH.

BUS TRANSPORTATION

Our bus company is First Student (please see the separate section below for preschool bus information). First Student's telephone number is 603-964-2322. Please make sure your child rides their assigned bus to and from school. Please note that the bus driver will not allow a **Kindergarten - Second Grade** child to leave the bus unless an adult is present to meet the child. If an adult is not present, your child will be returned to school and the parent/guardian or emergency contacts will be called. **Third and Fourth Grade** students may leave the bus alone with a note from a parent/guardian on file or documentation in Pickup Patrol.

If your child needs to take a bus to a different destination, a bus pass is required. Please follow these guidelines:

1. Written permission or Pickup Patrol should be sent to school in a timely manner, specifying student's complete name, bus change request, and date.
2. The school will then issue a bus pass to inform the bus driver of the change.
3. Changes made by phone do not ensure the safety of your child, therefore, telephone calls to inform the school of changes are only accepted in extreme emergencies.

STUDENT CONDUCT ON SCHOOL BUSES - CODE: [JICC](#)

Students using school buses and other District transportation are under the jurisdiction of the School from the time they board the bus until they exit the bus. Additionally, Board policy JICDD applies to "out-of-school" student conduct, including, but not limited to, conduct at or near school bus stops.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses. See District administrative School Bus Conduct Rules JICC-R and these shall be printed in the Parent-Student Handbook, made available on the District and/or school website, and provided in other languages as needed.

Failure to abide by the School Bus Conduct Rules Continued, disorderly conduct or persistent refusal to submit to the authority of the driver may result in a student to be denied or suspended from the privilege of transportation in accordance with the RSA 189:9-a, and applicable District rules and procedures. See JICC-R. Additionally, conduct on District transportation is subject to additional interventions, supports or consequences as provided in the Student Code of Conduct [or other such rules as termed by the district].

If a student is to lose the privilege of riding the bus ("transportation suspension"), advance warning will be given, except for misconduct that threatens or the health, safety or welfare of other students, staff or any other person.

Parents/guardians of students who have had bus privileges suspended have a right to appeal the suspension within 10 calendar days to the person who issued the original suspension. Transportation suspensions exceeding 20 days must be approved by the Board. Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil's parent/guardian. The Superintendent shall include such appeal and review procedures in the School Bus Conduct Rules referenced in the preceding paragraph. Transportation suspensions may extend to all District transportation according to the Student Bus Conduct Rules.

Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus, along with the bus monitor, if applicable, is responsible for the orderly conduct of the students transported. Each driver and monitor has the support of the Board in maintaining good conduct on the bus.

SCHOOL BUS CONDUCT RULES - CODE: [JICC-R](#)

In order to ensure the safety of all students riding District provided school buses, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles.

The Student Handbook guidelines applies to students at all times when being transported on school buses or other District provided transportation to and from school or school activities. Thus, while students may lose the privilege to ride the bus or other District transportation due to students' failure to maintain the behavioral expectations, students may also be subject to interventions and/or disciplinary consequences for the same behaviors according to the Student Handbook guidelines.

Behavioral Expectations & Rules for School Buses and Other District-Provided Transportation.

1. Students should arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent/guardian's responsibility to transport the student to school.
2. Students shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed students to get on the bus.
3. Students shall wait in an orderly line and avoid horseplay.
4. Students may cross the road or street only in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Students shall go directly to an available or assigned seat when entering the bus and move in toward the window.
6. Students shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisles and exits must be kept clear at all times and emergency door will be used for emergencies only.
7. Students shall observe normal classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
8. Students shall not engage in verbal abuse and/or use abusive language to others.
9. Students may carry only objects that can be held safely on his/her own lap. Musical instruments, athletic equipment bags and the like must be placed in the area designated by the driver.
10. Students shall refrain from throwing or passing objects on, from or into buses.
11. Students shall refrain from eating and drinking on the bus unless given permission by the principal or designee.
12. Students shall respect the rights and safety of others.
13. Pk-8 students may ride only the bus that they have been assigned, and students may only board or exit at their assigned stops unless a parent has given written permission to the principal or designee to do so otherwise.
14. Students are prohibited from extending head, arms or objects out of the bus windows, and are not allowed to open windows without permission of the driver.
15. Only authorized riders are permitted on the bus.
16. When necessary, students will be expected to sit three passengers to a seat. [Implementation of this rule may depend on a district's transportation contract.]
17. Students are strictly prohibited from possessing or using tobacco, alcohol, drugs, or any controlled substance. In addition to any interventions or consequences pursuant to these rules or the Student Handbook guidelines, the police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
18. Students shall not use profane language or obscene gestures, and shall make any excessive noises while on the bus.
19. Fighting, wrestling or acts of physical aggression are strictly prohibited.
20. Students shall not deface or otherwise damage the bus, the driver's or any other students belongings while on the bus. Students/Parents will be held responsible for any and all damages to the bus caused by the student by way of vandalism or other intentional or reckless conduct.
21. Pupil shall not carry hazardous material, nuisance items or animals onto the bus.
22. Students are prohibited from hitching rides via bumper or other parts of the bus.

