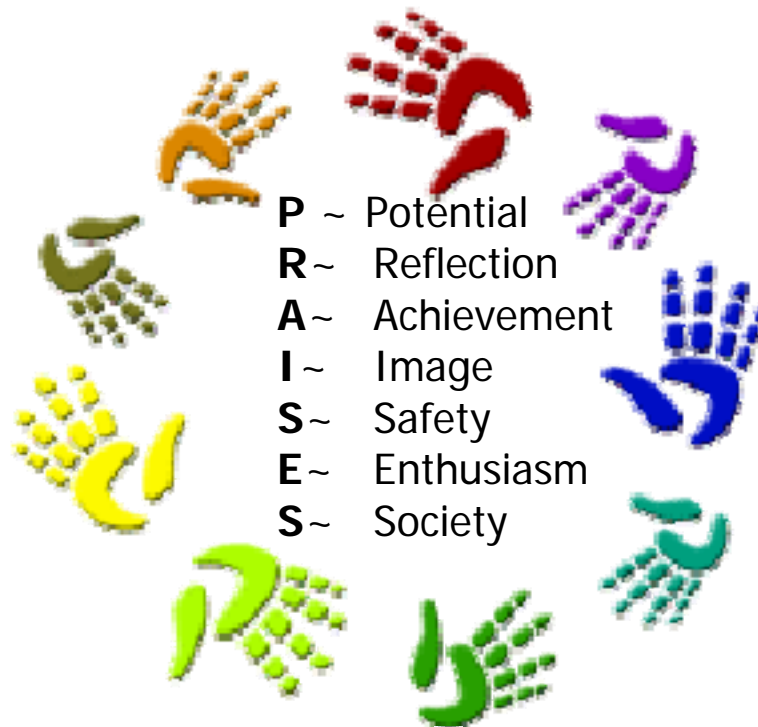


Sanborn Regional School District



D. J. Bakie

Elementary School

2008-2009

Student Handbook

179 Main Street
Kingston, NH 03848
603-642-5272

<http://www.sau17.org/bakie/index.htm>

Contents

2008-2009 School District Calendar.....	2
Table of Contents	3
Sanborn Regional School District Mission, Accreditation Statement, Bakie Philosophy and Goals	4
Welcome from the Principals.....	5
Teaching – Learning Process.....	6
General Information	
2008-2009 Schedule, Parent Notices and Alerts, School Day	6
Absence/Tardiness, Student Make-Up Work, Student Dismissal.....	7
Changes in Transportation/Dismissal, Cell Phones/Electronic Items.....	7
Clothing for School and PE.....	7
Visitors, School Registration, Educational Records.....	8
Academic Programs	
Expanding Horizons, Library/Technology, Art	8
Music, Physical Education/Health.....	9
Reporting Procedures	
Elementary Progress Reports.....	9
Promotion and Retention	9
Student Services	
Special Education, Reading Support, Health Office, Guidance.....	10
Child Study Team.....	11
Behavior Expectations	
Zero Tolerance, School Rules, Playground Rules.....	11
District Bus Discipline Plan	12
Food Service Program	
Meal Service.....	12
Lunchroom Rules	13
School Safety	
Emergency Closing of School, Emergency Management Planning	13
Radiological Emergency Response Plan.....	13
Other Essential Information	
Bicycles/Walking, Extra Curricular Activities, Homework, Make-Up Work, PTA	14
Pets, Presenting Concerns, Publications.....	14
Student School Insurance, Student Council	15
Sanborn Regional School District Policies	
ACAA: Sexual Harassment.....	15
ACAA – R: Grievance Procedures – Sexual Harassment Complaint.....	18
EEAEC: Student Conduct on Buses.....	20
IJOB: Student Access to Networks and the Internet.....	21
IKB – R: Homework Guidelines	22
JICA: Student Dress.....	23
JICA-R: Student Dress Regulations.....	23
JICG: Tobacco Use by Students.....	23
JICH: Student Substance Use and Abuse.....	24
JICH – R: Student Substance Use and Abuse – Rules.....	24
JICI: Weapons in the Schools.....	25
JICJ: Cell Phone and Electronic Devices.....	26
JICK: Pupil Safety and Violence Prevention.....	27
JICL: Fighting	
JK: Suspension and Expulsion of Students	28
JK – R: Suspension and Expulsion of Students – Rules	29
Public Notices	
Family Educational Rights and Privacy.....	31
Rights under the Protection of Pupil Rights Amendment	31

Sanborn Regional School District Mission

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

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

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

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

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

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

Commission on Public Elementary Schools
New England Association of Schools and Colleges
209 Burlington Road
Bedford, Massachusetts 01730-1433
(617) 271-0022

Daniel J. Bakie Elementary School

Mission Statement

The mission of the D.J. Bakie School is to enable all students to acquire the knowledge, skills and work habits to become productive and healthy members of society. School staff maintains high expectations, create a safe, positive and caring environment, use assessment to vary instruction to meet the individual needs of students, and promote effective communication between the school and its community.

Goals

P.R.A.I.S.E.S.

- To ensure academic, physical, social, and emotional growth simultaneously, enabling the attainment of students' maximum **potential**.
- To facilitate evaluation and self-**reflection** on the part of all learners.
- To maintain standards of **achievement** in all learning areas through the implementation of the SRSD's Essential Skills Curriculum and the New Hampshire Curriculum Frameworks.
- To foster personal growth, a positive self-**image**, and mutual respect.
- To provide a **safe** environment that contributes to a feeling of protection, comfort, and well-being for all members of the school community.
- To encourage **enthusiasm** for lifelong learning throughout the educational community.
- To teach the ideals of democracy, our place in the global **society**, and to encourage caring citizenship.



August 2008

Dear Parents and Students,

Welcome to the 2008-2009 school year! We are excited about the year ahead and the many wonderful learning activities that await your child.

