

Seabrook Middle School Student Handbook 2023-2024



We would like to welcome you and your family to Seabrook Middle School. Our school serves students in grades five through eight. It is our hope and expectation that we can work together to provide an educational environment of quality, caring, and respect. This school is committed to providing an environment conducive to learning, and fostering the unique abilities of our students. Every student is responsible for respecting their classmates and their educators. Please feel free to contact us at 474-9221 or online at www.sau21.org/sms should you have any questions, ideas or suggestions. Thank you.

OFFICE HOURS & CONTACT INFORMATION

Our school office hours are 7:30-3:30. However, staff can be reached through the use of voicemail or email anytime. Seabrook Middle School can be reached by dialing 474-9221 or by FAX at 474-8020. Our website contains a wealth of school and community information, as well as links to online textbooks, athletic schedules and the online grading portal. For more information go to www.sau21.org/sms

ACCIDENTS AND ILLNESSES

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 are notified. If our staff is unable to reach a parent, an emergency number will be called. Parents are reminded here of the importance of keeping emergency information updated.

AFTER SCHOOL ACTIVITIES ON SCHOOL GROUNDS

Each child is expected to leave school grounds immediately following dismissal at the end of each school day unless he/she has made plans to remain after school to work with a teacher, is assigned to an after-school detention, is participating on a school team or other student activity or is enrolled and attending the Seabrook Adventure Zone. **A student may not remain in school or on school grounds unless specifically supervised by an adult.**

ALERT MESSAGES

Every attempt is made to keep parents informed of school happenings, big events or other reminders. Parents will also be notified of most school closings, delays or other changes in school schedules via phone alert. Please contact SMS if you are not receiving these phone alert messages.

ATTENDANCE(Policy JH)

A core value of the Seabrook School District is the importance of regular attendance in/at school. This value is consistent with the State of New Hampshire statutes and laws that are intended to insure a student's attendance. Lack of regular attendance and school truancy increases the risk of poor academic progress and performance, delinquent behavior, school avoidance and poor self-esteem. Tardiness to class and frequent absences from school causes a disruption to the teaching and learning process and is a distraction to both teachers and students. The Seabrook School District staff and administration are committed to working collaboratively with parents and students with issues associated with attendance.

It is hoped that parents and legal guardians will not schedule vacations when school is in session. It is also hoped that medical and dental appointments, whenever possible, will not be scheduled during the day.

Parents and legal guardians are expected to become familiar with the School Board policies and procedures for attendance and truancy that will be disseminated through the use of school newsletters, correspondence and the website.

Should it be necessary to keep a student at home due to illness, parents are to:

1. Notify the school by telephone on the day of absence by calling the Front Office at 474-9221 between 7:30 and 8:30 a.m.
2. Confirm the absence by providing a written note specifying the date(s) of absence and the reason for absence. This note needs to be signed by the parent and given to the classroom/homeroom teacher on the day the student returns to school.
3. Upon return to school, the student is responsible for meeting with his/her teachers to make up missed assignments.

If a student's parent fails to notify the school of the student's absence, every effort will be made to notify the student's guardian through a telephone call.

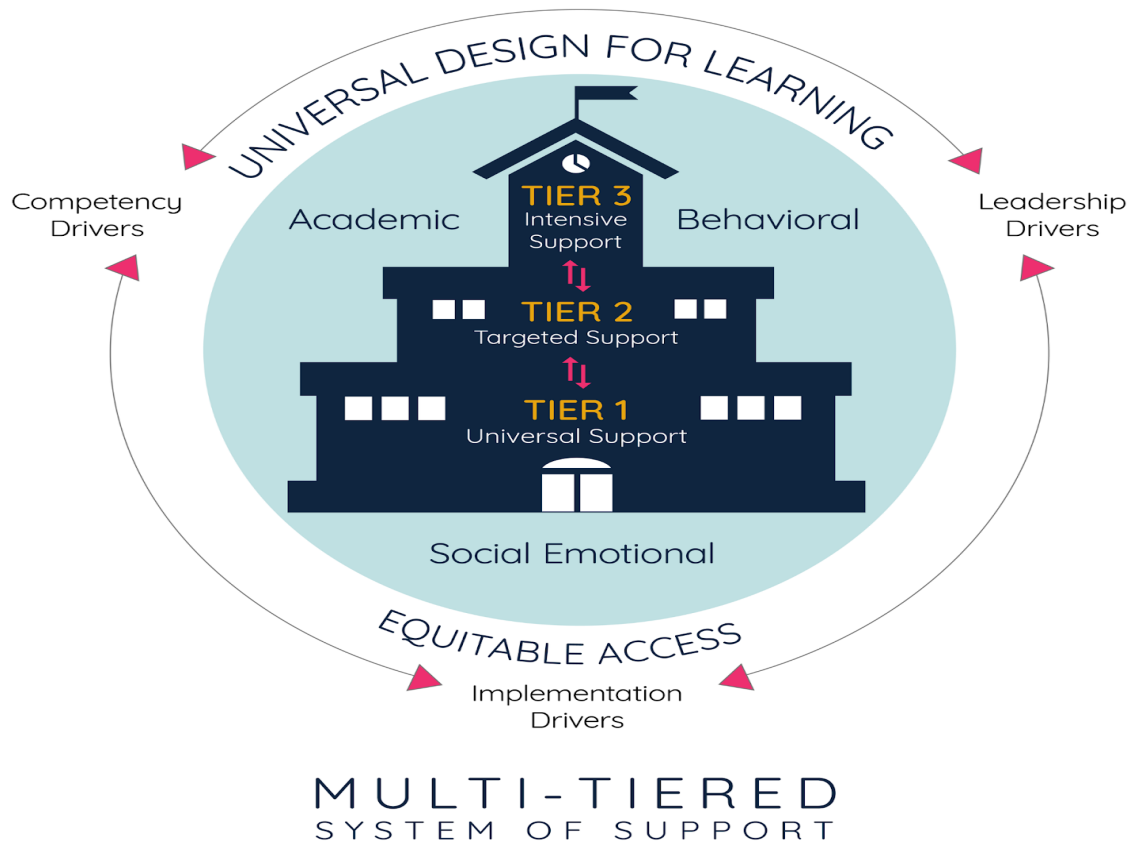
Please Note: In order to participate in any school sponsored extracurricular activity (athletic contests, school plays, school concerts, etc.) students must attend a full day of school on the day the activity is scheduled. Exceptions can be approved by the principal or assistant principal.

A **truant** student is one who is absent from school without good reason and/or parental permission. An **unexcused** absence occurs when the school does not receive a phone call or a note when the student returns to school explaining why the student was absent. This notification must be made by the parent or legal guardian of the student. When it is determined that a student has accumulated (6) **unexcused** absences in a school trimester, the parent/legal guardian will receive notification from a school administrator. The notification will advise the family of the importance of student attendance.

When a student is taken out of school by a parent or legal guardian to go on a trip while school is in session, it is the student's responsibility to request work that was missed. A student who is absent from school is provided with the opportunity to complete make-up work from classes missed during the absence. Students are expected to complete any assignments missed due to illness or other absence. **Students are responsible** for speaking to teachers about any class work missed and are encouraged to address this responsibility on the day of return to school following the absence. Parents should not expect to receive homework or class work in advance. Normally, one day is provided for each day of absence to make-up work.

Positive Behavior Interventions and Supports

PBIS Matrix	Classroom	Hallway	Cafeteria	Bathroom	Bus	Technology
Respectful	<ul style="list-style-type: none"> I raise my hand I am patient/do not interrupt I use kind words to students and staff 	<ul style="list-style-type: none"> I am polite I use good manners I walk quietly I walk on the right side of the hallway I am aware of my surroundings 	<ul style="list-style-type: none"> I socialize appropriately I use table manners I do not throw food I use kind words to students and staff I respect the freedom others have to choose where they sit. 	<ul style="list-style-type: none"> I respect other students confidentiality/ privacy I am polite and friendly 	<ul style="list-style-type: none"> I use polite language. I listen to the bus driver and follow directions 	<ul style="list-style-type: none"> I am polite when engaging other people in school or via social media
Accountable	<ul style="list-style-type: none"> I arrive to class prepared and on time I use class time appropriately I help others I share materials and ideas 	<ul style="list-style-type: none"> I keep the hallways and lockers clean I pick up trash/report accidents 	<ul style="list-style-type: none"> I clean up after myself I finish eating and go outside when asked 	<ul style="list-style-type: none"> I ask permission to leave the classroom I flush toilets I put trash in the bin I am timely and efficient 	<ul style="list-style-type: none"> I follow bus rules and procedures. I keep the bus clean 	<ul style="list-style-type: none"> I utilize digital tools when given permission I take care of my school issued laptop
Motivated	<ul style="list-style-type: none"> I give effort I take risks in my learning I ask questions 	<ul style="list-style-type: none"> I walk directly to my destination 	<ul style="list-style-type: none"> I wait in line to get my lunch or I go directly to a table to eat 	<ul style="list-style-type: none"> I use the nearest restroom I use the restroom only as needed throughout the day 	<ul style="list-style-type: none"> I get off the bus without bothering other riders 	<ul style="list-style-type: none"> I utilize digital tools to enhance my learning
Safe	<ul style="list-style-type: none"> I keep my hands and feet to myself. I walk calmly and quietly in the classroom 	<ul style="list-style-type: none"> I keep my hands and feet to myself. I walk calmly and quietly in the hallway 	<ul style="list-style-type: none"> I keep my hands and feet to myself. I walk calmly and quietly in the cafeteria 	<ul style="list-style-type: none"> I keep hands and feet to myself I wash my hands I keep the water and soap in the sink 	<ul style="list-style-type: none"> I stay seated while the bus is moving. I keep my hands and feet to myself 	<ul style="list-style-type: none"> I do not share personal information I do not communicate with people I do not know I will report incidents to an adult



BEHAVIOR RESPONSE

Guidelines for Responses to Breach of School Rules

In response to infractions of the Code of Conduct, Seabrook Middle School Administration will use the practices of restorative justice that include: acceptance of responsibility, education, prevention, counseling, and a range of consequences including diversion.

The infraction consequences listed are not exhaustive nor are they meant to be; rather these are guidelines for addressing inappropriate conduct and suggested disciplinary consequences at Seabrook Middle School. It should be noted that a range of discipline is possible within these guidelines, and school administrators have the discretion to impose more severe consequences including, but not limited to, suspension or expulsion from school, depending on the individual circumstances presented. In some instances, consequences may carry over from one year to the next. Please be aware that some behavior warrants police investigation as the breach of conduct may also be a criminal offense.

Restorative Practices at SMS

Description: Restorative Practices is a social science that studies how to build social capital and achieve recognizes the importance of prioritizing the relationships and connections between all people within a school community and provides a framework for creating positive school culture and climate.

Much of Restorative Practices occurs in the classrooms and as an entire school community to build positive relationships with one another. This represents 80% of the actions for restorative practices.