Response and Consequences for Misconduct on School Buses.

Students not adhering to the above expectations may receive consequences as described below. However, when a student engages in any conduct that threatens or impacts the health or safety of students, staff or others, the Principal, Transportation Coordinator or Superintendent may impose more significant and immediate consequences including lengthier transportation suspensions.

The following will generally apply to violations of expectations 2 through 16:

First Referral: will result in a letter of warning with a copy sent to the student's parents/guardians, and a copy kept on file in the School Administrator's Office and the Transportation Coordinator.

Second Referral: will result in one (1) hour after school detention. Parents/guardians must be notified prior to the implementation of the detention. It becomes the parents/guardians' responsibility to transport or arrange other transportation for their children home after a detention.

Third Referral: will result in an immediate five (5) day suspension from District transportation to and from school.

The following will generally apply to violations of expectations 17 through 22:

First Referral: will be an immediate five (5) day from all District transportation.

Second Referral: will be an immediate ten (10) day from all District transportation.

Third Referral: will result in the immediate suspension from all District transportation. "RSA 189:9 – Pupils prohibited for Disciplinary Reasons.

General Provisions Relating to Transportation/Bus Suspensions.

All transportation suspensions are measured by school days, not calendar days. Repeat transportation suspensions or suspensions over five (5) days will apply to all District transportation, including to and from school, as well as any school sponsored activity or program(e.g., field trips, athletic competitions, etc.).

Transportation suspensions shall not begin until the next school day following the day written notification of suspension is sent to the pupil's parent/guardian.

Any suspension to beyond twenty (20) school days must be approved by the school board.

If a pupils transportation privileges have been suspended for violations of the behavior rules or other disciplinary reasons, the parent or guardian of that pupil has right of appeal within ten (10)days of suspension to the authority who issued the suspension.

The Board should consult with counsel regarding the procedures to apply at any Board review or appeal regarding suspension of an individual's transportation privileges.

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

Audio and Video Surveillance on School Buses.

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2. See Board policy ECAF – Audio & Video Surveillance on School Buses.

Students with Disabilities:

Students with disabilities will be discipline in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Bus Issues:

If you or your child is having a bus problem please follow these guidelines:

- Discussion with the bus driver.
- Discussion with First Student (964-2322).
- Discussion with the Principal or the Assistant Principal (474-2252).
- Discussion with the Superintendent's Office (926-8992).

Preschool Bus Company:

If your child rides the preschool bus you will need to contact Durham School Services for bus information. The number is 603-382-0600.

Please use the following guidelines:

- If your child is going to be absent, please notify the bus company by 7:00 am.

- o The bus driver will not allow a child to leave the bus unless an adult is present to meet the child. If an adult is not present, your child will be returned to school.
- o If someone new is picking up your child at the bus stop, please notify the bus company.

AFTER SCHOOL

To ensure the safety and proper supervision of our students, each child is expected to leave school grounds immediately following dismissal at the end of each school day unless he/she has made prior arrangements to work with a teacher/administrator or is participating in the after-school program. A student may not remain in school or on school grounds unless specifically supervised by an adult. A teacher or administrator may invite an individual/group of children to stay after school to complete schoolwork, receive extra support, or for any other reason.

If a child is staying after school, they need to be picked up by the time designated by the teacher or administrator. In order to remain after school, a teacher will require a note or telephone call indicating arrangements for transportation.

HEALTH

There is a school nurse available during the school day. The nurse can schedule clinics, maintain health records, and administer first aid to injured/ill children. The nurse can also administer vision and hearing tests to students and make referrals in cases of deficiency.

If a student is injured or becomes ill while at school or while participating in a school-sponsored event, the student should inform the teacher or group leader immediately. In cases of serious injuries, fractures, or cuts, parents/guardians are notified. If our staff is unable to reach a parent/guardian, an emergency number will be called. Please make sure that contact information is current at all times. Please be sure your emergency information is updated and on PowerSchool. Any medical questions, including vaccination requirements, should be directed to the Nurse at 603-474-8000.

Each year many children require both prescription and non-prescription medications for various illnesses. If your child requires medication during the school day, you will need to provide certain documentation in order for school personnel to administer the medication. All medications must be delivered to the school nurse by an adult. **Children should not transport medication.** Please refer to Seabrook School District Policy JLCD - Administering Medicine to Students for more details regarding medications at school.

NUTRITION/CAFETERIA PROGRAM

Forms for free/reduced meals are available from the Nutrition Department. Parents/Guardians need to reapply each new school year for the program. For a downloadable form, visit <https://www.sau21.org/free-and-reduced-application>

Please view our “Meal Charge” Policy [here](#)

Snack: Children in grades Prek-4 have a short snack time incorporated into the school day. Students are encouraged to bring a nutritious snack to school. *We ask that you please do not send in candy, soda, or energy drinks with your child.*

Through a federal grant, the school also provides a free serving of fresh fruit or vegetable to each elementary school classroom daily as well.