This handbook is designed to provide you with information about the Bakie School and the Sanborn School District. Strong communication between home and school is essential in order to provide students with meaningful learning experiences. Please read through this handbook so that you are familiar with policies and procedures. We also invite you to participate as a parent volunteer at Bakie School. We continue to win the Blue Ribbon award because of the many volunteer hours at our school. Some parents come in during the school day, others complete tasks at home, while still others attend the monthly PTA meetings. We hope you're able to partner with us in whichever way works best for you.

Our teachers have been busy over the summer working both independently and collaboratively to prepare for the coming year. Some attended training in the 6 Traits of Writing. Others worked with technology, critical thinking, Everyday Math and Responsive Classroom. We also met for two days in August as a whole school staff to focus on learning for all at the Bakie School.

We're ready to get to work and look forward to partnering with our parents as we strive for excellence! **After reviewing the handbook with your child, please return the signed parent signature form to the student's classroom teacher.** If you have any questions, please contact the main office at 642-5272.

Respectfully yours,

Deb Bamforth
Principal

Ann Rutherford
Assistant Principal

Debora Bamforth, Principal

Ann P. Rutherford, Assistant Principal

179 Main Street * Kingston, New Hampshire 03848 * 603-642-5272 * (FAX) 603-642-8906

THE TEACHING – LEARNING PROCESS

The Sanborn Regional School District has adopted an approach to teaching which enhances the student's wealth of essential, real-life skills. *Education by Design* guides students' learning through experimental learning, building collaborative communities and problem solving. Students are also motivated to become independent learners, and more responsible for their own learning.

- One method of teaching children these life long skills is through *challenges*. You may hear your child talk about the challenges they are given. *Challenges* are student-directed learning experiences, in which the teacher acts as a "coach" to facilitate the learning process. They may introduce a topic of study or assess a student's learning.
- Evaluation criteria are developed for each challenge, either ahead of time by the teacher, or by the class as a whole. Students then carry-out the challenge and assess their work by comparing it with the evaluation criteria. Debriefing is always conducted during and following a challenge. This allows students to share what worked during their challenge, and what they need to remember next time.

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

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

GENERAL INFORMATION

2008-2009 SCHEDULE

First day for students: Wednesday - August 27, 2008

August 29 & Sept. 1 – Labor Day Weekend
October 10 – Teacher Workday Only; No School
October 13 – Columbus Day Holiday
November 5 – **Early Release @ 1pm**
November 11 – Veterans' Day Holiday
November 26 – Teacher Workday Only; No School
November 26-28 – Thanksgiving Holiday
December 3 – **Early Release @ 1pm**
December 24-January 2 – Holiday Vacation

January 19 – MLK/Civil Rights Day Holiday
February 23-27 – Winter Vacation
March 20 – Teacher Workday Only; No School
April 27-May 1 – Spring Vacation
May 15 – **Early Release @ 1pm**
May 25 – Memorial Day Holiday
Last day of school – **Early Release @ 1pm**

- **Monday is SRS D Elementary School Events Day**
- **Please see calendar for more information**

EARLY RELEASE DAYS – DISMISSAL AT 1:00 PM – Nov. 5, Dec. 3, Mar. 20, May 15, & last day.

PARENT NOTICES AND ALERTS

The *Bakie Buzz* will be posted online during the last week of each month. It will include helpful information, the calendar of events and the lunch menu for the upcoming month. Parents may request a hard copy of the *Buzz* and teachers may send home classroom newsletters separately.

The Sanborn Regional School District uses the *ALERT NOW* system for notifying parents about emergency dismissals and other time sensitive announcements using taped phone messages. Please be sure to keep the office informed of any changes to home or cell phone numbers since the school emergency cards will be the source of phone numbers.

SCHOOL DAY

Students may begin arriving in the drop off loop at 8:30. Please wait for school personnel to invite your child into the school to ensure supervision is in place. School begins at 8:40 am, as students are discharged from the buses. After the buses have finished dropping off students the drop off loop is also closed and all the outer doors are locked. If you arrive after the buses have gone, please walk your child through the front door to the main office, where he/she will pick up a tardy slip before heading to class. Parent parking may be available on one of the two paved areas, but if not, please park across the street at the Swasey Gym parking lot and bring your child into the building. Kindergarten sessions are held in the morning from 8:40-11:25, and in the afternoon from 12:25-3:08. Parents may also utilize the drop off loop at these times.

ABSENCE/TARDINESS FROM SCHOOL

A telephone answering machine is in operation all hours that the school office is not open. Please call 642-5272 at any time of the day or night to report that your child will be absent or tardy from school. In order to provide for the security of your child, absences that are not reported to the school will be checked each day by 10:00 am. Your home and/or place of business and, if necessary, the persons listed by you on your child's emergency card will be contacted to assure the safety of your child. Parents will not be phoned on the second and consecutive dates of illnesses for a specific child.

- If a child is known to be truant and the parent cannot be contacted by telephone, the Kingston Police Department will be called to investigate the truancy.
- If it is necessary for your child to arrive late to school, please bring him/her to the office to sign in and obtain a tardy slip for admittance to the classroom.

STUDENT MAKE-UP WORK

Students who are absent may miss demonstrations, direct instruction, and collaborative work that cannot be made up. New concepts that are introduced and discussions that are held are difficult to replicate. Written work should be made up as soon as possible after returning to school. If your child is expected to be absent for more than two days, parents may request make-up work to be sent home with a sibling or picked up after school. Please give teachers a full day's notice to gather materials.

Although lengthy absence for vacation during scheduled school days is strongly discouraged by the School District, given five days notice, teachers will provide a list of supplementary activities designed to help students acquire essential skills while away. Whatever the reason for absence, it is in your child's best interest to learn as much as possible about the missed skills and concepts. The grading of make-up work will be specified by each teacher on an individual basis.