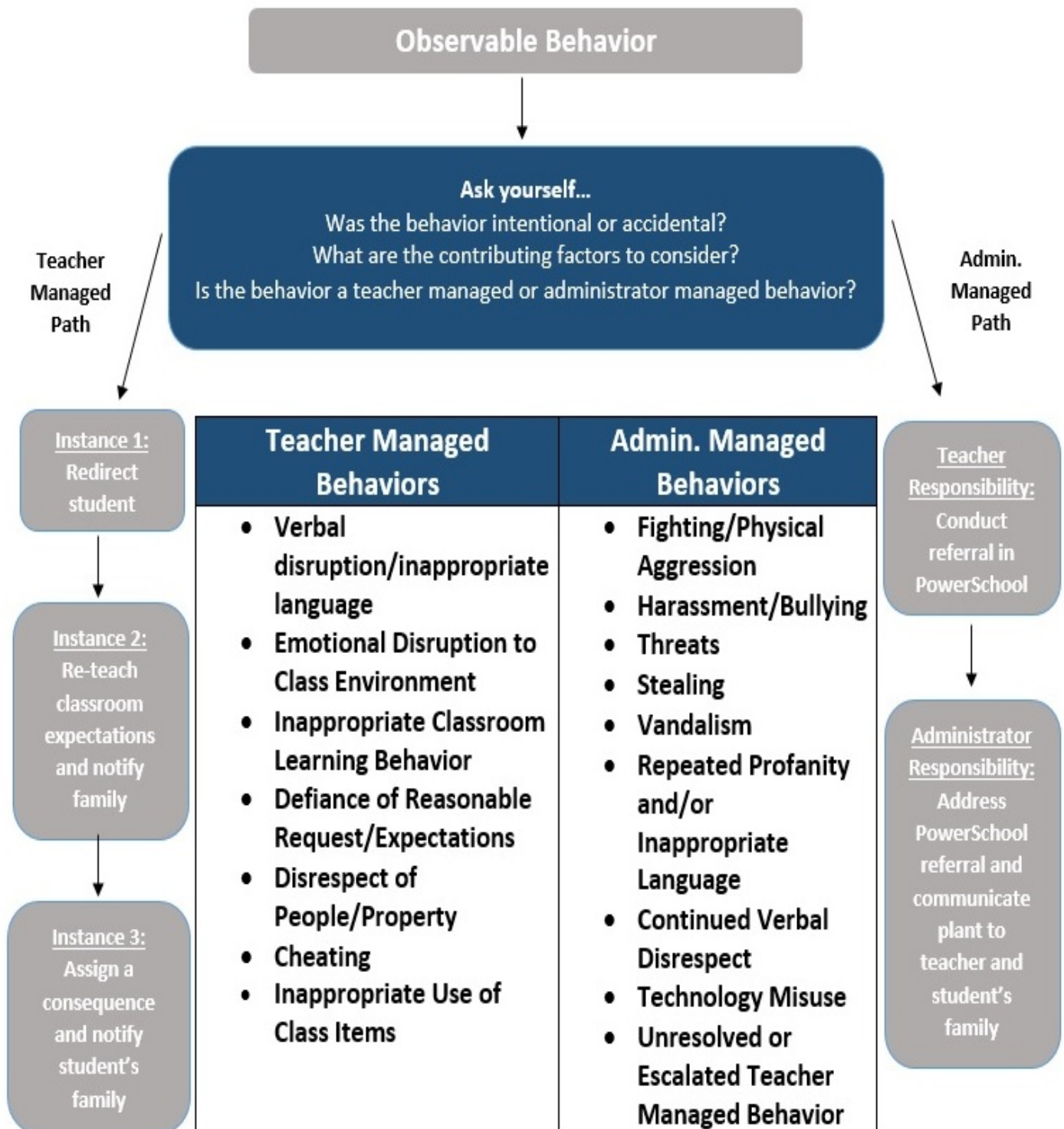
However, about 15-20% of the practices occur when there has been damage done to those relationships. Some of this can be done less formally through impromptu work by staff and students. However, some, which focus on restoring community, require a more formal process. Beyond building the foundation for building community, The Seabrook Public Schools are committed to providing a fair and balanced system for students when they have caused harm by breaking those social expectations to take responsibility for their actions, acknowledge the harm and impact it has created and take steps to make it right.

A formalized process for Restorative Justice will be developed to engage students in this restorative process when they have demonstrated a willingness to participate in this. Not all infractions follow the code of conduct. However, both will be considered by school administration when reviewing corrective actions and investigating reported incidents.

Traditional vs. Restorative

Punitive - Traditional Discipline	Restorative - Possibility for relationship repair
What rule has been broken?	Who has been harmed and how?
Establish guilt or innocence	Identify needs and obligations
Accountability = Punishment	Accountability = Understand impact, take responsibility, make amends
Suppress misbehavior and conflict	Recognize misbehavior and conflict as a learning opportunity
Authority driven disciplinary actions	Those impacted determine resolution collectively with guidance
Uses fear of punishment and exclusion as motive for positive behavior	Positive behavior results from opportunity to make amends and honorably reintegrate

Seabrook Middle School Behavior Flow Chart



BEHAVIOR CONSEQUENCES

Observable or Determined Behavior, in person, or electronically	Range of Consequences - school administrators have the discretion to impose more severe consequences including, but not limited to, suspension or expulsion from school, depending on the individual circumstances presented. Discipline may progress toward maximum consequences when behaviors become repetitive. Community Service or Saturday Detention may be assigned in lieu of School Suspension when appropriate.	
	Minimum	Maximum
Verbal/Emotional: Teasing Making fun of others Putting others down or “Dissing” Name-calling Mocking and other such acts	Parental Contact Written Warning	5 day suspension Police Referral
Severe Verbal/Emotional: Excluding others from a group activity which the person has the right to be part of Shunning Inciting or cheering on aggression Ganging up on others Starting/spreading rumors Written harassment Threatening and other such acts, including verbal and/or emotional acts of retaliation against those who speak up or stand up to such behaviors	Parental Contact 1 Office Detention Counseling	5 day suspension Police Referral Expulsion
Physical: Poking Shoving Blocking Pinching Chasing and other such acts	Parental Contact Written Warning	10 day suspension Police referral
Severe Physical: Hitting Punching Kicking Tripping Spitting and other such acts, including physical acts of retaliation against those who speak up or stand up to such behaviors	Parental Contact Counseling 3 Office Detentions	10 day suspension Police Referral

Observable or Determined Behavior in person, or electronically	Range of Consequences	
	Minimum	Maximum
CUTTING CLASS: Cutting class is not attending a scheduled class without permission.	Parental contact, Counseling, Detention,	3 Day Suspension
FAILURE TO REPORT AFTER SCHOOL: Failure to report after school is not reporting after school for a teacher detention.	Parental Contact, Detention	5 detentions
FIGHTING: Fighting is harming and/or attempting to inflict physical injury on a person.	2 days suspension	10 day suspension
FORGING A STAFF MEMBER’S or PARENT/GUARDIAN’S SIGNATURE	Parental Contact and 2 detentions	5 day suspension
GAMBLING or PLAYING CARDS: This refers to betting money on the outcome of a game, contest or event, playing cards, poker, etc.	Parental Contact and 1 detention	3 day suspension
HARASSMENT OF A TEACHER AND/OR STAFF MEMBER: This refers to repeated and/or deliberate and/or consistent emotional harassment of a teacher or staff by performing unkind or mean acts.	Parental Contact Suspension for 1 day	10 day suspension
HAZING: Hazing includes any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person. NH RSA 631:7	Parental Contact 10 day suspension plus police referral and suspension from the student organization for one year when applicable.	
INCITING VIOLENCE or BREACH OF SCHOOL RULES: Inciting violence refers to actions by any student(s) who knowingly and willingly incite or instigate an action or event that is a breach of the Code of Conduct. For example, students that go out of their normal routine to stand around two or more students who have a disagreement and yell “fight - fight - fight!” and/or encourage such crimes by their presence, deeds, and/or actions. Other examples and/or actions include, but are not limited to, writing incendiary notes, making incendiary gestures, offering negative peer pressure, “cheering on” and/or stating incendiary words that encourage two or more students to fight or commit another breach of conduct. One of the intents of this rule is to discourage and prohibit young people from attending, encouraging, and/or watching crimes such as altercations (fights), acts of bullying, acts of hatred, vandalism, strife, unhealthy behavior, and other such breaches of the Code of Conduct. If you hear that there is going to be a crime committed (fight, assault, etc.), do not go to watch and/or participate in it. Seek help from an adult.	Parental contact Suspension for 1 day	10 day Suspension and police referral

INFRINGEMENT OF CIVIL RIGHTS or HATE CRIME: This refers to complaints of civil rights violations which may take the form of references or gestures related to race, color, sex, religion, national origin, disability, gender identity, and/or sexual orientation. These actions constitute a hate crime when they are motivated in whole or part, by hatred, bias, or prejudice based on a student's or group's protected status Title VI and Title IX	Parental Contact Suspension for 1 day	10 day Suspension and police referral
INSUBORDINATION or DEFIANCE: This refers to a student who refuses to follow reasonable directions by a teacher and/or a staff member; being uncooperative to the point of creating a disruptive environment that will not be tolerated.	Parental Contact Three Office Detentions;	5 day Suspension
OUT OF SUPERVISED AREA (CLASS, CAFETERIA, ECT.) WITHOUT PERMISSION.	Parental Contact Office Detention	5 day Suspension
PLAGIARISM/CHEATING	Second Offense Administration Referral	
POSSESSION OF LASER POINTERS: Laser pointers may be very distracting, may cause eye damage, and in some cases may be very threatening. Students may not bring laser pointers to school.	Parental Contact Laser pointers will be confiscated Detention Suspension	
POSSESSION or SELLING OF FIRECRACKERS, LIGHTERS, MATCHES, STINK BOMBS, PARTY SNAPPERS OR OTHER SUCH DEVICES:	Parental Contact Confiscation of illegal materials Suspension Police referral	
PROFANE, DEROGATORY, OBSCENE, VULGAR LANGUAGE and/or GESTURES AND/OR PRINTED MATERIALS:	Parental Contact Office Detention	10 day suspension
PULLING FALSE FIRE ALARM or FALSE 911 Call: Existing NH Laws criminalize false fire alarms. NH RSA 644: 3-a The same penalty will apply to false 911 police calls.	Parental Contact Counseling 3 day minimum suspension Police referral	
SEXUAL HARASSMENT: Sexual harassment is unwelcome sexual advances, de-panting (pulling one's clothes down), creating an intimidating, hostile, or humiliating environment due to sexual remarks and/or other physical or verbal conduct of a sexual nature. Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments	Parental Conference Counseling 3 day minimum suspension	10 day suspension Police Referral
SMOKING/VAPING: This refers to the use or possession of all tobacco/nicotine products, including E-Cigarettes and Hookah Pens, as well as all smoking/vaping materials within the school building, on school grounds, on school buses, during field trips or during school activities which is a violation of the Indoor Smoking Act, Chapter 155 and NH RSA 126-K:6	Parental Contact Confiscation of smoking related materials Counseling 4 hours of Community Service and referral to a vaping education program	5 day suspension
STEALING: This refers to the intentional, willful, and malicious act of taking without permission property that belongs to someone else.	Parental Contact Detention Restitution Police referral	10 day suspension Possible expulsion
TECHNOLOGY MISUSE: This refers to the unauthorized use of cell phones, iPod, cameras, recorders, computers, and other such technology devices. The use of camera phones or other such picture taking or recording devices are strictly prohibited without the consent of principal or his/her designee. Students who repeatedly make cell phone calls are subject to this rule. Students who send text messages or make cell phone calls without permission violate this rule. Cell phones and/or other such devices will be confiscated and given to a principal when used without permission.	Parental Contact Detention	10 day suspension
THREAT OF PERSONAL INJURY or HARASSMENT: This refers to taunting, teasing, tormenting and/or agitating of an individual to the point of interfering with his/her rights. These are threats of verbal and/or physical abuse.	Parental Contact 1 day suspension	10 day suspension Possible expulsion
TRUANCY: Truancy is not reporting to school, leaving school without permission, or cutting several and/or all classes. NH RSA 169-D:22	Parental Contact Counseling 5 Office detentions	3 day suspension
UNEXCUSED TARDINESS TO SCHOOL: This refers to not reporting to school on time.	Parental Contact Counseling Detention	Parental conference and/or court referral.
VANDALISM: Vandalism is the intentional, willful, and malicious or wanton destruction of private or public property in which a person paints, marks, scratches, etches, places stickers on or otherwise defaces, removes or destroys property.	Parental Contact Restitution and/or 1 day suspension Police referral.	10 day suspension
POSSESSION OF A DANGEROUS WEAPON: This refers to any dangerous weapon, including, but not limited to, a gun or knife (see Education Reform Law). NH RSA 193-D:1, NH RSA 159:20	Parental contact Counseling Police referral. Possible expulsion from school	
POSSESSION, DISTRIBUTING, AND/OR BEING UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE (Drugs and/or Alcohol): This includes, but is not limited to alcoholic beverages, marijuana, THC, cocaine, unprescribed medication, and/or controlled substances (see Education Reform Law or School Board Policy	Parental Contact Counseling Police referral. Possible expulsion from school. Student will be removed from any leadership position they hold in a sport, club or organization.	
POLICE REPORT OF USE, POSSESSION, DISTRIBUTION OF A CONTROLLED SUBSTANCE (Drugs and/or Alcohol): This includes, but is not limited to alcoholic beverages, marijuana, cocaine, and/or controlled substances (see Education Reform Law).	Immediate suspension from two (2) consecutive contests in athletics and/or suspension for four weeks as a member of any SMS club or organization that they belong to. In addition, the student will be removed from any leadership position they hold in a sport, club, or organization. Second and subsequent violations will result in immediate suspension from four consecutive games.	