SCHOOL COMMUNICATION

We strongly encourage communication between home and school. Teachers are always happy to speak with you at a time when it does not interrupt the normal school program. Appointments can be made to meet with your child’s teacher. Please understand that teachers have many obligations after dismissal, such as committee work, meetings, teacher training, and planning that may prevent them from meeting with parents/guardians without an appointment.

If a question or concern arises with your child, please contact his/her teacher first to resolve the matter. Ways to contact your child’s teacher:

- Send a note.
- Write in your child’s homework/communication folder.

- Call the school between 7:45 – 8:00 am or 2:45 -3:00 pm.
- Preschool teachers may also be reached by telephone between 10:45 and 11:45 am.
- Leave a message at the office for a return telephone call.

Every attempt is made to keep families informed of overall school events. Parents/Guardians will be notified of most school closings, delays, or other changes in school schedules via phone alert, so please make sure that your contact information is up-to-date at all times.

VISITORS - CODE [KI](#)

Community members and parents/guardians of Seabrook are encouraged to visit our school and programs. Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program according to Board Policy. Parents/Guardians should be aware that teachers are often committed afterschool to the afterschool program, meetings with other students/parents/guardians, faculty meetings, etc. Therefore, we require that all parents/guardians call the school ahead and make an appointment so that they can have dedicated time with the teacher.

When visiting, please sign in at the elementary office and sign out at the elementary school office when you leave. If you need to visit the middle school as well, for security and safety purposes, we ask that you check in separately in the main office of the middle school.

For the safety of our students and staff, please be aware that doors are locked during school hours.

VOLUNTEERS

The Seabrook School District encourages parents/guardians and community members to volunteer at our schools, helping enrich the lives of our students and connect them to the community of support around them. As with every opportunity we provide our students, we want to ensure that student and staff safety is at the forefront of our policy. Therefore, we require that all designated volunteers complete a criminal background check, in accordance with Seabrook School District Background Investigation and Criminal Records Check (Policy GBCD) and The Seabrook School District Volunteer Policy (Policy IJOC).

This safety measure is aligned with the law passed by the New Hampshire State Legislature, *School Employee and Designated School Volunteer Criminal History Records Check* (RSA 189:13-a). Based on this law, we are requiring all those that volunteer within the Seabrook School District to complete a background check through the SAU 21 office prior to volunteering.

A background check is required for the following volunteers:

- Parents/Guardians that volunteer to work in a classroom (ie assisting the teacher, reading with students, assisting in a classroom celebration) or volunteering for a grade level/school-wide special event (ie. reading carnival).
- Parents/Guardians that attend field trips.
- Parents/Guardians that come in and have lunch with their children.

A background check is NOT required for the following school visitors:

- An event that students are attending with their parent/guardian, such as performances and ceremonies (ie: music concerts and step-up night) and PTO events (ie: dances and ice cream socials). The attendees would not need a background check, nor would the people working at the event (ie: scooping ice cream)
- Parents/Guardians that are invited to an event, along with all other classroom parents/guardians, in the classroom (ie: classroom science fair)
- A guest speaker that comes to present to the class or whole school (ie: Veteran's Day assembly speakers and guests of honor)

The process:

- Make an appointment with the School Administrative Unit (SAU) 21 office or get a form from the SAU and have it notarized there but take it to another location for the actual fingerprinting, such as the police department (additional fee charged) or the DMV.
- Background checks are only required once and are carried over from year to year.

WELLNESS

The staff at Seabrook Elementary School is committed to promoting student and staff health, nutrition, and fitness. We believe healthier bodies make healthier minds and result in increased school attendance and academic achievement.

We encourage parents to provide nutritious snacks and drinks for their children. We do not allow candy, soda, or energy drinks to be brought to school with students.

Please visit our “Wellness Policy” [here](#)

CURRICULUM

Our teachers coordinate your child’s educational program to include learning experiences consistent with SAU 21 standards and benchmarks, as well as the Common Core State Standards. Our teachers recognize that each child has a unique learning style and rate of learning. We further recognize that each child attains significant milestones at different times. This understanding is what drives our Competency-Based learning model. Parents/Guardians are welcome to contact the school to obtain information pertaining to their child’s grade-level curriculum.

UNIFIED ARTS

The mission of the Seabrook Unified Arts Team is to provide comprehensive unified arts experiences that empower all students to enrich their understanding of themselves and the world and to embrace the extraordinary potential of the arts for communication, celebration, and creativity. Instruction is offered weekly to students in the areas of Art, Music, Physical Education, Library, and Technology. These Unified Arts (UA) classes provide opportunities to enhance academic skills, exercise creativity, build coordination, and develop expression.

Students will be evaluated in their UA classes, with **grades based on effort, conduct, and participation**. Sneakers are required for Physical Education classes. If a student cannot participate for medical reasons, please provide a note to the teacher and/or school nurse.