STUDENT DISMISSAL

Students dismissed during the school day must be signed out and released through the main office, and must report to the office upon return. Students who are ill may be signed out from the health office, but parents still need to check in at the main office before entering the corridors. It may be necessary for you to show identification before your child will be released.

A written note must be sent in with your child when your student will be dismissed early or has a change of dismissal planned. For the safety of the students, the cut off time for dismissal changes is 2:45 pm. Please note that changes cannot be made over the telephone as written permission is required. "Change of Dismissal" forms can be obtained from the school website (www.sau17.org/bakie) by clicking the "Forms" link. Please note that any form of written note is acceptable.

Students will be released only to a legal guardian/parent or those designated by the legal guardian/parent on the Student Emergency Card (or a *Change of Dismissal* form.) All students not riding district transportation must be signed out by a parent or adult designated on a note or emergency card. No changes in transportation will be made based on telephone requests without verification and authorization from the administration. You may fax a signed request in to the main office at 642-8906 (prior to 2:45pm) or call the school at 642-5272 in an emergency.

CHANGES IN TRANSPORTATION/DISMISSAL

Students who are eligible for bus transportation will ride their assigned bus. Generally the buses are at capacity, and must not be overloaded; therefore switching buses is not permitted.

If a parent finds it necessary to make a bus change for a special circumstance such as a new childcare arrangement, please contact the Transportation Coordinator of First Student Transportation at 642-3333 to receive prior approval. If approval is obtained, parents must complete a *Change in Dismissal* form and submit it to the classroom teacher. Forms are available in the front office or on the web at <http://www.sau17.org/bakie>.

Students, whose parents wish for them to ride a bicycle, walk rather than ride the bus, or wait to be picked up by a parent or his/her designee, are also required to complete a *Change in Dismissal* form.

A written note or change of dismissal form must be written EACH TIME your child's dismissal plans change. Forms detailing "year long" plans need only be completed once, however.

CELL PHONE & ELECTRONIC/EXPENSIVE DEVICES

Cell phones and other electronic devices may not be used in school. (Please see addendum policy JICJ). The school cannot ensure the security of electronic items and will not be responsible for loss, damage, or theft. Such items include but are not limited to the following: Cell phones, Gaming Devices, CD players, Pokemon or other trading cards, and personal or electronic toys. In the event that such a device is used in school, it will be immediately confiscated and parents will be notified. If inappropriate material is shared among students, additional consequences may be imposed.

CLOTHING FOR SCHOOL AND P.E.

Clothing worn by students should be comfortable for working in school and safe for active play during recess. Clothing should not be so unusual or revealing that it leads to disruption of class. T-shirts with sayings that may offend others and clothing that exposes the midriff are discouraged for both boys and girls. During hot weather, shorts are acceptable for boys

and girls, provided the shorts are not shorter than mid-thigh. When students wear boots to school, they must bring indoor footwear to be worn in the building. Sneakers with roller skates embedded in sole are not allowed at any time. (Cont'd)

Physical Education/Health classes meet two days per week. Clothing for physical activity should allow freedom of movement and safety. For physical education classes, students need to wear sneakers and socks, loose pants and top, and have long hair constrained. Dangling jewelry must be removed.

VISITORS

Parents are welcome and encouraged to visit, volunteer, attend special assemblies, and participate in school events. All guests must sign in and obtain a visitor's pass from the office immediately upon entering the building.

In order to minimize classroom disruptions, walk-in observations are not permitted. Parents should notify the teacher or the office in advance for an appointment. Parent-Teacher conferences are scheduled after the first and second trimester. Parents/guardians may make an appointment to meet with a teacher at other times during the year whenever there are concerns. Conferences may not be held during the time a teacher is scheduled to be with the class, however you are encouraged to email and/or phone your child's teacher to make arrangements. All email addresses and phone extensions are listed on the school web site at <http://www.sau17.org/bakie/index.htm>.

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

SCHOOL REGISTRATION

When registering, please visit the main office to obtain the necessary forms and requirements. Students entering kindergarten must be five years old before October 1st of the year they enter Bakie Elementary School. For grade one students, they must be six years old before October 1st, be enrolled in first grade in another district, or have successfully completed a kindergarten program in the Sanborn Regional School District. (See SRSD File: JEB listed on the district web site.)

<http://www.sau17.org/users/dleblanc/Policy/SchoolBoardPolicy.htm> Please notify the school in advance if your child will be withdrawing from Bakie, and fill out the school forms for transfer of records.

EDUCATIONAL RECORDS

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

The parent(s) may review and inspect the educational records of their child. The request to do so should be made in writing to the Superintendent and submitted to the Superintendent through the Principal of D. J. Bakie School.

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

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

Disclosure of education records without written parental consent is forbidden. Thus, it is important when children are transferred from one school to another that parents request (through a form provided at Bakie) the transfer of record. Information about a student may be released without prior consent when the data consists of "directory information." This includes the student's home address, telephone number, name, date and place of birth, grade, subjects taken, dates of attendance, participation in officially recognized activities, clubs and sports, awards and honors (including honor roll based upon marks) and schools attended. **A parent of a student may request that any or all of the categories of information not be designated "directory information" with respect to that student. Requests shall be written, addressed to the Superintendent of Schools and submitted through the Principal. Such request will in effect for the current year.**

ACADEMIC PROGRAMS

EXPANDING HORIZONS (Enrichment)

Our Enrichment Specialist will work with classroom teachers to support differentiated instruction, compacting, tiered lesson planning, and creative and critical thinking. Working together to extend lessons, team teach, and provide small group enrichment opportunities, the Expanding Horizons Program at Bakie will provide enrichment opportunities for all students.

LIBRARY/TECHNOLOGY

The Library/media center is the hub of learning at D.J. Bakie School. Printed and online materials are available for reading support, information access, problem-solving, communication, and application of knowledge. Students use the library/media services and the wireless computer lab for curriculum acquisition, and assessment purposes.