	<p>In addition, the student will be suspended from the club or organization that he/she belongs to for the remainder of the school year or for a minimum of 8 months. This could carry over into the next school year.</p> <p>Students who participate in an approved chemical dependency program or treatment program may be certified for reinstatement into activities after a minimum of two games has been served. The director or a counselor of a chemical dependency treatment center must issue such certification.</p>
<p>ASSAULT ON SCHOOL PERSONNEL: This refers to an assault on a principal, assistant principal, teacher, teacher's aide or other educational staff (see Educational Reform Law).</p>	<p>Parental Contact Counseling 10 day suspension Police referral Expulsion from school.</p>
<p>FAKE BOMBS OR HOAX DEVICES: Effective April 12, 2001HR 3209 "It is a felony for any person to possess, transport, use or place, or cause another person to possess, transport, use or place a fake bomb or 'hoax device' with the intent to cause anxiety, unrest, fear, or personal discomfort to any person or group of persons. A 'hoax device' is any device that would cause a person to reasonably believe that it places in danger life or property by fire or explosion." Written threats may be treated as hoax devices.</p>	<p>Parental Contact Counseling 10 day suspension Police referral Expulsion from school</p>

BICYCLES

Students may ride bicycles to school with permission of their parents and approval of the school administration. Each student who rides a bicycle to school is expected to leave the bicycle in or near the bicycle racks provided at the school entrances. The school does not assume liability for damage or loss of bicycles parked on school grounds. **Each student is required to wear a helmet while riding a bike to school and while riding on school grounds.**

BULLYING Policy (JICK)

In accordance with NH RSA 193-F, conduct constituting bullying will not be tolerated. Any school employee, or employee of a company under contract with the school district, who has witnessed or has reliable information that a pupil has been subjected to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response shall report such incident to the principal, or designee, who shall in turn report the incident to the superintendent and the school board.

In order for behavior to be identified as "bullying behavior" all of the following criteria must be met:

Bullying is:

- An intentional, aggressive act, undertaken to cause a negative consequence for the target
- Occurs repeatedly, over time
- May be a physical OR verbal act that causes harm or distress, physical or emotional harm
- Involves an imbalance of power between the target and the bully

Examples of bullying may include, but not limited to, the following actions:

- Name calling based upon race, sexual identification, body size, body structure, appearance, etc.
- Exclusion activities such as being intentionally left out at the lunch table, recess activities, classroom activities, etc
- Physical activities such as blocking, tripping, shoving, etc
- Intimidating another
- Threatening someone to do something not of their own free will
- Using electronic messaging as a way to intentionally target another in a negative manner.

If a situation has met the criteria and a determination of bullying has been made, the following action will be undertaken:

1. The SAU#21 Incident Report will be completed– Violation of Seabrook District Bullying Policy

2. Parents of all students involved in the incident will be notified.

Discipline consequences enacted under the provisions of RSA 193-F may be appealed to the Superintendent of Schools and to the State Board of Education.

BUS CONDUCT (Policy JICC)

The Transportation Company, First Student, may be contacted at 603-964-2322. A student who wishes to ride a different bus, other than their assigned bus, may do so if space permits and a bus pass is provided by the school office staff. To secure a *bus pass*, a parent (not a student) is to submit such a request in writing, specifying the bus change and the date of the change requested; this request should be submitted on the morning of the requested change. In the interest of student safety, a student may not be discharged at a stop other than his/her assigned stop without a bus pass provided by the office.

Due to safety and security concerns, telephone requests for a change in bus assignments cannot be honored.

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.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Personal Devices (Portable Electronics): We acknowledge the importance of technology in everyday use. However, the unsupervised use of cellphones and other electronic equipment can lead to unintended problems. Students, with teacher permission and supervision, may be allowed to use personal devices for educational purposes **within the classroom**. Any other unsupervised use is prohibited and will result in temporary confiscation. The school does not assume liability for loss or damage to electronic equipment brought to school or on the bus. It is strongly recommended that students intending to bring electronic devices to school have a lock on their lockers. **Use of student cell phones is not permitted during the school day unless there is prior permission by a school staff member. Failure to follow this policy may result in disciplinary action.**

CHANGE OF ADDRESS

It is very important that our records be kept up to date. Parents are strongly requested to please report any address or telephone number changes to the school office (474-9221) as soon as such a change is made.

COMPUTER TECHNOLOGY

All students are expected to sign an Acceptable Use Policy in order to use Seabrook School District computers. Students are not allowed to plug external devices (flash drives, thumb drives, CD's, Headphones, etc.) into Seabrook School District computers without staff permission. All students receive computer technology instruction on a regular basis during the year.

Category: Priority/ Required by Law

CODE: JICL

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District’s technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student’s user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District’s Acceptable Use Agreement.

Legal

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements For Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

Cross References

JICL-R

Category: Priority/ Required by Law

CODE: JICFA

HAZING

It is the policy of the District that no student, employee, or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

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

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

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

CODE: JICL-R

ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the 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

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. Information networks will be used for the purposes of research, education, and school-related business and operations.

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.

The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

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.

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.

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).

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-SAU 21 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:

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.

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.

Seeks to gain or gains unauthorized access to information resources.

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.

Destroys, alters, dismantles or otherwise interferes with the integrity of computer hardware, information or resources.

Invades the privacy of individuals or entities.

Uses the network for commercial or political activity.

Install or use unauthorized hardware and software for use on District computer systems.

Uses a network to access inappropriate materials.

Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.

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:

Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.

Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.

Log network use and monitor storage disk space utilization by users.

Determine what is appropriate use.

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.

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:

Protect their Internet log-in information from others.

Respect the privacy of other users. Do not use other users' passwords.

Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.

Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.

Treat information created by others as the private property of the creator. Respect copyrights.

Use any network in a way that does not disrupt its use by others.

Do not destroy, modify or abuse the hardware or software in any way.

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.

Do not use the Internet to access or process pornographic or otherwise inappropriate material.

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:

To abide by the District Acceptable Use Procedures and Code of Conduct.

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.

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.

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.

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.

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.

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.

SEABROOK MIDDLE SCHOOL
256 Walton Road
Seabrook, NH 03874
Telephone: (603) 474-9221

ACCEPTABLE INTERNET USE PROCEDURES
PARENT AND STUDENT ACKNOWLEDGEMENT

August 2023

Dear Families,

Attached you will find the Acceptable Internet Use Procedures. This year all students will have a chromebook assigned to them, to use in school and to take home each day. In order for your student to be able to use the chromebooks and other technology, all students and their parent/guardian must sign that they have read the document and agree to the terms and conditions of use. **Students will not be given access to technology until the form below is signed. Please sign the bottom portion of this letter and return it to the front office.**

Also, the student handbook is online this year and not in paper form. You can access it on our website at: <https://www.middle.seabrooksd.org/resources>. If you do not have internet access and would like a paper copy please contact the school and we will make sure you get one.

Thank you in advance for your attention to these important details.

Sincerely,

Jaime Parsons
Principal

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in this document.

Signature of User/Student

Date

Signature of Parent/Guardian

Date

Student's Name (print) _____

D.A.R.E.

In cooperation with the Seabrook Police Department, students are provided the opportunity to participate in the nationally known Drug Awareness Resistance Education (D.A.R.E.) program during the fifth grade year. This program is designed to provide students with the knowledge and skills to enjoy a healthy, drug-free life.

DELIVERIES TO STUDENTS

Delivery of class materials, athletic equipment, lunch money, etc. to students is accepted at the school office. A student is called to the office to pick up such items at a time that does not interfere with his/her instructional program. Due to the distraction it can cause, a student is not permitted to receive flowers, balloons, or other items delivered to the school during the school day.

DISCIPLINE GUIDELINES (Policy JICD)

SUSPENSION ISS/OSS

We do not advocate suspension of students. We do have to use this method of discipline for gross misconduct or as a last resort if and when a student continues to misbehave and all reasonable avenues have been exhausted. Some reasons for suspension might be:

- Illegal activities
- Disrespect toward a staff member or peer
- Continuous unacceptable behavior and uncooperativeness
- The creation of an unsafe environment
- Disruption of the academic process and/or general welfare of the school
- Threats or physical harm to staff member or peer

During the suspension period, students are not allowed to participate in or attend any extra-curricular school activities.

DISMISSALS

For the safety and security of our students, any student being dismissed during the school day must be dismissed through the office when he/she leaves and report to the office upon return. Students who are ill may also be dismissed through the nurse's office. Students will be dismissed only when authorized by the parent or legal guardian (School Board Policy JEDB).

As our office staff does not personally know each parent of our many students, it may be necessary for a parent or guardian wishing to dismiss a student to show photo identification. Persons picking up a student for parents or guardians are expected to provide a written request by the parents along with photo identification.

CODE: JICA

STUDENT DRESS CODE

The Board recognizes that student individual dress is primarily a parental responsibility that should reflect concern for health and safety of students, staff and others. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or causes a substantial and material disruption or substantial disturbance, the principal shall take appropriate action to correct the situation.

The dress code within each school shall be administered fairly, consistently, and equally to all students. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code relative to students' gender, gender identity, sexuality, race, ethnicity, household income, or body type or size.

Enforcement must accommodate clothing worn by students as an expression of religious beliefs (e.g., head scarves) and worn by students with disabilities (e.g., protective helmets). Enforcement shall not indirectly discriminate against students based on hair texture and or hairstyles, including, but not limited to, braids, locks, and twists.

District Standards:

Building Principals shall assure that any District or School standards are included in the Student Handbook and otherwise communicated to students annually.

Notwithstanding District or School standards, some courses and school activities may require adjustments to attire and hairstyle or may require specific attire to ensure safety during academic activities (e.g., science labs or PE).

Students who violate this policy will be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means as determined by the principal so the student is in compliance with this policy. Students who repeatedly violate this policy may face additional consequences.

School staff shall not confront students on dress-code violations in a manner that unnecessarily disciplines or publicly shames the student. When a school staff member or school administrator discusses a dress code violation with a student, it is recommended that another adult should be present and at least one of the two adults should be the same sex as the student.

Dress Code Expectations SMS:

1. Students shall dress in a respectful manner, in order to:

- promote the health, safety and dignity of all students;
- help preserve school property(beyond normal wear and tear);
- strike a balance between absolute freedom of expression and the community's sense of morality (common courtesy, tolerance, respect, and understanding among the people, without exception);
- discourage disruptions to the teaching and learning process.
- If a student does not have access to clean and/or neat clothing, it can be provided by the nurse.

2. Prohibited items: Specifically prohibited items include, but are not limited to:

- No fully visible undergarments
- No transparent clothing (unless worn over appropriate clothing);
- spikes on shoes/ bedroom slippers / shoes with wheels/shoes with cleats
- No chains past the knee and no spikes on clothing or body
- No hats/hoods, or other head coverings;
- gang-related dress (determined by the school administration); **Any pre-gang activities or presentation shall be referred to the School Resource Officer or the Seabrook Police Department.**
- **No bulky coats allowed in classrooms**

3. Respectful Dress Standards:

- Health and Safety: Students are expected to practice good personal hygiene. Apparel, including jewelry and body piercing , shall not be allowed if:
 - it is inherently dangerous or poses a threat to the students or others;
 - it could threaten the safety of others during the performance of science labs, physical education, technology classes, or other school activities;
 - it (through word or design) refers to or in way promotes the sale or consumption of drugs, alcohol, or tobacco
 - apparel, including footwear that damages school property (no rollerblades, roller footwear, or skateboards)
 - footwear that might be hazardous

4. Community Standards: Apparel:

- apparel that is demeaning or discourteous;
- apparel that suggests intolerance or lack of respect to others, (on the basis of gender, race, sexual orientation,ethnicity, and/or social or economical background);
- apparel that is vulgar or promotes antisocial and/or illegal behavior.