SUPPORT SERVICES

Multi-Tiered Systems of Support (MTSS):

SES has a Multi-Tiered Systems of Support (MTSS) team composed of teachers, evaluators, special service providers, and administrators. The purpose of the team is to review a student’s academic, social and/or emotional performance in the classroom. If the team has concerns, the team then determines a plan to meet the student’s needs. Support services that may be considered for a child include guidance, physical therapy, speech/language, Title I academic intervention, nursing services as well as community support.

It is the responsibility of the classroom teacher to refer their students to the team if deemed appropriate. These referrals are often based on collective concerns from the parents/guardians and the teaching staff. If you have concerns about your child please contact your child’s teacher, as a first step in this process.

School-Wide Title I:

SES receives Title I (Part A) funding under the federal Every Student Succeeds Act (ESSA), which allows the school to provide school-wide supplemental academic support in the areas of reading and math. Services include individual or small group work in or outside of the classroom. When funding is available, Title I also provides programming after school and during the summer.

SPECIAL SERVICES

The goal of the Special Services Department is to ensure that ALL students are afforded the opportunity to learn to their greatest potential. One role of the special services staff is to work collaboratively with the general education teachers to make available assistance to ensure a well-balanced approach making certain students receive the best instruction.

At the elementary level, we are proud to offer a variety of supports and services along the continuum. Services such as consultation, classroom assistance, resource room support, speech, Occupational Therapy (OT), and Physical Therapy (PT) are just a few ways specialists may intervene to support students accessing the school curriculum.

Should you have concerns about your child's academic progress and would like to refer your child to special education, please contact his/her teacher and request a parent referral. Upon receipt of your completed referral, a member of the special services department will be contacting you.

SCHOOL GUIDANCE PROGRAM AND SERVICES

The School Board is committed to ensuring a high-quality school guidance program that is comprehensive, developmentally appropriate, fosters academic achievement and personal growth and is provided to all District students in an equitable manner. The program will include the following:

- Distribution of information and support to students and families about academic programming, community support, and other relevant information.
- Be based on national standards - Includes prevention, intervention, and crisis response services
- Promotion of personal, interpersonal, health, academic, and career development for all students through classroom programs and other services
- All provisions of NH Administrative Rules, Part Ed. 306, Minimum Standards for Public School Approval

It is the policy of our School Board that at all grade levels, school counselors collaborate with parents/guardians, students, staff, and community to remove barriers to learning and provide opportunities and support to empower students to embrace their full potential and achieve their academic and personal aspirations

COMPUTER TECHNOLOGY

All students are expected to sign an Acceptable Use Policy in order to use Seabrook School District technology tools. The Library/Media and STEM teachers work closely with teachers as a resource when using technology to strengthen and integrate the curriculum. All K-4 students will have access to a technology device.

GRADING

Report cards are issued three times during the year. These reports indicate the student's progress, work habits, and effort. Parents/Guardians are encouraged to attend parent/guardian-teacher conferences held during the year as well as communicate with their child's teacher regularly. A grade on a report card does not give a complete picture of the child and his/her progress and we like to gain additional insight from families that may benefit our instructional approach with our students.

PROMOTION AND RETENTION

The following promotion criteria have been established:

- Accomplishment regarding essential learning areas, effort skills, and behavior over a period of time.
- Regular attendance at school over a period of time.

Retention may be considered for any child not meeting the above criteria. Any possible retention will be discussed with parents/guardians.

CARE OF SCHOOL PROPERTY BY STUDENTS

Students will be held responsible for proper care and return of materials issued to them. Students must pay for all materials damaged or lost, at full replacement value. Final report cards will not be issued until bills are paid.

APPROPRIATE AND INAPPROPRIATE ITEMS FOR SCHOOL

The following list of items that students are encouraged to bring to school to enhance their learning and experience:

- Labeled backpacks to keep their belongings organized and easily returned if lost.
- Playground balls to share, and enjoy fun and active play during break times.
- Books to foster a love for reading and expand their knowledge.

- Pens, pencils, markers, crayons, and other writing tools to support their creativity and learning.

We appreciate your cooperation in ensuring a positive and inclusive environment. Therefore, please refrain from bringing the following items to school:

- Toys/electronic games or items for trading to maintain focus on academic activities.
- Trading/Game/Collectable cards to avoid distractions during class time.
- Live animals for safety and hygiene reasons.
- Make-up/perfume to maintain a respectful and fragrance-free environment.
- Weapons/toy weapons in adherence to Seabrook School District Policy JICI.
- Tobacco products, including cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, or any other tobacco-related items, as per Seabrook School District Policy GBED.

We value open communication between parents, students, and teachers. Individual teachers may permit items for show and tell, so feel free to contact your child's teacher if you have any questions about allowable items. However, during instructional time, we kindly ask students to store show-and-tell items to ensure an uninterrupted learning environment. Teachers may hold onto the items and return them at the parent's/guardian's convenience.