ART

The visual arts are an important part of the academic program at Bakie Elementary. Art is regularly integrated into classroom activities, and a formal art program includes basic drawing techniques, painting, and 3-D construction. A variety of media, techniques, and visual elements are utilized to form meaningful connections to the curriculum.

MUSIC

Music, movement, dance, and rhythm are critically important to an elementary student's learning experience. Bakie teachers incorporate music into their classroom experiences, and a formal program of instruction includes creative movement, an introduction to keyboard and instrumentation, singing, and grade level performances.

PHYSICAL EDUCATION/HEALTH

Teamwork, exercise, and skill development are some of the goals of the physical education program at Bakie. Students practice stretching, warm-up, movement, and rhythmic activities at to improve fitness and coordination. In addition to Physical Education, safety and nutrition are taught through the Bakie Health Program. Students are instructed in healthy habits throughout the formal program.

REPORTING PROCEDURES

ELEMENTARY PROGRESS REPORTS

The Sanborn Regional Elementary Progress Report, developed by a committee of teachers, parents, and administrators was adopted by the School Board in 2005. The trimester schedule provides formal progress reports three times per year with interim progress reports distributed in between. The Elementary Progress Report is both skills and standards-based, aligned with grade-level expectations, and is designed to:

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

GUIDELINES FOR GRADING PROGRESS REPORTS: All teachers are required to use the **Interim Progress Report** and the **Trimester Progress Report** developed for their grade level.

Please refer to the "KEY" in grading each student. In changing from letter grades (E, G, S, N) to representative numbers, the specific definition of terms should be applied:

4 – Accomplished: The student 'exceeds' grade level expectations for this marking period.

- Student masters and applies skills independently in most academic situations, demonstrates active participation in all learning activities, and produces sophisticated work.

3 – Competent: The student 'meets' grade level expectations for this marking period.

- Student competently applies skills to assigned work, completes assignments with appropriate effort, and actively participates in most learning activities.

2 – Progressing: The student is 'progressing' toward achieving grade level expectations for this marking period.

- More reinforcement and practice of grade level skills is necessary for meeting grade level expectations. Skills are developing with additional support.

1 – Emerging: The student is beginning progress toward grade level expectations for this marking period.

- A significant amount of academic support is needed to develop skills.

INTERIM PROGRESS REPORTS: The Interim Progress Report is a one-page progress update that is provided for parents six weeks into the new school year (Day 30) and six weeks after the first and second Trimester Progress Reports.

Trimester Schedule for 2008-2009

November 21, 2008: End of Trimester 1 *Progress Reports will be issued during parent conferences- date TBA*

March 9, 2009: End of Trimester *Progress Report issue date TBA*

Last Day: End of Trimester 3 - *Progress Reports will be issued to students on the last day of school*

PROMOTION AND RETENTION

The Sanborn Regional School District is committed to a policy of promotion and retention that is in the best educational interest of students and creates the opportunity for every child to grow to the limits of his/her ability and potential.

Students in the Sanborn Regional School District shall be promoted annually from one grade level to the next, based upon satisfactory completion of work.

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

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

Parents are critical to the educational process of their children. A partnership between parents and school personnel is highly beneficial to the educational success of students. However, if there is a disagreement between the professional staff and parents regarding retention decisions, an appeal may be made by the parents in writing to the Superintendent of Schools. (Please see Policy IKE and IKE-R on the internet for further information. <http://www.sau17.org/users/dleblanc/Policy/SectionI.htm>)

STUDENT SERVICES

SPECIAL EDUCATION

In an effort to provide the best possible education for our students, the Sanborn Regional School District is committed to finding and identifying students with special needs and to provide an appropriate education to all children 3-21 years of age who have an educationally handicapping condition. The Special Education program at Bakie provides services to students beginning at age three. Professional and paraprofessional staff members are trained to address student needs through grade five. The services of a School Psychologist are available where appropriate.

READING SUPPORT

The **Reading Specialist** provides direct instruction to those students who qualify. In addition, he/she coordinates all levels of the reading program at Bakie, assesses and utilizes data to determine student needs, and supports teachers in their efforts to deliver literacy instruction to students.

Title I is a federally funded supplemental reading program which provides small group instruction for qualified students. Multiple criteria are used to select children for this program. If you have concerns about your child's progress in reading, please discuss them with your child's classroom teacher.

Reading Recovery is an intensive reading support program available to first graders at Bakie who meet specific criteria. The early intervention model provides instruction that helps close the achievement gap between low readers and their peers.

HEALTH OFFICE

The Sanborn Regional School Board employs registered nurses to meet the health needs of the students and the staff of the district. The School Nurse serves as a contributing member of the faculty and carries out those functions and responsibilities requiring nursing/medical judgment. The School Nurse serves as a liaison and advocate between the school, home, and community in an effort to improve the total health of school children. The School Nurse maintains a health file on each student which includes reports of physical exams, records of immunizations and a computerized record of screenings and visits. General areas of responsibility include:

Health and Hearing Screening
Communicable Disease Control
Growth and Development Screening
Health Counseling
Safety and Sanitation Management

Physical Assessments
First Aid and Illness Care
Medical Crisis Intervention
Caretaker of Medical Records
Wellness Workshops

Administering Medication: (For students requiring medication during school hours)

All medication must be brought to the school by a parent in the original container, clearly marked with name and dosage.

- A. Over the counter medication-Parent must sign a school form allowing the nurse to dispense the medication.
- B. Prescription medicine-Parent must sign a school form allowing the nurse to dispense the medication and a physician's written authorization must accompany the medication. This applies both to daily meds for the entire school year and to short term meds, such as a week of antibiotics.