5. Enforcement: Students in violation of the dress code after 3 strikes will change into clothing provided by home or school. The Nurse has a clean supply of t-shirts, pants or athletic clothing. Continued violations will result in disciplinary consequences.

It is expected that teachers enforce the dress code in a respectful manner and must go through a second opinion by an administrator, guidance counselor or school nurse before administering the dress code to any student.

EARLY RELEASE AND NO SCHOOL DAYS

In the 2023-2024 school year, Seabrook Middle School will have the following Early Release Days for the purpose of professional development, teacher planning and parent conferences. The following Wednesdays will be Early Release Days:

October 6
February 14
May 15

Seabrook Middle School will have the following No School Days to allow our faculty members time for professional development.

September 29 No School
November 7 – No School
December 1 – No School
March 12 - No School
April 3– No School

Emergency Behavioral Health Protocol can be found [here](#)

EXCLUSION FROM SCHOOL ACTIVITIES

Each student is expected to participate in all required class activities. Exceptions may be made through special arrangements between parents and teachers. Additionally, if health restrictions prevent participation in a particular activity, a physician's note is required.

EXTRA HELP

Extra help may be offered to students from 2:30 to 3:30 p.m.

Students who plan to remain after school for extra help MUST:

1. Make arrangements with teachers and parents in advance
2. Make arrangements for a ride home (the late bus is available at 3:30 p.m., Monday through Friday).

EXTRA HELP - TUTORING

Parents who feel that their child is in need of remediation should contact their child's teacher or SMS Administration.

CODE: JRA

STUDENT RECORDS AND ACCESS (FERPA)

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.

"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.

"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:

Students' name(s), address(es), telephone number(s), and date(s) of enrollment;

Parents'/guardians' name(s) and address(es);

Students grade levels, enrollment status and dates of attendance;

Student photographs;

Students participation in recognized school activities and sports;

Weight and height of members of athletic teams;

Post-high school plans; and

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.

"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.

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:

The rights of parents or eligible students to inspect and review the student's education records;

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;

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;

The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and

The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

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.

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.

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:

Provide the requester a copy of the questioned records at no cost;

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;

Forward the written appeal to the Superintendent; and

Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.

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:

Review the request;

Discuss the request with other school officials;

Make a decision whether or not to make the requested correction to the educational record;

Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and

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.

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.

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.

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.

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.

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

Officials for audit or evaluation purposes.

Appropriate parties in connection with financial aid.

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.

Accrediting organizations.

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.

Health and safety emergencies.

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.

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:

The name of the person who or agency which made the request;

The interest which the person or agency has in the information;

The date on which the person or agency made the request;

Whether the request was granted and, if it was, the date access was permitted or the disclosure was made;

and

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.

FIELD TRIPS(Policy IJOA)

At various times throughout the year, students will be taken on field trips. Students whose behavior is not acceptable prior to the trip may not be allowed to attend. 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.

FIRE DRILLS/EMERGENCY EVACUATION PROCEDURES(Policy EBCB)

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 teachers for assistance.

Emergency Evacuation Procedures: (i.e. bomb threats)

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:

1. A return to school via bus, or
2. Dismissal from recreation center via bus or *parent dismissal

*Students will only be released to parents or people listed on student emergency cards.

FOOD AND DRINK

Eating, other than breakfast and lunch, is allowed at snack time or on special occasions in designated areas only. Drinks other than water may not be brought into the school. **Students are not allowed to bring hot or iced coffee, hot chocolate, iced tea, etc. to school due to spillage and safety concerns.**

FOOD SERVICE

Meal Prices 2023-2024:

Breakfast \$1.75

Lunch \$2.50
 Reduced \$0.40
 Milk \$0.50
 2nd portion \$1.00

GRADING SYSTEM

Report cards are issued three times throughout the year. These reports indicate the student’s progress using a competency-based model for grading and assessment. Students are scored using a performance scale (see below) and progress is determined by the application of skills and knowledge through the use of formative and summative assessments. Students are encouraged to set personal learning goals and revisit assignments as they move through academic units of study. Students are also assessed using Habits of Learning competencies. Self-Direction and Communication are the two competencies that students and teachers will be targeting this school year. Parents and students are encouraged to reach out to teachers and administration with questions any time throughout a trimester.

Competency-Based Performance Scale

<u>Score</u>	<u>Academic Performance</u>
1	<u>Beginning</u> Student performance is progressing with support, but is unable to meet the marking period expectation with consistency or quality.
2	<u>Developing</u> Student performance is progressing toward the marking period expectation, demonstrating some understanding and application of skills and knowledge with support. Student is not yet independent in demonstrating his/her skill.
3	<u>Proficient</u> Student performance meets the expected grade level skills and knowledge for marking period expectation with consistency, quality, and independence.
4	<u>Advanced</u> Student performance exceeds the marking period expectation.

GUM CHEWING

Gum chewing is not permitted in classrooms, hallways, cafeteria, and field trips or on school buses. Violation of this policy may result in disciplinary consequences.

HAZING(Policy JICFA)

No student or employee of the District shall participate in or be members 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.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

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

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

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees. (School Board Policy JICFA)

HEARING AND VISION EXAMINATIONS

Seabrook Middle School provides a program of hearing and vision examinations. Parents will be notified of the need for follow-up with a medical professional.

HOMEWORK

Purpose: The purpose of homework is to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest in the part of the student, ensuring progression through the curricula. Homework develops subject area knowledge and skills, promotes self-discipline, task commitment, time management and responsibility.

Definition: Homework is defined as a task assigned to students by teachers that is intended to be completed outside of class. Homework is a meaningful activity which increases in complexity and independence with the maturity of the student. Homework may include, but is not limited to reading, writing, studying for tests and quizzes, practicing skills and concepts, developing independent study skills and work habits, memorization, observation, listening skills, skill mastery, and creative assignments that encourage investigation.

Homework Consistency: Homework may be assigned on a regular basis.

Late Homework: Late homework policy will be determined by each individual teacher and this policy will be communicated as part of the teacher's classroom expectations at the beginning of the school year or at the beginning of a new class. If a student is absent, he/she is responsible for meeting with the teacher to determine a plan to make up missed work.

Responsibilities: The successful completion of homework is the responsibility of the student with support and guidance of teachers and parents.

A student who is absent from school is provided with the opportunity to complete make-up work from classes missed during the absence. Students are expected to complete any assignments missed due to illness or other absence. **Students are responsible** for speaking to teachers about any class work missed and are encouraged to address this responsibility on the day of return to school following the absence. Parents should not expect to receive homework or class work in advance. Normally, one day is provided for each day of absence to make-up work.

IMMUNIZATION REQUIREMENTS

The State of New Hampshire has established the following immunization requirements for students in the public schools:

**Grades 5-8: DIPHTHERIA / TETANUS / PERTUSSIS / TETANUS TOXOID
(DTP/DT/Dap/Td)**

*4 or 5 doses with the last dose on or after the 4th birthday

***11 years of age or older, and 5 years since last tetanus-toxoid containing vaccine**

One-time dose if a Tetanus, diphtheria, acellular pertussis (Tdap) vaccine, except if the child has a medical contraindication to pertussis vaccine, in which case the child shall receive Tetanus, diphtheria toxoid (Td) vaccine; then boost with Td every 10 years.

POLIO (eIPV/OPV)

* 4 doses with the last dose after the 4th birthday

MEASLES / MUMPS / RUBELLA (MMR)

* 2 doses

VARICELLA (CHICKEN POX) VACCINE (OR CHICKEN POX DISEASE)

* 1 dose

HEPATITIS B VACCINE

* 3 doses if born after 1/1/93

A student who is not immunized in compliance with the above requirements, and does not have a religious or medical exemption, or is unable to provide evidence of immunization being in the process of completion before October 15 or 30 days from admission, will be excluded from school in compliance with legal requirements of the State of New Hampshire.

The School District also requires a complete medical examination by a licensed physician of each child prior to or upon entry into the public school system. (RSA 200:32)

INTERSCHOLASTIC ATHLETIC TEAMS

Our SMS athletic program is open to students in grades 6 - 8. After-school team sports include: baseball, basketball, cheerleading, cross-country, field hockey, soccer, softball, volleyball, wrestling and track and field. Eligibility is also contingent upon high standards of student behavior, both during school and during the after-school athletic program. Academic eligibility is determined on the day report cards and/or progress reports are issued to students. A student who does not have a passing grade in any subject is not eligible to participate in any interscholastic team or activity for the following marking term without a temporary academic contract. A student may be excluded from any extracurricular activity, including interscholastic athletics, due to disciplinary reasons. The decision to exclude for such a reason is the responsibility of the school administration and may vary in length from one day to the duration of the season. Students participating on school teams are also required to meet the expectations of team membership established by the coach.

LATE BUS

Seabrook Middle School provides a late bus Monday through Friday. The bus leaves school at approximately 3:30 PM. Students who ride this bus are subject to the same rules as students riding regular buses. In order to use the late bus, students must have participated in an after school activity. Students in the building after 2:30 PM are expected to be with a teacher or club/activity advisor.

LOCKERS

Each student is assigned a locker for storage of personal items and school supplies when not in use. Students are expected to keep lockers neat and orderly. Student lockers are the property of the Seabrook School District; the school reserves the right to inspect lockers if it seems necessary to protect others, to enforce safety regulations, or to maintain the integrity of the school environment. Students are encouraged to use a combination lock on their lockers. Combinations must be given to their homeroom teacher. Lockers are the property of the school, and as such, they may be searched by authorized school personnel.

LOST AND FOUND

Students and staff bring ownerless clothing and books to the lost and found boxes in the cafeteria and gym. This box is cleaned out periodically, so students should check as soon as they notice that something is missing.

MEDICATIONS

CODE: JLCD

ADMINISTERING MEDICATIONS TO STUDENTS

The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.

A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated

with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

MISUSE OF SCHOOL PROPERTY OR PROPERTY OF OTHERS

All property brought onto school grounds and/or into school by student shall be at the total risk of student and if the whole or any part shall be damaged, destroyed, misplaced, lost or stolen, no part of the loss or damage shall be charged to or borne by the school.

NON-DISCRIMINATION

The Seabrook School District does not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation, or handicap in admission or access to, or treatment, or employment in, its programs and activities. Any person having inquiries concerning the Seabrook School District's compliance with the provisions of Title VI, Title IX, Section 504, and the A.D.A., is requested to contact the assistant superintendent, S.A.U. #21, Alumni Drive, Hampton, New Hampshire.

Nutrition Information and Wellness policy

School Lunch Pricing:

- Breakfast \$1.75
- Lunch \$2.50
- Reduced \$0.40
- Milk \$0.50
- 2nd portion \$1.00

OPENING EXERCISES

Students are engaged in opening exercises each morning prior to the commencement of classes. Students are expected to act respectfully and remain quiet during the flag salute and morning announcements.

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.

PARENT - TEACHER CONFERENCES

Parent/Teacher Conferences will be held two times a year in October and March (Exact dates are forthcoming). To make an appointment to meet with teachers outside of the regular parent/teacher conference times, parents are requested to contact teachers directly via email or by leaving a message at the front office (7:30 a.m. through 3:30 p.m.).

PARENT-TEACHER COMMUNICATION

A variety of avenues exist for effective parent-teacher communication. We encourage parents to attend open house evenings as well as parent teacher conferences. Letters, emails and telephone calls between parents and teachers help ensure the progress of students. Consistent communication is essential. School news is posted on our web page. All teams and teachers use online grading systems as much as possible, so that parents have access to students’ grades and assignments as often as possible. Instructions for accessing the online grading program will be given out at the beginning of the year. Parent meetings with teams of individual teachers or administrators can be scheduled by calling the guidance office or main office at any time.

PERMISSION TO LEAVE SCHOOL

Students are **NOT** permitted to leave the school at any time during the day unless they bring a note from a parent and sign out through the office. Leaving the school without permission is considered truancy from school.