While we do our best to create a safe learning environment, we cannot take responsibility for lost or broken items. To prevent potential issues, we recommend leaving valuable or personal items at home. Also, we encourage open dialogue and parental consent for any swapping of items between students.

CELL PHONES AND OTHER ELECTRONIC DEVICES

If you ever find yourself in an emergency situation, you are allowed to use your cellphone or electronic device with permission from a responsible adult. During school hours, please refrain from using electronic devices for any other purpose without adult supervision. All electronic devices should be kept in your backpack during class time to avoid distractions. Remember to keep them on silent or vibrate mode to be considerate of others. Please remember that the school cannot be responsible for any loss or damage to your electronic equipment while at school or on the bus. By adhering to these guidelines, we can create a safe and productive learning environment for everyone. Failure to comply with these rules may result in confiscation.

DRESS CODE - CODE: [JICA](#)

Parents/Guardians are encouraged to support the school's effort to maintain a serious and productive school environment. Children should wear appropriate comfortable clothes for sitting, climbing, and learning.

The following guidelines are recommended:

- Sneakers are required for Physical Education classes.
- Please label coats, etc. with your child's name.
- Winter and snow pants and boots are necessary for the winter to play in the snow.

If the administration determines that a student's clothing is inappropriate or damaged/wet parents/guardians will be contacted. There are lost and found boxes located in the lunchroom, on buses, and at the bus company. If not claimed at the end of each week, clothes are donated.

RECESS

Weather permitting, students in grades Prek-4 are provided with a daily opportunity for recess.

While at recess, students are expected to:

- Remain at appropriate recess areas.
- Follow school rules and procedures for the playground.
- Follow the directions of playground supervisors.
- Engage in safe play.
- Use playground equipment safely.

DISCIPLINE / RESTORATIVE PRACTICES

We hope to instill the following expectations here at SES:

- Cooperation, Assertion, Responsibility, Empathy, and Self-Regulation

Students will be expected to restore or repair any harm (physical or emotional) caused to others and/or property. Parents are urged to remind students to be consistent in following rules throughout their school day, including at the bus stop, while riding the bus, in the cafeteria, and in the classroom.

The following progressive steps will be taken:

- Teacher warning/discussion.
- Teacher supports student with repairing/restoring harm.
- Parent/Guardian is contacted.
- Principal referral, which can result in further support as appropriate (guidance referral, parent meeting, etc).

Any severe infraction can result in an immediate principal referral.

The possession of alcohol, tobacco, or any other drugs in any form, or of any substances purported to be drugs in any form will result in suspension, referral to the Superintendent of Schools, and referral to the Police Department for legal action. This policy shall be in effect at all times on school property, and during school events and school-sponsored activities, regardless of location. This shall include on buses, during field trips, athletic contests, and all other school-related activities.

Other serious offenses include but are not limited to, insubordination, leaving school grounds, theft, truancy, vandalism, use or possession of weapons, verbal or physical threatening or abuse toward students or staff, bullying, use of profanity, and any act, not herein specified, that is unfavorable to the best interest of the school community.

The partnership between parents and the school calls for this reinforcement to be carried out together. Actions may include warning, conference with the child and/or parent, detention, temporary reassignment, parent notification, loss of privileges, written documentation, in or out-of-school suspension, referral to the Superintendent of Schools and the School Board, and referral to the Seabrook Police Department. The specific action taken will depend on the severity of the problem, with regard to the rights of all involved, and adherence to the laws of the State of New Hampshire.

FIELD TRIPS - CODE: LJOA

At various times throughout the year, students will be taken on field trips. Students who are suspended from school will not be permitted to attend the field trip. This decision will be up to the school administration. Students are required to observe all school rules during the entire length of the field trip.

PARENT/GUARDIAN RESOLVE IN SCHOOL MATTERS

Parent/Guardian input is an important part of SES, and we realize that at times, concerns may arise that need resolution. It is expected that parents/guardians follow the chain of command below when contacting the school to attempt to resolve conflicts as soon as possible:

1. Contact classroom teacher/guidance counselor
2. Contact Assistant Principal or Principal
3. Contact the Superintendent
4. Contact the School Board

ACCEPTABLE INTERNET USE PROCEDURES

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and code of conduct for the use of technology and the Internet.