STUDENTS ARE NOT PERMITTED TO CARRY MEDICATIONS-All medications must be brought to the school by an adult. Special Note: Parent/guardians of students with severe allergies who require an EpiPen in school must speak directly with the school nurse on or before the school year begins.

GUIDANCE

The Guidance counselor at D.J. Bakie School addresses five primary areas: individual and group counseling; developmental counseling; Special Education; test consultation, and data interpretation. Individual and group counseling may focus on such issues as behavior, school adjustment, peer pressures, academics, and separation/divorce. Developmental counseling consists of regularly scheduled classroom curriculum including topics concerning values, self-concept, individuality, and decision making. Guidance personnel regularly consult with parents, teachers, and other school staff regarding behavior management, student achievement, sibling and/or peer relationships, and crisis in school or at home.

The D. J. Bakie guidance department also coordinates the Peer Mediation Program. This school wide program utilizes a “kids helping kids” approach. After submitting a written application, grade five students who are selected to become mediators are trained to help solve disagreements between students within the Bakie School Community. The mediation process is supervised by guidance department staff, and helps maintain a positive and respectful school environment.

CHILD STUDY TEAM

The Child Study Team (CST) is comprised of Bakie professionals working collaboratively to provide for the educational needs of students, staff, and parents in a variety of ways. Its goal is to increase student motivation, academic learning and appropriate behaviors. If you have concerns about your child’s development or ability to learn, please contact your child’s teacher and request that he/she consult with the Child Study Team.

BEHAVIOR EXPECTATIONS

ZERO TOLERANCE

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

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

SCHOOL RULES

Bakie School Community Rules: **Be Safe** **Be Respectful** **Be Responsible**

By developing classroom rules and using logical consequences teachers and students share in the responsibility and decision-making that affects the classroom community.

Rules are *proactive* measures of discipline. When developed collaboratively, they help create a classroom community in which every student feels a sense of belonging, feels significant, and has fun.

Logical consequences are respectful, relevant, and realistic *reactive* measures of discipline. They help class members achieve their goals. The three types of logical consequences are: Apology of Action (you break it-you fix it), Loss of Privilege, and Time Out in the classroom, with a buddy teacher, or in the Responsibility Room.

Together rules and logical consequences help provide a safe environment where students and teachers can achieve their goals. Discipline may not be the same for every child, but it will be utilized consistently so that each child gets what he/she needs for discipline in the same way that each child gets what he/she needs for academic instruction.

PLAYGROUND RULES

When students are safe and respectful on the playground they

- Follow directions promptly and respectfully
- Keep their hands and feet away from others
- Stay within the boundaries of the playground formed by the edge of the woods, the sidewalk and the edge of the tar pavement, and the line marked to separate the outer playing field. The dirt piles and hills are not within the playground limits.
- Use only air-filled balls (including soccer, football, basketball, and playground balls), tennis balls, wiffle, nerf, or rag balls. Balls may only be kicked on the field areas, not on the pavement.
- Use only plastic (wiffle) bats. Wooden or metal bats may not be used.
- Wear appropriate clothing (i.e.: snow pants/boots, etc.). When fields are wet or snow covered children without appropriate winter/waterproof clothing will be restricted to paved areas during outdoor recess.
- Use trash cans to help keep the playground clean.
- Use playground equipment responsibly:

- ✓ Students may not climb up or swing around the support poles of the swings or slide.
- ✓ Only one person is permitted on the slide at a time. Students must wait for the person in front to have his feet on the ground before beginning up the ladder. Students must slide in a forward position. They may not stand at the side of the slide and reach out toward the others who are sliding.
- ✓ Swings are for individual use only; students may not sit on one another's laps. Swinging is done forward and back, without twisting the swing or going sideward. Students may not push each other on swings, run under the swing when someone else is swinging, or jump off a moving swing.
- ✓ Students may not stand on the top of or sit underneath the jungle gym. Parts of the body (hands, stomach, etc.) other than feet must be in contact with the bars.
- ✓ Throwing or kicking objects such as snowballs, ice, or stones is not permitted. Students may not slide on ice.

When playground behavior is inappropriate, logical consequences are used:

- Apology of Action - "You broke it-you fix it" (Example: A child who excludes another child from a game can be encouraged to "fix" the situation by inviting the child to enter the game...)
- Loss of Privilege - The student's recess may temporarily be assigned by the recess supervisor.
- Time Out - The student is required to stand in a designated location for a minute or two.

DISTRICT BUS DISCIPLINE PLAN

In order to provide safe transportation to and from school, the following rules apply. It is our belief that all students can behave appropriately and safely while riding on a school bus.

Students will:

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

If a student breaks a rule: (Consequences for "inappropriate behavior" are at the building administrator's discretion.)

- 1st Incident: Driver verbally warns student and notifies school administrator.
- 2nd Incident: Driver submits written report to principal and parents are notified in writing.
- 3rd Incident: Student may be suspended from bus for one day.
- 4th Incident: Student may be suspended from bus for three days.
- 5th Incident: Student may be suspended from bus for long term.

Severe Disruption:

The following "inappropriate behavior" will result in automatic suspension of transportation privileges from a minimum of three days to long term, and payment for any property damage:

- Physical harm to student(s.)
- Physical harm or threat of physical harm.
- Use of vulgar or obscene language or gestures.
- Property damage.
- Total disruption which creates a safety hazard.

FOOD SERVICE PROGRAM

MEAL SERVICE

Café Services provides a hot, nutritious lunch to children in grades one through five daily at Bakie. Our payment system is designed as a debit process, where families put money into a lunch account and draw from their prepaid account when food is purchased. Besides milk, salad, and hot lunches, healthy snacks are also offered to students daily. Last year's choices included a juice box, extra milk, string cheese, yogurt, or Goldfish crackers. (Offerings may change slightly at times.) Money should be sent to school in a sealed envelope that is labeled on the outside with your child's full name and teacher. (Checks may be made out to SRSD Lunch Program). Please be aware that if your child chooses to purchase snacks, the prepayment will be spent more quickly than if he/she is only purchasing a lunch. Please notify the school if you do not wish to have extra snacks available for purchase by your child.