PTO
(Parent Teacher Organization)

Mission Statement:

The Seabrook PTO is a communication bridge between our school and community established to foster positive relationships between administration, staff, parents, and the 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.

Seabrook PTO typically meets every month on the 2nd Tuesday of the month. Meetings are held in the Seabrook Middle School. Meeting times to be announced upon the beginning of the school year. All parents/legal guardians of students, teachers, and administrators are invited and encouraged to attend the meetings. **To become a voting member at our April meeting (election of officers) you must attend a minimum of two (2) PTO meetings between September and April of the current school year.** Check us out and help us make our school a better place for our children.

PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

A failing report card grade or current average grade in any subject may result in exclusion from activities until a passing grade or average is earned. Each student participating in an extra-curricular activity who has received a disciplinary detention or school suspension is not permitted to participate in the activity

until the disciplinary consequence has been met. In addition, a student who is suspended from school faces the danger of being dropped by the activity (team, club, etc.) at the discretion of the coach, activity leader, and/or school administration. **To be eligible to participate in an extra-curricular activity, the student must be present in school on the day of the event unless there are extenuating circumstances and approval has been granted by the coach, activity leader, and/or school administration.** Coaches and activity group leaders may issue training, team, or club rules and regulations in addition to the guidelines offered here. In such cases, each student is responsible to abide by the rules as set.

PLAGIARISM AND/OR CHEATING

It is expected that all students will perform their responsibilities in an honorable fashion. Plagiarism, cheating, or unauthorized assistance on an assessment is unacceptable. A student found to be cheating or plagiarizing will be expected to resubmit the assignment for reduced credit and the teacher involved will immediately notify his/her parents.

Plagiarism Defined: Plagiarism is the theft and “use of the ideas or writing of another as one’s own” (American Heritage Dictionary). Plagiarism also applies to students who allow others to copy their work. Plagiarism is a serious offense and should be avoided in all academic endeavors.

Rationale: Students are given assignments as a learning experience, a method for demonstrating understanding of a topic, or an opportunity to show mastery of a skill. Careful documentation is required on all ideas or writing that students get from research. This involves acknowledging the use of all printed text, including the Internet, in assignments involving research.

PLANNER/AGENDA BOOK

To assist students in organizing homework and study responsibilities, all students are issued a student assignment and study planner at the start of school. Each student is expected to have his/her planner in each class, every day, and is also expected to keep it up to date. Replacement planners may be purchased at the school office.

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, SMS School Board authorizes 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 or guardian of 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 which specifically outlines circumstances under which school and police officials may and/or must share information. Reports to the Police Department are required in certain incidents 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; 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.

REPORTING CHILD ABUSE AND NEGLECT(Policy 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 notification is not required, although whenever possible and unless the child would be at greater risk if reported to the parent, notification is made at the time of the report to state authorities.

REPORTING STUDENT PROGRESS

Students receive report cards three times per year; report cards are intended to let students and parents know how students are progressing in each subject. 2022-2023 marking periods and report card dates are as follows:

Trimester 1: August 31 to December 1

Progress Reports: October 14

Report Cards: December 8, 2022 (available on PowerSchool)

Trimester 2: December 2 to March 13

Progress Reports: January 27

Report Cards: March 20, 2022 (available on PowerSchool)

Trimester 3: March 14 to Last Day of School

Progress Reports: May 12

Report Cards: Available on PowerSchool after the final week of school

REQUIREMENTS FOR PROMOTION

Placement to the next grade depends on successful completion of each year’s work. Student placement is considered individually, with the decision being made based on what is in the student’s best interest. The final decision on promotion or retention rests with the principal.

Participation in the annual eighth grade graduation exercises is an earned privilege contingent upon a complete review of each student’s academic standing.

Eighth grade students who fail to receive a passing grade for the year in any subject may not be permitted to participate in the exercises. Participation is contingent upon a complete review of each student’s academic standing. The final decision on participation in the graduation exercises rests with the principal.

SAFE SCHOOL ZONE AND STUDENT DISCIPLINE

CODE: JICD-R

MEMORANDUM OF UNDERSTANDING for administering the Provisions of RSA 193-D Safe School Zones

General Principles

The School Board and the Police Department agree to work in a cooperative effort to provide a safe and healthy school environment for students, staff and visitors. In furtherance of that effort, this Memorandum of Understanding is intended to comply with the provisions of RSA 193-D Safe School Zones. The Board and the Police Department further agree to respond effectively to incidents of school delinquency or criminal behavior in school, on school grounds, and at school sponsored events.

This memorandum deals with the law enforcement response to any incident involving the possession, use, sale or distribution of alcohol and other drugs in a school setting or during any school sponsored activity. This memorandum also addresses the efforts by- the school and police to respond to incidents of violence; weapons possession; or acts of theft, violence or destruction, on school property and at school functions, under the provisions of and in concert with the implementation of the Safe Schools Act, RSA 193-D. This Memorandum applies to reportable behavior of adults, as well as, children.

The School Board and the Police Department agree to coordinate these efforts with the local prosecuting Attorney's Office and the New Hampshire Department of Education.

The School Board recognizes that in cases of an emergency situation or imminent danger to students, staff or the community, the Police Department and the School District may act without regard to the Memorandum of Understanding. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees from requesting police assistance on matters not referred to in this Memorandum.

In the event either the School Board or the Police Department desires to amend this Memorandum, the agency seeking changes will arrange for a meeting with the other.

Definitions

The following terms, as defined in RSA 193:D-1 apply to this Memorandum:

"Safe School Zone" means an area inclusive to any school property or school buses.

"School" means any public or private elementary, secondary or secondary vocational-technical school in New Hampshire. It shall not include home schools.

"School Employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing, or perforating continuing contract services for any public or private school, school districts, school department or school administrative unit.

"School property" means all real property, physical plan, and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.

"School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

School/Police Liaisons

In order to facilitate prompt and clear communication of incidents, the School Board and the Police Department will designate individuals to serve as primary contact liaisons. The Superintendent of Schools shall designate the Principal at each school as that school's Reporting Official. He/she shall be responsible for handling all reportable incidents of: (1) drug/alcohol use, possession, sale and/or distribution; (2) assault or violence; (3) possession of weapons; and/or (4) theft or destruction of property. The School District liaison will communicate information on such incidents to the Police Department.

The Chief of Police shall designate a police officer(s) who shall be responsible for handling all reportable incidents brought to the attention of the Police Department by the school's Reporting Officials. In addition to communication between the Reporting Official and the Police Officer on the specific incidents mentioned above, it is recommended that Official and Officer meet regularly to discuss the scope of these problems, and to identify strategies aimed at reducing them.

Reportable Acts

School Reports to Police Department

Mandatory: Notwithstanding the provisions of RSA 193-D, the Safe School Zone Act, the following incidents must be reported to the Police Department by the designated school employee:

Possession of alcohol by a minor or if it appears that a student is under the influence of alcohol or drugs on school property, or at school functions;

Possession, selling or distribution of any controlled substance (including drug paraphernalia) as defined in NH RSA 318-B, by an individual on school property, or at school functions;

Any incident in which any individual who is responsible for, suspected of, or determined to be selling or distributing drugs or alcohol on school property, or at school functions,

Unlawful possession, sale, or use of firearms or other dangerous or prohibited weapons, fireworks and explosives, as defined in NH RSA's 208, 644 and 159, on school property, or at school functions;

Arson under RSA 634:1 any person who knowingly starts any fire or causes any explosion which results in injury, damage to property of another, or is done with intentional disregard for the safety of others;

Burglary under RSA 635: any person who enters a building to separately secured section of a building, with a purpose to commit a crime;

Robbery under RSA 636: including any theft that is accomplished by the physical force or the threat of imminent use of force;

Thefts of property where the value is more than \$50.00, repeated occurrences of theft by one student, (thefts by students who are in the third grade or lower are generally not reported to the Police);

Homicides under RSA 630: any death shall immediately be reported to the Police Department, regardless of suspected cause;

Any first or second degree assault under RSA 63 1, whereby an injury occurs to a person, requiring medical treatment beyond basic first aid or requiring outside medical follow up, caused by another person. Investigation may reveal that not all of these incidents constitute an actual crime. Reporting will allow an investigation to be conducted;

Any sexual assault under RSA 632-A will be reported;

Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$100 or more of damage. This includes vandalism to school property;

Threatening behavior under RSA 631:4 which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

Discretionary Reporting Events are up to the Discretion of the Building Principal.

Refusal or neglect to conform to reasonable rules of the school or to clear non-injurious directions given by staff member.

Simple assault incidents (which don't meet the criteria as stated in j. above), depending upon the nature of the incident, as determined by the school administration.

Theft, under RSA 637, of property under \$49.

Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$99 or less of damage. This includes vandalism to school property.

Police Department Reports to School

The following information shall be reported by the Police Department to the School Principal:

An arrest made by the Police Department of a student, when such information is relevant to the safety of that student, or of other students in the school, where the law allows.

The following information may be shared with school Administration by the Police Department, subject to applicable statutes and regulations governing confidentiality:

The arrest and filing of a delinquency complaint against any student under the age of 17 years.

Other non-criminal activity that the Police Department deems pertinent to the student's well-being, including but not limited to threatening to attempt suicide; victimization of the student by a parent, caretaker or other individual).

Procedures for Reporting

It is agreed that every school employee who has witnessed, or has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to a supervisor. A supervisor receiving such a report shall immediately forward such information to the school Principal.

The Principal shall then contact the Police Department by telephone and report the incident. The Principal shall also provide the Police Department with a written report within 48 hours of the incident.

The report required shall include:

Identification of the act of theft, destruction, or violence that was alleged.

The name and if a student, the name(s) of the parent(s)/guardian(s), home address and all available phone numbers of witnesses to the alleged act.

The name and if a student, the name(s) of the parent(s)/guardian(s), home address and all available phone numbers of any person suspected of committing the act.

The written report required above shall be waived when there is a law enforcement response at the time of the incident which results in a written police report.

School Response

A teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall:

Confront the student with the nature of the offense;

Take the student to the Principal's office;

For Discretionary Reportable Acts, the Principal shall:

Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonably possible. Any incident reported to the Police shall also be reported to the student's parent/guardian;

Initiate disciplinary action in accordance with Board policies.

Police Response

The Police Officer will make contact with the school as soon as possible after receiving a report from the Principal to investigate the incident, or take any other appropriate action.

During the investigation, the Police Officer may meet with the Principal, the student, the student's parent/guardian and appropriate persons with knowledge of pertinent facts, if required.

If at the conclusion of the investigation, the student is found to have committed the alleged offense, the Police Officer may initiate the formal complaint process.

When the Police Officer is called to the school in response to offenses involving the sale and/or distribution of drugs or alcohol, violent behavior, or the possession of a weapon, and when probable cause exists for arrest, the Officer shall take the appropriate action to initiate the formal complaint process.

To the extent possible, precautions will be taken by both Police and school officials at all times to ensure the education process is not disrupted.

SCHOOL BOARD POLICIES

<http://go.boarddocs.com/nh/sau21/Board.nsf/Public>

SCHOOL CLOSINGS, DELAYED OPENINGS, AND EARLY RELEASES

Every attempt is made to keep parents informed of school happenings, big events or other reminders. Parents will also be notified of most school closings, delays or other changes in school schedules via phone alert. Please contact SMS if you are not receiving these phone alert messages.

We notify the following TV stations:

WBZ - Channel 4 Boston (CBS)

NECN - Channel 6

WHDH - Channel 7

WMUR - Channel 9 (ABC)

SCHOOL COUNSELING

“School counselors are prepared to help students who may have questions or need assistance with such areas as personal problems, coursework, grades, program selection, career planning, and testing. The guidance person acts as a counselor, consultant, and coordinator in assisting the teacher and the parents as they provide for the needs of the child. Both teachers and parents may refer a child to the guidance counselor.”

SCHOOL DAY

For student safety and security, a student should not arrive at school prior to 7:45 a.m.