Definition

The Seabrook School District Technology Network (sometimes “Technology Network” or “District Network”) consists of all computers, printers, personal digital assistants, telephones, cell phones, pagers, photocopiers and other peripheral devices that are owned or leased by the District and any configuration of computer hardware and software that connects users. The term includes all internal (intranet) and external (internet) connections as well as all of the computer hardware operating systems software, application software, stored text, and data, voice, and image files. The term also includes electronic mail, local databases, externally accessed databases, CD ROM, DVD, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school- related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.
5. Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District, is not allowed to access the District’s Technology Network without prior authorization from the District’s Director of Technology or Business Administrator.
6. Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District but which has been permitted to access the District Technology Network or which accesses the Technology Network without permission shall be governed by this policy and shall be considered part of the District’s Technology Network.
7. Students using their own computer or their own other technology device (e.g. PDA or cell phone) from outside a District facility (e.g. working from home) are only required to follow this policy while connected to the District’s Technology Network (e.g. VPN) or when using a District application (e.g. email or phone system).
8. District computers may be taken home by District students for training and school-related use at no charge when school is not in session. Authorization must be secured from the building principal or responsible administrator. The District’s computer may not be used for any purpose not allowed under the Educational and Business Purposes section of this policy, or for producing personal income such as running one’s own business or online teaching or tutoring that are non-SAU21 School District assigned duties. A student will be responsible for repair or replacement costs caused by the student’s negligence.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable.

Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of any copyrighted materials including software, movies, music, etc. is illegal.

2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer hardware, information or resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Install or use unauthorized hardware and software for use on District computer systems.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log-in information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Please see the Seabrook School District Policy [JICL](#) and [JICL-R](#) for the complete listing of policy details.

SAFE SCHOOL ZONE

Dangerous weapons, such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles, or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result. In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. Weapons under control of law enforcement personnel are permitted.

BULLYING - CODE: [JICK](#)

I. Definitions. (RSA 193-F:3)

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - a. Physically harms a pupil or damages the pupil's property;
 - b. Causes emotional distress to a pupil;
 - c. Interferes with a pupil's educational opportunities;
 - d. Creates a hostile educational environment; or
 - e. Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person

and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

II. **Statement Prohibiting Bullying or Cyberbullying of a Pupil.** (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

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

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. **Statement prohibiting retaliation or false accusations.** (RSA 193-F:4, II(b))

False Reporting A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal, or designee, after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Reprisal or Retaliation The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to

such bullying.

Process to Protect Pupils from Retaliation If the alleged victim or any witness expresses to the Principal, or designee, or other staff member that he/she believes he/she may be retaliated against, the Principal, or designee, shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protected against possible retaliation.

IV. Protection of all Pupils. (RSA 193-F:4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. Disciplinary Consequences for Violations of This Policy. (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy. (RSA 193-F:4, II(e))

Staff and Volunteers All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Students All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested

persons.

VII. Procedure for Reporting Bullying. (RSA 193-F:4, II(f))

At each school, the Principal, or designee, shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal, or designee. If the student is more comfortable reporting the alleged act to a person other than the Principal, or designee, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal, or designee, as soon as possible, but no later than the end of the that school day.
3. The Principal, or designee, may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal, or designee, shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal, or designee, as soon as possible, but no later than the end of the that school day.
4. Upon receipt of a report of bullying, the Principal, or designee, shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements. (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal, or designee, shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal, or designee, shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying. (RSA 193-F:4, II(h))

The Principal, or designee, shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement. (RSA 193-F:4, II(i))

The Superintendent may, within a 48-hour time period, grant the Principal, or designee, a waiver from the

requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures. (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal, or designee, shall, within 5 school days, initiate an investigation into the alleged act. If the Principal, or designee, is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal, or designee, may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
 - a. Description of incident, including the nature of the behavior;
 - b. How often the conduct occurred,
 - c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The characteristics of parties involved, (name, grade, age, etc.);
 - e. The identity and number of individuals who participated in bullying behavior;
 - f. Where the alleged incident(s) occurred;
 - g. Whether the conduct adversely affected the student's education or educational environment;
 - h. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
 - i. The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal, or designee, shall complete the investigation within 10 school days of receiving the initial report. If the Principal, or designee, needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal, or designee, shall notify in writing all parties involved of the granting of the extension
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal, or designee.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. Response to Remediate Substantiated Instances of Bullying. (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors

and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

1. Admonishment
2. Temporary removal from classroom
3. Deprivation of privileges
4. Classroom or administrative detention
5. Referral to disciplinarian
6. In-school suspension
7. Out-of-school suspension
8. Expulsion

Examples of remedial measures may include, but are not limited to:

1. Restitution
2. Mediation
3. Peer support group
4. Corrective instruction or other relevant learning experience
5. Behavior assessment
6. Student counseling
7. Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent. (RSA 193-F:4, II(l))

The Principal, or designee, shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's or designee's investigation.

XIV. Communication with Parents Upon Completion of Investigation. (RSA 193-F:4, II(m))

1. Within two school days of completing an investigation, the Principal or designee, will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal, or designee, will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal, or designee, will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal, or designee, shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeals. A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore,

any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. School Officials. (RSA 193-F:4, II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

XVII. Capture of Audio Recordings on School Buses.

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

XVIII. Use of Video or Audio Recordings in Student Discipline Matters.

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

WEAPONS ON SCHOOL PROPERTY

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 local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Pursuant to the provisions of 20 U.S.C. § 7151, Gun-Free Schools Act, the Board requires the Superintendent to contact local law enforcement authorities and/or the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Weapons under the control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once each year.