Breakfast bags for student who wish to have their breakfast during morning snack are also available. These offer students a nutritious breakfast, including milk, for a nominal charge.

All students will receive an application for free/reduced lunch on the first day of school. Parents are encouraged to review the form and submit it to the school, if appropriate. Only one form per family is needed. Free or reduced price lunch will be provided to the child upon confirmation of the application by the Superintendent's office. Students receiving reduced price or

free lunches last year will be provided lunch under the same conditions this year until submission of a new application no later than October 1st.

Lunch prices are as follows: Hot lunch or salad bar with milk included - \$1.75, milk only \$0.50, snacks \$0.35- \$0.50. Please contact the school for breakfast information. You may purchase a breakfast daily for \$1.25. (*Meals may be free or at a lower cost through the Free and Reduced Meal program. Please call the school office, school nurse, or SAU office (642-3688) for forms. All information provided through this program is confidential.)

LUNCHROOM RULES

When students are safe, respectful, and responsible in the lunchroom they:

- Use indoor voices
- Show respect for others
- Listen to teacher directions
- Practice appropriate table manners
- Remain seated

When lunchroom behavior is inappropriate, logical consequences are used:

- Apology of Action - “You broke it-you fix it” (Example: Food and debris is picked up by the student(s) who have not respected our school environment.)
- Loss of Privilege - (Example: Students lose the privilege for a day or two of sitting beside someone with whom they cause a disruption.)
- Time Out may include assigning students a seat near the lunchroom door for a designated length of time.

SCHOOL SAFETY

EMERGENCY CLOSING OF SCHOOL

At the discretion of the Superintendent of Schools:

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

Emergency closing information will be posted on the WMUR (<http://www.sau17.org/closing/index.htm>), district and Bakie web sites (as long as there is electricity available to make the posting). The following radio and television stations will also be notified of emergency closings:

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

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

If it is necessary to close all district schools early, dismissal of students will be in accordance with information detailed on the Emergency Dismissal form which is included in student paperwork. You will be notified via the Alert Now phone messaging system. This service will dial parent numbers to deliver urgent district information. To make this system work as planned it is important to keep your emergency information current.

EMERGENCY MANAGEMENT PLANNING

Students are taught the following emergency safety procedures:

- Secure Building
- Shelter in Place
- Drop and Cover
- Evacuation
- Reverse Evacuation

Participation in regularly scheduled drills is expected of all students and staff.

RADIOLOGICAL EMERGENCY RESPONSE PLAN

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

The emergency classification level dictates the actions to be taken. An Unusual Event requires no notification and no action. An Alert may signal school notification with no action required other than “stand by.” The Superintendent of Schools may order school cancellation via normal procedures as a precautionary measure. A Site Area Emergency or General Emergency when school is not in session may result in cancellation of school by the Superintendent using normal procedures. Schools in

session may be directed to undertake a protective response such as early dismissal, sheltering, or evacuation. If evacuation is required, students will be released to parents/guardian or those individuals listed on the School Emergency Card if they arrive before the bus boarding. Student accompanied by school personnel will be transported to Southside Junior High School in Manchester. Here, school representatives will supervise students until they are picked up by parents/guardians.

OTHER ESSENTIAL INFORMATION

BICYCLES/WALKING

Students who ride bicycles or walk to school must bring in a note from their parents authorizing them to ride or walk to school. If a student walks or rides a bike to school without a note, he/she will be asked to call home for permission. If the student is unable to reach his/her parents, the student will be asked to leave the bicycle at school and take his or her regular means of transportation home. For the safety of all cyclists riding to and from Bakie School, parents are urged to require helmets at all times while riding.

Students riding bicycles to school must dismount and walk their bicycles to the racks upon entering school property and are not to mount them until they have left the school yard. If students walk or ride bicycles to school they are not to arrive before the 8:40 entry bell rings. Prior to this time there is no supervision for students. Their early arrival presents a serious safety concern. Once a student has placed his/her bicycle in the rack she/he is to leave that area and not return until exiting school grounds.

EXTRA CURRICULAR ACTIVITIES

Sanborn Regional School District provides a variety of activities for Bakie students. The grade level of students eligible to participate and the days of the week will vary. Every effort is made to schedule activities for all grade levels at some time throughout the year. Please check notices and the Bakie Buzz for details of dates and times of programs offered.

HOMEWORK

To further the Sanborn Regional School District's goal of developing and nurturing independent learners, we at Bakie Elementary School believe homework is an essential part of education. Working outside the classroom and school day develops responsibility, fosters self-confidence, and reinforces the educational process while providing a home/school connection that is essential to student success. Guidelines are listed in the appendix under *School Board Policy IKB-R*.

PTA (PARENT TEACHER ASSOCIATION)

The efforts of an active PTA support the work of the school. Information from the officers about the organization's projects, a membership form, and a request for your volunteer efforts will be sent home with your child. You may also access the PTA website at <http://www.sau17.org/bakie/pta/ptaindex.htm>. We appreciate the efforts and contributions of our PTA members and encourage you to become a part of this vibrant and vitally important organization.

PETS

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

PRESENTING CONCERNS

Any person having an interest in the Sanborn Schools shall have the right to present a request, suggestion, or concern about district policies or personnel. It is the desire of the School Board to rectify any misunderstanding between the public and the school district by direct discussion of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed. The School Board places trust both in its employees and in the initiator of the concern, and desires to support their actions in such a manner that both are freed from unnecessary, negative criticism and complaints or retribution.