7:45 a.m.	Buses arrive; students admitted to building
8:00 a.m.	Homeroom time
8:05 a.m.	Classes begin
2:30 p.m.	Dismissal
2:40 p.m.	Buses depart

SEXUAL HARASSMENT
CODE: ACAC

TITLE IX SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCESS

The definition of “Sexual Harassment” is found in Section II.B of this Policy. Instructions for making a report or complaint of sexual harassment are found in Section II.J.1. The “Title IX Grievance Process”, is Section III, and procedures for filing a formal complaint to initiate the grievance process is found in Section III.A

RESTATEMENT OF POLICY PROHIBITING DISCRIMINATION ON THE BASIS OF SEX. Per Board policy AC, Title IX of the Education Amendments Act of 1972 (“Title IX”), as well as RSA 193:38, among others, the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment are prohibited in the District.

TITLE IX SEXUAL HARASSMENT POLICY.

Application of This Policy. While all forms of sex-based discrimination are prohibited in the district, the purpose of this policy is to address, and only to address, sexual harassment as defined in Title IX and Sec. II.B, below, that occurs within the educational programs and activities of the district, and to provide a grievance process for investigating and reaching a final determination of responsibility for a formal complaint of sexual harassment. The “Title IX Grievance Process” is set out in Sec. III below. While the District must respond to all “reports” it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint.

The purpose of this Policy, however, is to address, and only to address, sexual harassment as defined in Title IX that occurs within the educational programs and activities of the district. For harassing conduct which does not meet the definition of sexual harassment under Title IX and this Policy, the District’s response will be governed under other applicable laws and policies per Board policy AC, and policies referenced therein.

This Policy shall apply to all students, employees, and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity.

Nothing in this policy will be construed to confer on any third party a right to due process or other proceedings to which student and employee respondents are entitled under this policy unless such right exists under law. Volunteers and visitors who engage in sexual harassment will be directed to leave school property and/or be reported to law enforcement, the NH Division of Children, Youth and Families (DCYF), as appropriate. A third party under the supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

The Superintendent shall have overall responsibility for implementing this Policy, and shall annually appoint a District Title IX Coordinator as that position is described in Section II.C, below. The name and contact information for the Title IX Coordinator is set forth in the Annual notice required by Board policy AC.

Definitions. As used in this Policy and the Title IX Grievance Process, the terms below shall have the meaning ascribed.

"Actual knowledge" occurs when the District's Title IX Coordinator or ANY employee of one of the District's schools (other than a "respondent" or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint.

"Days" shall mean calendar days, but shall exclude non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

"Decision Maker" means persons tasked with: the responsibility of making initial determinations of responsibility (at times referred to as "initial decision maker"); or the responsibility to decide any appeal (at times "appeals decision maker") with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.

"Determination of Responsibility" is the formal finding by the decision-maker on each allegation of Sexual Harassment contained in a Formal Complaint that the Respondent did or did not engage in conduct constituting Sexual Harassment Under Title IX.

"Formal Complaint" means a document filed by a complainant, the complainant's parent/guardian, or the Title IX Coordinator, alleging sexual harassment against a respondent, and requesting that the district investigate the allegation of sexual harassment.

"Respondent" is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment.

"Sexual harassment" prohibited under Title IX and by this policy is conduct on the basis of sex (including, without limitation, gender, sexual orientation, and/or gender identity), occurring in a school system education program or activity that satisfies one or more of the following:
A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation or refusal to participate in sexual conduct irrespective of whether the conduct is welcomed by the student or other employee;
Unwelcome sex-based/related conduct determined by a reasonable person to be so severe, pervasive, AND objectively offensive that it effectively denies a person equal access to the education program or activity (this standard requires consideration of all the facts and circumstances, including, but not limited to, the ages and disability statuses of the harasser and victim and the number of individuals involved and their authority; OR
Sexual assault, dating violence, domestic violence, or stalking as defined in state or federal law.
Behaviors that constitute sexual harassment may include, but are not limited to:

Sexually suggestive remarks or jokes;

Verbal harassment or abuse;

Displaying or distributing sexually suggestive pictures, in whatever form (e.g., drawings, photographs, videos, irrespective of format);

Sexually suggestive gesturing, including touching oneself in a sexually suggestive manner in front of others;

Harassing or sexually suggestive or offensive messages that are written or electronic;

Subtle or direct propositions for sexual favors or activities;

Touching of a sexual nature or groping; and

Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct.

Note: incidents of the above conduct would still need to satisfy one or more of the criteria in paragraphs 1-3 of this definition.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

The context of behavior can make a difference between conduct falling within the technical definition of Sexual Harassment Under Title IX, and conduct of a sexual nature that is offensive or hostile in itself, but which does not arise to the level within that definition. District policies prohibit both, but for purposes of its Title IX obligations the District must address reports or complaints of conduct which may constitute sexual harassment as defined above, under this specific, limited scope Policy and Title IX Grievance Process. Except as used in other laws (e.g., Title VII) or policies (e.g., Board policy JICK) pertaining to harassment, including of a sexual nature, other than Title IX sexual harassment, all references to “sexual harassment” in this policy mean sexual harassment that meets the above definition.

Conduct that satisfies this definition is not sexual harassment for purposes of this policy if the conduct occurred (1) outside the United States or (2) under circumstances in which the school system did not have substantial control over both the harasser/respondent and the context in which the harassment occurred.

NOTE Regarding Concurrent Enrollment and Dual Enrollment, Extended Learning Opportunities, 3rd Party Distance Learning and Other Alternative Instructional Programs: Under federal regulations, in order for the District to have jurisdiction over conduct that would otherwise meet the definition above of sexual harassment, the District must have substantial control over both the respondent and the context in which the harassment occurred. In general, this will mean that unless such learning program is occurring upon district property, conduct otherwise meeting the definition of sexual harassment within that program, may not be subject to this policy.

“Supportive Measures” are free, non-disciplinary, non-punitive, individualized services and shall be offered to the complainant, and may be offered to the respondent, as appropriate. These measures may include, but are not limited to, the following:

Counseling;
Course modifications;
Schedule changes; and
Increased monitoring or supervision

Such measures shall be designed to restore or preserve equal access to the District's education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment and/or deter sexual harassment. Supportive measures shall remain confidential with exclusive exceptions stated required in Sec. II.E, below.

Title IX Coordinator. The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. The Title IX Coordinator shall receive general and specific reports of sexual harassment, and coordinate the District's responses to both reports and formal complaints of sexual harassment so that the same are prompt and equitable. In addition to any other specific responsibilities assigned under this Policy, or as assigned by the Superintendent, the Title IX Coordinator will be responsible for:

meeting with a complainant, and informing the parent/guardian once the Title IX Coordinator becomes aware of allegations of conduct that could constitute sexual harassment as defined in this Policy;
identification and implementation of supportive measures;
signing or receiving formal complaints of sexual harassment;
engaging with the parents/guardians of parties to any formal complaint of sexual harassment;
coordinating with District and school-level personnel to facilitate and assure implementation of investigations, and remedies, and helping to assure that the District otherwise meets its obligations associated with reports and complaints of sexual harassment;
coordinating with the Superintendent with respect to assignment of persons to fulfill the District's obligations, both general and case specific, relative to this Policy (e.g., investigator, decision makers, etc.; this may involve the retention of third-party personnel.);
coordinating with District and school-level personnel to assure appropriate training and professional development of employees and others in accordance with Sec. II.D of this Policy; and
helping to assure that appropriate systems are identified and maintained to centralize sexual harassment records and data.

In cases where the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest or other disqualifying reason (see Sec. II.G, below), the Superintendent shall assure that another person with the appropriate training and qualifications is appointed as acting Title IX Coordinator for that case, in such instances "Title IX Coordinator" shall include the acting Title IX Coordinators.

Training. All District employees shall receive regular training relative to mandatory reporting obligations, and any other responsibilities they may have relative to this Policy.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment, this Policy, the scope of the District's education program or activity, and how to conduct an investigation (including the requirements of the reporting and the Title IX Grievance Process, including hearings, appeals, and information resolution processes). The training must also include avoiding prejudgment of the facts, conflicts of interest and bias.

Decision-makers must also receive training on issues of relevance of questions and evidence, including when questions about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment, and must be made available to the public as provided in Sec. II.H of this Policy.

Confidentiality. The District will respect the confidentiality of the complainant and the respondent as much as possible, however, some information may need to be disclosed to appropriate individuals or authorities. All disclosures shall be consistent with the District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action. Examples of required disclosure include:

information to either party to the extent necessary to provide the parties due process during the Title IX Grievance Process;
information to individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
mandatory reports of child abuse or neglect to DCYF or local law enforcement (per Board policy JLF);
information to the complainant's and the respondent's parent/guardian as required under this Policy and or the Family Educational Rights and Privacy Act ("FERPA"); and
reports to the New Hampshire Department of Education as required under N.H. Code of Administrative Rules Ed 510 regarding violations of the NH Code of Conduct for Education Professionals.

Additionally, any supportive measures offered to the complainant or the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

Except as specified above, the District shall keep confidential the identity of:

Any individual who has made a report or complaint of sex discrimination;
Any individual who has made a report or filed a formal complaint of sexual harassment;
Any complainant;
Any individual who has been reported to be the perpetrator of sex discrimination;
Any respondent; and
Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

Retaliation Prohibited. Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate in any investigation of an act alleged in this Policy is prohibited. Actions taken in response to materially false statements made in bad faith, or to submitting materially false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith. Complaints of retaliation with respect to reports or formal complaints of sexual harassment shall be filed under the District's general grievance process.

Conflict of Interest. No person designated as a Title IX Coordinator, investigator, decision-maker, nor any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Dissemination and Notice. The District shall include in all student and employee handbooks, and shall make publicly available on the district's website the following information:
The District's policy of non-discrimination on the basis of sex (included in Board policy AC).
the title, name, office address, email address, and telephone number of the Title IX Coordinator;
the complaint process;
how to file a complaint of sex discrimination or sexual harassment;
how the District will respond to such a complaint; and
a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

The same information shall be provided to all persons seeking employment with the District, or seeking to enroll or participate in the District's educational programs or activities.

Additionally, the District will make this Policy, as well as any materials used to train personnel as required under Sec. II.D publicly available on the district's website.

Records and Record Keeping.

For each report or formal complaint of sexual harassment, the District, through the Title IX Coordinator, must create, and maintain for seven (7) years, record of:

Any actions, including any supportive measures,

The basis for the District's conclusion that its response was not deliberately indifferent; and

Documentation which:

If supportive measures were provided to the complainant, a description of the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or

If no supportive measures were provided to a complainant, explains the reasons why such a response was not clearly unreasonable in light of the known circumstances.

In addition, the District shall maintain the following records for a minimum of seven (7) years:

Records for each formal complaint of sexual harassment, including:

Any determination regarding responsibility, including dismissals;

Any disciplinary sanctions imposed on the respondent;

Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;

Any appeal and the result therefrom;

Any informal resolution process and the result therefrom;
All materials used to train Title IX Coordinators, investigators, and decision makers.

Reports of Sexual Harassment, Formal Complaints and District Responses.

Report of Sexual Harassment.

NOTE: A report does not initiate the formal Title IX Grievance Process. That process is begun only upon the filing of a formal complaint under the procedures set out in II.J.3, and III.A, below.

Any person may report sexual harassment whether relating to her/himself or another person. However, if any District employee – other than the employee harasser, or the Title IX Coordinator – receives information of conduct which may constitute sexual harassment under this Policy, s/he shall, without delay, inform the Title IX Coordinator of the alleged sexual harassment. Failure to report will subject the employee to discipline up to and including dismissal.

A report of sexual harassment may be made at any time, in person, by mail, by telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Additionally, while the District strongly encourages reports of sexual harassment to be made directly to the Title IX Coordinator, the report may be made to any District staff member, including, for instance, a counselor, teacher or principal.

If the Title IX Coordinator is the alleged respondent, the report or formal complaint may be made directly to the Superintendent, who shall thereafter fulfill the functions of the Title IX Coordinator regarding that report/complaint, or delegate the function to another person.