Other weapons: For the purposes of this policy, "weapon" includes but is not limited to slungshot, metallic knuckles, billies, knives, electric defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), and martial arts weapons (as defined in RSA 159:24).

"Weapon" is further defined as any device, instrument, material or substance, which is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons are not permitted in school buildings, on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike.

Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities.

Members of the public who violate this policy may be reported to local law enforcement authorities if possession of the weapon is used in a threatening, harassing, or intimidating manner.

The superintendent or other building administrator may exercise his/her best judgment in determining the scope of this policy as it relates to inadvertent or unintentional violations of this policy by adults, provided such inadvertent or unintentional violation of this policy does not affect the safety of students, school staff or the public.

Legal References: 18 U.S.C. § 921, Et seq., Firearms 20 U.S.C. § 7151, Gun-Free Schools Act RSA 193:11, Disturbance RSA 193-D, Safe School Zones RSA 193:13, Suspension and Expulsion of Students NH Code of Administrative Rules, Section Ed. 317, Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process

HARASSMENT - See policy [ACAC](#)

The Seabrook School District seeks to provide an educational environment in which everyone may work and learn in an atmosphere of respect for the dignity and worth of all. Students are entitled to freedom from any kind of harassment. It should be clear that **no form of harassment will be tolerated** whether it is related to, but not limited to: race, religion, nationality, language, physical appearance, sexual, physical and/or mental capacity.

Harassment can take the form of, but is not limited to: verbal, and/or written remarks, gestures, innuendoes, gossip, symbols, or physical contact. A student who feels he/she is a victim of harassment should bring the matter to the attention of one of the teachers immediately.

SEXUAL HARASSMENT - See policy [ACAC](#)

The Seabrook School District seeks to provide an educational environment in which everyone may work and learn in a respectful environment. This environment must be free from sexual harassment.

Individuals who believe that they are being harassed are advised to report the incident as soon as possible to a person in authority at the school.

HAZING - See policy [JICFA](#)

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

POLICE INTERVENTION

The Seabrook School Board has established a memorandum of understanding, which governs circumstances under which contact between students and the police may occur. Specific guidelines address issues of police custody, police questioning of students, and emergencies.

Regarding custody, SES School Board authorizes the release of information in one of the following circumstances when a written request is presented by the local police department to school officials:

1. There are clear indications that the youth to be questioned is directly involved in a violation of a local ordinance, state, or federal statute;

2. The individual involved is a known fugitive from either his/her parents or justice;
3. It appears in the best interest of the student that he/she is taken into protective custody.

In such circumstances, both police and school officials have a responsibility for notifying the parent/guardian of the action taken.

Regarding questioning of students, the School Board recognizes that the ideal circumstances would include parent notification, parent presence, and off-site (away from school) questioning of students. Every reasonable effort to comply with such circumstances is made by police and school officials.

Regarding emergencies, the School Board directs police and school officials to "make such arrangements as are required to safeguard youth and prevent a miscarriage of justice." Finally, the Seabrook Middle School and the Seabrook Police Department have entered into an agreement that specifically outlines circumstances under which school and police officials may and/or must share information. Reports to the Police Department are required in certain incidences of theft or violence in the *Safe School Zone*.

In addition, response guidelines have been established for addressing incidences of possession, use, or sale of illegal or controlled substances; odor of marijuana; the appearance of being under the influence of drugs or alcohol; robbery; theft; burglary; vandalism; arson; false fire alarms; weapons-related incidents; and assault and related offenses.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - CODE: [JRA](#)

- A. **General Statement.** It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.
- B. **"Education Record"**. For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
- C. **"Directory Information"**. For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:
 1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
 2. Parents'/guardians' name(s) and address(es);
 3. Students grade levels, enrollment status and dates of attendance;
 4. Student photographs;
 5. Students participation in recognized school activities and sports;
 6. Weight and height of members of athletic teams;
 7. Post-high school plans; and
 8. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until September 30th to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only

be valid for that school year and must be re-issued each school year.

- D. **"Personally Identifiable Information"**. "Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.
- E. **Annual Notification/Rights of Parents and Eligible Students**. Within the first four (4) weeks of each school year, the District will publish notice to parents and eligible students of their rights under State law, Federal law, and this policy. The District will send a notice listing these rights home with each student. The notice will include:
1. The rights of parents or eligible students to inspect and review the student's education records;
 2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
 3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
 4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
 5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.
- F. **Procedure To Inspect Education Records**. Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect reasonable.

Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect.

The Principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within fourteen (14) days that the request for access is first made. Note: the fourteen (14) day limit is required under New Hampshire RSA 189:66, IV, in contrast to the forty-five (45) day period otherwise allowed under FERPA.

If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.