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

PUBLICATIONS

We have an excellent public relations program in Sanborn that relies heavily on the use of local newspaper, cable TV, and internet sites. We frequently offer information to the *Carriage Towne News*, *Lawrence Eagle Tribune*, *Rockingham News*, local cable station, and through the Bakie web site. These promotional articles highlight exciting educational experiences of

our students. If you object to having your child photographed, filmed, or identified in newspaper photos or on the internet, please notify the school office in writing at the start of the school year.

STUDENT SCHOOL INSURANCE

As a service to Bakie families, students may purchase school insurance that provides medical coverage for accidents and injuries while students are

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

STUDENT COUNCIL

Bakie School's Student Council works to keep the students, principals, and teachers informed of each other's ideas, needs, and opinions. Regular meetings are held to discuss student concerns and contributions to the school and community. The Student council sponsors fundraisers, operates the school store, and assists in many school activities and programs. A faculty member serves as an advisor and liaison to the Principal.

SRSD SCHOOL BOARD POLICIES

Please note: The full text of all Sanborn Regional School District School Board Policies is available online at <http://www.sau17.org/users/dleblanc/Policy/SchoolBoardPolicy.htm>

ACAA: Sexual Harassment

ACAA – R: Grievance Procedures – Sexual Harassment Complaint

EEAEC: Student Conduct on Buses

IJKB: Student Access to Networks and the Internet

IKB – R: Homework Guidelines

JICA: Student Dress

JICA-R: Student Dress Regulations

JICG: Tobacco Use by Students

JICH: Student Substance Use and Abuse

JICH – R: Student Substance Use and Abuse – Rules

JICI: Weapons in the Schools

JICJ: Cell Phone and Electronic Devices

JICK: Pupil Safety and Violence Prevention

JICL: Fighting

JK: Suspension and Expulsion of Students

JK – R: Suspension and Expulsion of Students – Rules

PUBLIC NOTICES

Family Educational Rights and Privacy

Rights Under the Protection of Pupil Rights Amendment

SANBORN REGIONAL SCHOOL DISTRICT POLICIES

ACAA: SEXUAL HARASSMENT

Statement of Purpose

Title VII of the Civil Rights Act of 1964 prohibits discrimination because of sex or gender and New Hampshire's Law Against Discrimination (RSA 354-A) prohibits discrimination on the basis of gender, including sexual orientation. Title IX of the 1972 Education Amendments to the Civil Rights Act states: "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance." Sexual harassment is a form of unlawful discrimination prohibited by applicable federal and state law and is a violation of this policy. This policy defines prohibited sexual harassment, based upon sex and sexual orientation; charges those responsible for compliance, provides for awareness by all members of the educational community and guests, prescribes the method within and outside the district for complaints by those who believe they have been subjected to such harassment, and lists possible remedies and/or sanctions for harassment.

Statement of Policy

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

Employees and/or students who believe they are the subject of harassment, or anyone having questions or concerns regarding harassment, are encouraged to contact one or more of the following individuals:

- (1) Superintendent of Schools, SAU #17,
178 Main Street, Kingston, New Hampshire, 03848-3249 (Telephone: 603-642-3688);
- (2) the Title IX Coordinator who the Director of Student Services, 178 Main Street, Kingston, New Hampshire 03848 (Telephone: 603-642-3688);
- (3) any District Administrator; and
- (4) any District Principal/Assistant Principal.

Sexual Harassment Defined

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's obtaining or retaining employment, or obtaining an education or academic standing; or
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for employment or academic decisions affecting that individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or employment performance or creating an intimidating, hostile, or offensive educational or employment environment.

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

- graphic comments about a person's clothing, body, or sexual activity
- sexual propositions
- touching, patting, pinching, or leering
- derogatory gender-based attempts at humor
- demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.
- dirty jokes
- sexually suggestive objects or pictures
- sexually explicit gestures

SRSD File: ACAA (Also GBAA and JBAA)

- sexually suggestive verbalizations/noises such as whistling, wolf calls, smacking of lips, and calling out, such as "Hey, Baby", etc.
- sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose

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

harassment must make this information known to the building administrator, Title IX Coordinator, or Superintendent. An employee's failure to report an incident of sexual harassment in a timely manner is a serious matter and may be subject to disciplinary action. Immediate steps shall be taken to protect the individual from further harassment. In compliance with applicable federal and state law, it is the policy of the District to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination. It is recognized that certain students, especially younger children, may not be able to submit a written complaint. In such cases, alternate methods of filing complaints such as tape recorders or note takers shall be made available. Victims of sexual harassment shall be afforded avenues for filing complaints which are free from bias, collusion, intimidation or reprisal. Upon filing complaints, victims may request an investigator of their same gender and may be represented by any person of their choice.

Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

1. In Each School Building. The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must within 24 hours notify the Superintendent of Schools and the Title IX Coordinator. If the report was given verbally, the Principal shall reduce it to written form within 48 hours and forward it to the Superintendent and the Title IX Coordinator. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal or Title IX Coordinator, the complaint shall be filed directly with the Superintendent of Schools. If the complaint involves the Superintendent, it shall be filed directly with the School Board.
2. District-Wide The School Board hereby designates the Director of Student Services as the School District Title IX Coordinator to receive reports or complaints of sexual harassment or sexual violence from any individual, employee, or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Title IX Coordinator, the complaint shall be filed directly with the Superintendent. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.
3. If an employee or student is more comfortable bringing his or her concerns to a person other than the Principal, Title IX Coordinator, or Superintendent, the employee or student should contact any teacher, counselor, or District Administrator with whom he/she is comfortable.
4. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments.