NOTE: For any allegation of sexual assault on a student under the age of 18, such conduct shall be reported immediately to the DCYF per Board policy JLF. If the alleged respondent (perpetrator) is a person holding a license or credential from the New Hampshire Department of Education (i.e., "credential holder"), then a report shall also be made pursuant to Board policy GBEAB.

District Response to Report of Sexual Harassment. The district will promptly respond when there is actual knowledge of sexual harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant and by following the Title IX Grievance Process prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

As soon as reasonably possible after receiving a report of alleged sexual harassment from another District employee or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

discuss the availability of and offer supportive measures;
consider the complainant's wishes with respect to supportive measures;
inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
explain to the complainant the process for filing a formal complaint.

Formal Complaints. Pursuant to federal regulations, and this Policy, a formal complaint that contains an allegation of sexual harassment and a request that the District investigate the allegations is required before the District may conduct a formal investigation of sexual harassment or take any action (other than supportive measures) against a person accused of sexual harassment. Once a formal complaint of sexual harassment is received by the Title IX Coordinator, s/he shall commence the Title IX Grievance Process set out in Sec. III below. The process for filing a formal complaint is set forth in Sec. III.A.

Limitation on Disciplinary Action. In no case shall the District impose disciplinary consequences or sanctions against a respondent who has been accused of conduct which may constitute sexual harassment, until the Title IX Grievance Process has been completed.

Emergency Removal and Administrative Leave. At any point after receiving a report or formal complaint of sexual harassment, the Title IX Coordinator (or other District official charged with a specific function under this Policy or the Title IX Process: e.g., investigator, decision maker, etc.) may request the Superintendent to direct that an individualized safety and risk analysis be performed to determine whether a respondent student is an immediate threat to the physical health or safety of any person. In the event that the safety and risk analysis determines that the respondent student does present an immediate threat to the physical health and safety of any person, the District may remove that student, provided that such removal is in full compliance with the IDEA, a student's IEP and or 504 plan if applicable. Such emergency removal shall not be disciplinary. However, the District must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal, and shall continue to offer educational programming until a final determination is made pursuant to the Title IX Grievance Process.

The Title IX Coordinator shall keep the Superintendent of Schools informed of any employee respondents so that he/she can make any necessary reports to New Hampshire Department of Education in compliance with applicable administrative rules and the New Hampshire Code of Conduct for Educational Professionals. In appropriate cases, the Superintendent may place an employee respondent on non-disciplinary administrative leave pursuant to RSA 189:31.

TITLE IX GRIEVANCE PROCESS. The Title IX Grievance Process is used only upon the filing of a formal complaint of sexual harassment as described in Sec. III.A, below. The provisions of Section I of the Policy are incorporated as part of the Title IX Grievance Process. Upon receipt of a formal complaint of sexual harassment, the Title IX Coordinator will coordinate the District's efforts to comply with its responsibilities related to the Title IX Grievance Process.

Process for Filing a Formal Complaint of Sexual Harassment. The Title IX Grievance Process is initiated by way of a formal complaint ("complaint" or "formal complaint") filed by the complainant, the complainant's parent/guardian, or the Title IX Coordinator. The complainant may file a complaint or choose not to file a complaint and simply receive the supportive measures. If the Complainant does not file a complaint, the Title IX Coordinator may sign a formal complaint, but only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, and in other cases where, in the exercise of good judgment and in consultation with the District's attorney as appropriate, the Title IX Coordinator determines that a grievance process is necessary to comply with the obligation not to be deliberately indifferent to known allegations of sexual harassment (e.g., reports of sexual assault, employee on student harassment, repeat reports, or the conduct in the complainant's report has not been adequately resolved through the provision of supportive measures). If the complaint is filed

by the Title IX Coordinator, he/she is not a party to the action, and the District must comply with all of the provisions of the Title IX Grievance Process relative to respondents and complainants.

If no formal complaint is filed by the complainant or the Title IX Coordinator no disciplinary action may be taken against the respondent based upon conduct that would constitute sexual harassment under this policy.

Although there is no time limit per se to filing a formal complaint, for complaints initiated by the complainant or his/her parent/guardian, the complainant must be employed by the District or participating in or attempting to participate in the education program or activities of the District at the time of filing. Additionally, although the District will initiate the Title IX Grievance Process regardless of when the formal complaint is submitted, delays in reporting may significantly impair the ability of school officials to investigate and respond to the allegations.

At a minimum, a formal complaint must:

contain the name and address of the complainant and the student's parent or guardian if the complainant is a minor student;

describe the alleged sexual harassment,

request an investigation of the matter, and

be signed by the complainant or otherwise indicate that the complainant is the person filing the complaint.

The complaint may be filed with the Title IX coordinator in person, by mail, or by email. Complaint forms may be obtained from the Title IX Coordinator or on the District and school websites.

Initial Steps and Notice of Formal Complaint.

The Title IX Coordinator will provide notice to the complainant and the complainant's parent/guardian (if the complainant is a non-eligible student under FERPA), and to the respondent (if known) and the respondent's parent/guardian (if the respondent is a non-eligible student under FERPA), as well as to any other known parties, of the following:

this Title IX Grievance Process, including any informal resolution process;

the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview;

"sufficient details" shall include to the extent known identities of persons involved, the conduct allegedly constituting sexual harassment, and the date and location of the incident;

a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process

that each party may have an advisor of their choice, who may be, but is not required to be, an attorney;

that each party is entitled to inspect and review evidence; and

a reference to any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant to discuss and offer supportive measures.

The Title IX Coordinator may contact the respondent to discuss, and or impose, non-disciplinary supportive measures.

The Title IX Coordinator will examine the allegations in the formal complaint, to determine whether even if assumed true, the allegations are sufficient to sustain a finding of sexual harassment under this Policy. If the Title IX Coordinator was not involved with preparing the formal complaint, the Title IX Coordinator

will contact the complainant to discuss the complaint and whether amendment is appropriate, in which case the process of Sec. III.C.4 will apply.

If the formal complaint fails to satisfy the definition of sexual harassment in this Policy, the complaint shall be dismissed as provided in Sec. III.G, below.

If the complaint is not dismissed, then Title IX Coordinator will consult with the Superintendent as to whether the Title IX Coordinator should act as the investigator or whether a different District or other employee shall act in that capacity. At the same time, the Title IX Coordinator and the Superintendent shall appoint the person who shall make the initial determination of responsibility (initial decision maker). In all cases, the investigator and the initial decision maker must be properly trained and otherwise qualified (see Sec. II.D “Training”, and Section II.G “Conflict of Interest”).

If the report alleges sexual harassment by the Superintendent, the Title IX Coordinator will inform the SAU 21 Joint School Board Chair and the Assistant Superintendent, the latter of whom shall have authority to seek guidance from the District’s general counsel, but shall not delay the District’s response to the report as outlined in this Policy.

General Provisions and Additional Definitions Relative to Title IX Grievance Process.

Copies and Notices. Except as specifically stated elsewhere in this Policy, for any document, information or material required to be delivered to a party or to a person assigned with responsibility under the Title IX Grievance Process, the manner of transmittal may be by electronic mail, regular mail or such other manner reasonably calculated to assure prompt delivery with evidence thereof (such as a commercial carrier or other receipted delivery). Hand delivery will only be permitted if made to the District official charged with the specific function under this Policy (e.g., Title IX Coordinator, Superintendent, investigator, decision maker(s), etc.). Any document required to be delivered to a minor or other non-eligible student, must also be delivered to the minor’s parent/guardian. Copies should also be sent to a party’s advisor if the information for the advisor has been previously communicated to the sending party. (Under federal regulations, copies of the investigative evidence, as well as the investigative report, must be forwarded to a party’s advisor. See Sections III.E.3, and III.E.4).

Risk Analysis and Emergency Removal. At any point during the Title IX Grievance Process, the Title IX Coordinator may arrange for an individualized safety and risk analysis as described in Sec. II.J.5, following which a student may be removed.

Administrative Leave. At any point during the Title IX Grievance Process, the Superintendent, and at his/her own discretion, and with or without consulting the Title IX Coordinator, may place an employee on administrative leave pursuant to RSA 189:31.

Additional Allegations. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that were not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

No Interference with Legal Privileges. At no point in process will the Title IX Coordinator, the investigator, any decision maker, or any other person participating on behalf of the District, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege (e.g., doctor/patient, attorney/client, clergy, etc.), unless the person holding such privilege (parent/guardian for minor student) has waived the privilege in writing to use the information with respect to the Title IX Grievance Process.

Consolidation of Complaints. The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.

Remedies: Range of Disciplinary Sanctions and Remedial Actions Upon Final Determination of Responsibility

“Disciplinary sanctions” are consequences imposed on a respondent when s/he is found responsible for sexual harassment under this Policy. Remedial actions are actions intended to restore or preserve a complainant’s equal access to the educational programs and activities of the District.

“Disciplinary sanctions” against an employee respondent may include any available sanction available for the discipline of employees, up to and including dismissal or non-renewal for any other violation of Board policy, NH Code of Conduct for Educational Professionals, applicable individual or collective bargaining contract, or state or federal laws or regulations.

“Disciplinary sanctions” against a student may include any available discipline or sanction, up to and including expulsion, under the policies, rules and procedures that establish the district’s comprehensive student code of conduct.

“Remedial actions” as to a respondent after a final finding of responsibility, whether employee or student, may include the imposition upon a responsible respondent of any additional non-disciplinary measures appropriate to effecting a remedy for sexual harassment, and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant’s right to access the district’s program and activity.

Additional remedial actions may include recommendations that a school-wide or system-wide response is needed in order to respond to the sexual harassment in a way that is not clearly unreasonable under the circumstances. In such cases, the Superintendent shall provide additional staff training, harassment prevention programs, or such other measures as determined appropriate to protect the safety of the educational environment and/or to deter sexual harassment.

Timeframe of Grievance Process.

The District shall make a good faith effort to conduct a fair, impartial grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is expected that in most cases, the grievance process will be concluded through at least the determination of responsibility decision within 80 days after filing the formal complaint. In more complex cases, the time necessary to complete a fair and thorough investigation or other circumstances mean that a determination of responsibility cannot reasonably be made within that time frame.

Summary of Grievance Process Timeline.

Investigation 20 +/- days as the complexity of the case demands (Sec. III.E.1)
10 days for reviewing information prior to conclusion of investigation
10 days after receiving report to respond to report
10 days for decision maker to allow initial questions
10 days for responses to questions
10 days for questions and responses to follow-up questions.
10 days for determination of responsibility decision
10 days for appeal (6 additional days for administrative steps)
10 days for argument/statement challenging or supporting determination
10 days for decision on appeal

Delays and Extensions of Time. At any stage of the grievance process, the District (through the Superintendent, or if the Superintendent is the respondent, the Title IX Coordinator or designee) may for good cause allow for temporary delays or extensions of time upon request of either party, or on his/her own initiative. Examples of good cause may include such things as availability of parties or witnesses, school or school administrative office holidays or vacations, referral back to an earlier stage of the grievance process, concurrent law enforcement or other agency activity, or need to obtain interpreters or accommodation of disabilities. For any such delay or extension of time, the Superintendent or the Title IX Coordinator will provide written notice to the parties of the delay/extension and the reason(s).

Investigation.

The Title IX Coordinator will coordinate the investigation. The investigator shall be as appointed pursuant to Sec. III.B.5.

The Title IX Coordinator may conduct the investigation, or, in consultation with the Superintendent, designate another qualified person to investigate. The investigation and investigator must:

Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. (Evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent.)

Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on either of the parties;

Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence;

Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

Provide the parties with the same opportunities to have others present during any interview or other part of the investigation, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The investigator may restrict any others from participating, as long as the restrictions apply equally to both parties;

Provide, to a party (e.g., respondent or complainant – and parent/guardian as appropriate) whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate within the timeframes established in Sec. III.D, below.

Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;

Prior to completion of the investigative report, the District, through the Title IX Coordinator, must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;

The investigator must prepare a written investigative report that fairly summarizes relevant evidence, including, without limitation, witness credibility, discrepancies, inculpatory and exculpatory information, and relevant District policies, rules and regulations, and the manner in which the same were made known to the pertinent school populations or specific parties. The investigative report shall include a description of the procedural steps taken, starting with the receipt of the formal complaint, and continuing through the preparation of the investigative report, including any notifications to the parties, interview with parties and witnesses, site visit, and methods used to gather evidence.