G. Procedures To Seek To Correction of Education Records. Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. **First-level decision.** When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Principal believes that the record should not be changed, he/she shall:

- a. Provide the requester a copy of the questioned records at no cost;
 - b. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
 - c. Forward the written appeal to the Superintendent; and
 - d. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.
2. **Second-level decision.** If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

The Superintendent shall, within ten (10) business days after receiving the appeal:

- a. Review the request;
- b. Discuss the request with other school officials;
- c. Make a decision whether or not to make the requested correction to the educational record;
- d. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
- e. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record.

If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that

the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the School Board.

3. **Third-level decision.** If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty five (45) days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision.

If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

The School Board's decision will be final.

4. **Parent/Eligible Student Explanation to be Included in Record.** Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

H. **Disclosure of Student Records and Student Information.** In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. School officials with a legitimate educational interest. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to school officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.

5. Organizations conducting certain studies for, or on behalf of the School District. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.
 6. Accrediting organizations.
 7. Judicial orders or lawfully issued subpoenas, upon condition that parents and the student are notified of all such orders or subpoenas in advance of compliance therewith by the District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
 8. Health and safety emergencies.
- I. **Maintenance of Student Records and Data.** The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law.

- J. **Disclosures Made From Education Records.** The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

PARENTS RIGHT-TO-KNOW

Under Title I, Part A of ESEA (Every Student Succeeds Act 2015) (Section 1112(e)(1)(A-B))

Qualifications: At the beginning of each school year, a LEA that receives Title I funds must notify parents of each student attending any Title I school that the parents may request, and that agency will provide the parents on request (and in a timely manner) information regarding the professional qualification of the student's classroom teachers, including at minimum the following:

- Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and if so their qualifications.

Additional Information - A school that receives Title I funds must provide to each individual parent

- Information on the level of achievement and academic growth the child, if applicable and available, has made on each of the state assessments required under this part; and
- Timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet the applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Format – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

REPORTING CHILD ABUSE AND NEGLECT - CODE: [GBEAB](#)

School employees are required to report suspected instances of child abuse or neglect. In fact, penalties can be assigned to an adult who does not make such a report when indicated. Parental/Guardian notification is not required, although whenever possible and unless the child would be at greater risk if reported to the parent/guardian, notification is made at the time of the report to state authorities.

NON-DISCRIMINATION - CODE: [AC](#)

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

PARENT TEACHER ORGANIZATION (PTO)

Mission Statement:

A communication bridge between our school and community established to foster positive relationships between teachers, parents and community to benefit our students. Through this partnership, we strive to help all students reach their fullest potential, by forging a close relationship between home and school.

All parents/legal guardians of students, teachers and principals as well as all residents and all interested community members of Seabrook, NH are invited and encouraged to attend the monthly meetings. To become a voting member at our April meeting you must attend a minimum of four (4) PTO meetings between September and April of the current school year.

We encourage you to become a part of your school community so that you can share in the development of making SES the best school it can be.

SCHOOL & COMMUNITY CONTACT INFORMATION

Seabrook Middle School	474-9221
Special Education Dept.	474-8017
Guidance/504 Dept. (Ext. 172)	474-2252
Health Office	474-8000
Resource Officer (Ext. 233)	474-9221
Title 1 Department (Ext. 152)	474-2252
PTO Parent Group	SeabrookPTO@sau21.org

Police	474-5200
Fire	474-3434
Seabrook Library	474-2044
Recreation Center	474-5746
Boy Scouts	800-221-0009
Girl Scouts	800-654-1270
4-H Program	679-5616
Seacoast Mental Health	772-2710
Community Action	474-3507
Families First (Seabrook)	766-2626
Big Brother/Big Sister	778-0277

DETAILED & ADDITIONAL SEABROOK SCHOOL DISTRICT POLICY

Please note that there are additional Seabrook School District policies and further details of policies referenced within this document available through the following link: <https://www.sau21.org/school-boards/seabrook/policies/index>
You can also request hard copies at the school or SAU office.

SAU 21 SUICIDE PREVENTION PLAN

The SAU 21 Joint School Board is committed to protecting the health, safety and welfare of its students and school community. The [SAU 21 Suicide Prevention Plan and Behavioral Health Protocol](#) (approved January 24, 2023) by the Joint Board of Education supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt (“postvention”); and to promote access to suicide awareness, prevention and postvention resources.

ENTRANCE AGE REQUIREMENTS - CODE: [JEB](#)

A student may enter Grade 1 if his/her chronological age will be six on or before September 30 of the year of entering school.

A student may enter Kindergarten if his/her chronological age will be five on or before September 30 of the year of entering school.

A birth certificate must be presented upon registration as proof of the date of birth.

In-coming transfer students in Grades 2-8, inclusive, will be initially placed in accordance with the data forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

In-coming transfer students in Grade 1 will only be initially admitted to Grade 1 if their chronological age will be six before December 31 of the year of entering school or if previously enrolled in Grade 1 in another community and attending local schools only on a temporary basis (10 months or less). Such placement is tentative and subject to reassignment by the Superintendent.