The investigator shall provide the investigative report in hard copy or electronic format to the Title IX Coordinator, to each party and each party's advisor, if any. Each party will have 10 days from receipt to provide the Title IX Coordinator a written response to the investigative report.

It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. In most cases, it is expected that the investigator will conclude the initial investigation, and provide the parties the evidence and other information required under Sec. III.E.2. Not more frequently than every other week, any party may request the Title IX Coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion. In most cases, the investigator should conclude the investigation within 20 days after receiving a Formal Complaint.

Determination of Responsibility and Initial Decision Maker.

The determination of responsibility of the respondent shall be made by the initial decision maker as appointed pursuant to Section III.B.5.

Prior to making a determination of responsibility, the initial decision maker will afford each party 10 days to submit written, relevant questions to the initial decision maker that the party wants asked of any party or witness.

The initial decision maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The initial decision maker will provide the questions to the party/witness, with copies to each party, and provide no less than 10 days for written responses, likewise to be provided to each party.

The initial decision maker will provide 5 days each for supplementary, limited follow-up questions and 5 days for answers, and may provide for additional rounds of follow-up questions, as long as the provision is extended to both parties equally.

The initial decision maker may not make any credibility determinations based on the person's status as a complainant, respondent or witness.

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The initial decision maker may impose disciplinary sanctions and remedies as described in Section III.C7, above.

The standard to be used for formal complaints in determining whether a violation has occurred and/or that the respondent is responsible is the preponderance of the evidence standard, which is only met when the party with the burden convinces the fact finder (the initial decision maker) that there is a greater than 50% chance that the claim is true (i.e., more likely than not).

The initial decision-maker must issue a written determination/decision within 10 days after the close of the period for responses to the last round of follow-up questions. The written "Initial Determination of Responsibility" must include:

Identification of the allegations potentially constituting sexual harassment;

A description of the procedural steps taken from the receipt of the formal complaint through the Initial Determination of Responsibility, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;

Findings of fact supporting the determination;

Conclusions regarding the application of the District's applicable codes of conduct, policies, administrative regulations or rules to the facts;

A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is responsible for sexual harassment), and any disciplinary sanctions or remedies; and

Conclusions regarding the application of the District's applicable codes of conduct, policies, administrative regulations or rules to the facts;

A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether or not the respondent is responsible for sexual harassment), and any disciplinary sanctions or remedies; and

The District's procedures and permissible bases for the complainant and respondent to appeal (as set forth in Section III.H, below).

The decision maker shall provide the Initial Determination of Responsibility to the Title IX Coordinator, the Superintendent and the parties simultaneously.

Dismissal of a Formal Complaint.

The District must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

Would not constitute sexual harassment, even if proved;

Did not occur in the District's education program or activity; or

Did not occur against a person in the United States.

The District may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or determination of responsibility stage(s):

A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

The respondent is no longer enrolled or employed by the District; or

Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Prior to dismissal of a complaint, the person responsible at that stage shall consult with the Superintendent.

Upon dismissal of a formal complaint, the District must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the District from continuing any investigation or taking action under other District policies, code of conduct or administrative rules/regulations. In some cases, the District may have an obligation to continue an investigation and proceed under a different policy or mandated process.

Appeals Process

Either party may appeal the Initial Determination of Responsibility or the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Superintendent in writing ("written appeal"), with a copy to the Title IX Coordinator. If there are multiple determinations of responsibility, the written appeal shall specify which ones are included in the appeal. The written appeal must be received by the Superintendent within 10 days of the Initial Determination of Responsibility or written notice of dismissal being communicated to the parties.

An appeal under this Policy may only be based upon one or more of the following bases, which must be stated specifically in the party's written appeal:

Procedural irregularity that affect the outcome of the matter;

New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affect the outcome of the matter.

Appeals for any other reason or upon any determination of responsibility not included in the written appeal will not be heard.

Appeals pertain only to the determination of responsibility and non-disciplinary remedies. Once a determination of responsibility is final per Sec. III.I, below, appeals of disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

Within 3 days of receipt of the written appeal, the Superintendent shall appoint a decision maker for appeal ("appeals decision maker"), who must have adequate training as provided in Section II.D, be free from conflict of interest as provided in Section II.G, and may not be the same person as the initial decision maker, the person who ordered dismissal, the investigator(s), or the Title IX Coordinator. Upon

the appointment of the appeals decision maker, the Superintendent shall provide a Notice of Appeal to each party and to the Title IX Coordinator, with a copy of the written appeal. The Notice of Appeal must include information about all deadlines and timeframes in the appeal stage.

Each party shall have 10 days from the date the Notice of Appeal is delivered to the parties to submit to the appeals decision maker a written statement, with copies to the Superintendent, Title IX Coordinator, and other party a statement (“appeal statement”) in support of, or challenging, the determination of responsibility or dismissal.

Each party shall provide copies of the appeal statement to the other party, the Superintendent, and the Title IX Coordinator at the same time the appeal statement is given to the appeals decision maker. If the basis of the appeal is newly available evidence affecting the outcome, the party shall submit such evidence or a summary of such evidence along with the party’s appeal statement.

The appeals decision maker may refer an appealed issue back to a prior point in the grievance process, with written notice to the parties, the Superintendent and the Title IX Coordinator.

The appeals decision maker shall provide a written appeals decision after considering the record and the parties’ appeal statements. The appeals decision maker will only overturn the Initial Determination of Responsibility upon a conclusion that it was clearly erroneous (i.e., either made on unreasonable grounds, or without any proper consideration of the circumstances). If the basis or one of the bases for the appeal was new evidence, the appeals decision maker may either make a determination of responsibility regarding that evidence, or refer it back to the appropriate stage of the Title IX Grievance Process. The written appeals decision will describe the result(s) of the appeal and the rationale, with copies provided to the parties, Superintendent and Title IX Coordinator, no more than 10 days after receiving the last of the parties’ written statements per Section III.H.5.

Finality of Determination of Responsibility.

The determination regarding responsibility becomes final either on the date that the recipient, through the Superintendent, provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal of the Initial Determination of Responsibility would no longer be considered timely. The final determination shall be identified as the Title IX Decision.

Once the Title IX Decision is final, the District may implement remedies and disciplinary sanctions. The Title IX Coordinator is responsible for effective implementation of any non-disciplinary remedies, with the assistance of building and District administrative personnel, while disciplinary sanctions will be imposed by persons charged with such responsibilities under other Board policies, regulations or administrative procedures. The District may also proceed against the respondent or complainant pursuant to the District’s applicable code of conduct or other Board policies, collective bargaining agreement, individual contract or administrative rules/regulations/procedures. The issue of responsibility for the conduct at issue shall not be subject to further review or appeal within the District.

Informal Resolution.

At any time prior to reaching a determination regarding responsibility (but only after the filing of a formal complaint), the District may offer an optional informal resolution process (e.g., mediation, arbitration), provided that the District:

Provides written notice to the parties disclosing:

The allegations of the formal complaint;

The requirements of the information resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared,

Obtains the parties' voluntary written consent to the informal resolution process; and

In no event may the District offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

SMOKING(Policy ADC,GBED,JICG)

Smoking "is not permitted on school property or in school vehicles" according to both School Board policy (Policy JICG) and New Hampshire law (RSA 126). Any person guilty of a violation is subject to a fine of not less than \$100.

Per New Hampshire Law (RSA 126-K:6) "No person under 18 years of age shall purchase, attempt to purchase, possess, or use any tobacco product, e-cigarette, or liquid nicotine." Any student found to be in violation will be subject to disciplinary action by the school and further action by the Seabrook Police Department..

SPORTING EVENTS

Students in our gym, on our athletic fields, or at another school as a spectator for an interscholastic sporting event are advised to remember that all the usual rules of our school still apply: act in a respectful and responsible manner.

SUBSTANCE ABUSE(Policy ADB,GBEC,JICH)

Alcoholic beverages are not permitted on school property at any time during school hours or at school-sponsored events. Any student in possession of or under the influence of alcohol will be immediately suspended from school for not less than five days. School Board Policy JICH also includes a reference to a state statute that says: "No person shall drink or have in his possession any intoxicating beverage while in attendance as a spectator or otherwise, at any place where a school interscholastic contest is being conducted."

This policy includes the following:

Taking of illegal drugs, and/or possession of the same, in any form, is not permitted at any time. A student found in violation of this policy will have their parent(s) called immediately, and the matter will be brought to the attention of the School Board, and other proper authorities.

- a. In case a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and remove him/her to his home or to medical facilities.
- b. In severe cases, if the parents will not come to school, the principal is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and be responsible for incurred expenses.
- c. Upon reasonable evidence of the illegal possession and/or use of drugs by any student on school district property, the student will be suspended from school for at least five days. A conference with the parents, child, and principal should be held as soon as possible.
- d. Any student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school, pending School Board action.

Suicide Prevention Plan can be found [here](#)

TARDINESS(Policy JH)

Students must be diligent about getting to school and class on time. Arrival on time is necessary to develop a lifelong habit of punctuality. Arrival on time is considerate, so as to not disrupt class with a late arrival.

A student arriving after 8:00 a.m. is tardy. Tardy students must report to the office upon arrival with a written note from their parent/guardian.

TELEPHONE USE BY STUDENTS

Students **may not** use classroom telephones without specific permission from a supervising adult. Students **may** use the office telephones to call parents for emergency purposes only, at the discretion of the office staff. Under such circumstances, the student must first secure a permission pass from a teacher and present the pass at the office. If an after-school activity is canceled during the school day, students are permitted to use the telephone to notify parents of such and to arrange for transportation if necessary.

TELEPHONING THE SCHOOL

Teachers can't be interrupted during class or meeting times. Messages for teachers are taken between 7:30 a.m. and 3:30 p.m.

TRUANCY(Policy JH)

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes disciplinary sessions which the student has been directed to attend. Disciplinary action is taken in all circumstances involving truancy. Repeated occurrences of truancy may result in a C.H.I.N.S. petition being filed with the State of New Hampshire as directed in (RSA 169-D: 22).

VALUABLES

For the safety and protection of personal property, students should not bring valuables to school. If a special project or unusual circumstance dictates that a valuable item is brought to school, students should

make advance arrangements with his/her teacher or through the school office for its safekeeping. The school is not responsible for lost articles.

VISITORS

Citizens of Seabrook are encouraged by our School Board (Policy KI) “to visit the schools and to observe the school program.” According to School Board Policy, “*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*”. For the convenience of our visitors, a sign-in/sign-out book and visitor’s passes are available in the middle school office.

VOLUNTEERS(Policy IJOC)

Recently SAU 21 has revised its procedure for fingerprinting and background checks to align with the 9/12/2017 Department of Education Technical Advisory.

<https://www.education.nh.gov/standards/documents/criminal-history-check.pdf> (Policy GBCD)

This procedure, which is now required in all of the SAU 21 districts, includes a criminal background check authorized through the Human Resources office at the SAU. Any school volunteer who may chaperone and/or participate in a school event which may result in him/her independently monitoring students without the supervision of a SAU21 staff member is subject to a background check. SAU21 volunteers are asked to contact the SAU 21 Human Resources office (603-926-8992 x110) and bring the accompanying form to their fingerprinting appointment. Fingerprinting occurs on Tuesdays at the SAU. Volunteers who cannot make an appointment on Tuesday, or have any other concerns, should contact the SAU office to make other arrangements for criminal records instruction. Upon completion of the criminal background check, the SAU will contact the Administrative Assistant at the individual district who is documenting approved volunteers. Depending upon demand, SAU 21 Human Resources may arrange an afternoon/evening for parents/guardians to complete the background check. Thank you for your continued support.

WEAPONS ON SCHOOL PROPERTY(Policy JICI)

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 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 Appendix JICD-R

***Please note that there are additional Seabrook School Policies available through this link:**
<http://go.boarddocs.com/nh/sau21/Board.nsf/Public>