Investigation and Recommendation

1. The Sanborn Regional School District will investigate all forms of harassment. Investigations made and actions taken will be consistent with the requirements of collective bargaining agreements, school district policies, and federal and state laws.
2. Upon receipt of a report or complaint alleging sexual harassment, the Title IX Coordinator shall assume responsibility for the investigation or may authorize an investigation by a third party who shall report to the Title IX Coordinator.
3. The allegation(s) will be properly drafted and the investigative procedure will be explained to the complainant.
4. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the Investigator.
5. Persons accused of harassment will be given sufficient information about the allegations and a reasonable opportunity to respond before they are found to have harassed another and before any corrective action or discipline is imposed.
6. Reports of harassment and related information will be kept confidential in a manner consistent with the District's obligations under law, to the extent possible, without handicapping the ability to perform an investigation or the need to take appropriate action to fulfill the obligation to protect others. Any complainant or respondent may request records as the law allows. This request would be made through the Title IX Coordinator. All materials gathered in the course of the investigation, including the complaint, response, witness statements, investigators' notes, and supporting documentation will be maintained in separate, confidential, investigative files in the SAU Office.
7. The District will employ interim steps to protect parties and to prevent the possible continuation of harassment and/or retaliation during the investigation.
8. Consistent with District policies on child abuse, the Safe Schools Act, and state law, upon receipt of any complaint that contains evidence of violence or criminal activity, the Principal, the Title IX Coordinator, the Superintendent, or School Board shall refer the complaint to law enforcement officials and appropriate child protection authorities for investigation.
9. Nothing in this policy prohibits the District from taking immediate action to protect victims of alleged child abuse including immediate suspension of a student or placement of an employee on administrative leave pending the outcome of an investigation.
10. Parents of both the victim and the accused (in cases of student-on-student harassment) shall be notified promptly of any allegations.

11. The Title IX Coordinator shall report the incident to the District's insurance carrier.
12. The Title IX Coordinator will complete the investigation within fourteen (14) days of filing of the complaint, unless the severity or seriousness of case requires an extension of this time frame. If the investigation requires an extension of the fourteen (14) day time frame, the Title IX Coordinator shall provide written notice to the complainant and Superintendent of the expected date for completion of the investigation.
13. The Investigator shall file a report with the Superintendent no later than seven (7) days following completion of the investigation. The Superintendent will notify the victim and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the report or take appropriate action, the Investigator will provide all parties with a written status report and an expected completion date. If the subject of the investigation is the Superintendent, the Investigator shall file the report with the School Board and the School Board will notify the victim and alleged harasser in writing of the outcome of the investigation.
14. If the complainant and/or respondent are dissatisfied with the investigations recommendations, he/she may submit a written request for review to the Superintendent of Schools within fourteen (14) calendar days. The Superintendent of Schools must respond, in writing, within seven (7) calendar days. The Superintendent reserves the right to extend the seven (7) day response period where business needs so require, upon written notice to the parties. If the complaint involves the Superintendent, the complainant and/or respondent may appeal the investigations recommendations to the School Board.
15. At all times victims have the right to pursue alternative procedures as set forth below.

Action if Complaint is Valid

1. Upon determination that the complaint is valid, the School District shall take such disciplinary action as it deems necessary and appropriate to end harassment, and prevent its recurrence.
2. Disciplinary measures include, but are not limited to, expulsion, termination, verbal and written warnings/reprimands in employee or student files, detention or in-school suspension, out-of-school suspension, behavior contract, requirement of a verbal and/or written apology to the victim and mandatory education and training on sexual harassment.

Action if the Complaint is not Substantiated

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

Retaliation

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

Confidentiality

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

Right to Alternative Complaint Procedure

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

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

The New Hampshire Commission of Human Rights

2 Chennell Road
Concord, NH 03302
(603) 271-2767

The Equal Educational Opportunity Office (Title IX)

New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301
(603) 271-3494

Director, Office of Civil Rights

U.S. Department of Health & Human Services
Regional Office
2250 JFK Federal Building
Boston, MA 02203-2100
(617) 565-1340

Posting/Publication

1. Copies of this Policy shall be given to all Employees, Students, and parents annually by publishing in the applicable Handbook.
2. Each new School District employee and student shall receive and sign for a copy of the District's policy.
3. Principals and supervisors are responsible to ensure that this policy is conspicuously posted in each classroom, school office, and other appropriate student/employee work areas, and that it is printed in each school's student handbook. The posting shall include the name, mailing address, and telephone number of the Title IX Coordinator.
4. It shall be the responsibility of the Superintendent of Schools to see that the District establishes educational programs designed to inform all employees and students of the nature of such harassment, to increase their sensitivity to it, and to publicize the procedures, sanctions, and remedies available against it.

Related Policies:

AC – Non-discrimination

GBA – Equal Opportunity Employment

GBGAA – Personnel with HIV/AIDS

JLCCA – Students with HIV/AIDS

Effective: June 22, 1994

Revised: October 4, 1995

Revised: October 21, 1998

Revised: February 2, 2000

Revised: May 21, 2003

Revised: September 19, 2007

ACAA (Also GBAA and JBAA)

ACCA-R: GRIEVANCE PROCEDURES – SEXUAL HARASSMENT AND TITLE IX COMPLAINTS

Statement of Purpose: This regulation sets forth the procedures that are to be followed in the event that sexual harassment or other forms of gender discrimination is believed to have occurred.

Statement of Procedure: As a member of the school community who believes that you or your child have been subjected to sexual harassment or different treatment on the basis of gender, you are encouraged, but not required, to let the person engaging in the conduct know how you feel. Request that the person stop the conduct immediately.

If the conduct continues, or you believe that some employment or academic consequences may result from confrontation with the offending person, or you feel incapable of confronting the person directly, you may report the incident(s) to any person with whom you feel comfortable. That individual will then report the information to the Title IX Coordinator, who is vested with the authority and responsibility of processing all sexual harassment or Title IX complaints.

The District's Title IX Coordinator is the Principal of the D.J. Bakie School located at 179 Main Street, Kingston, NH 03848. The telephone number is (603) 642-5272.

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

All complaints or reports of incidents of sexual harassment should be made within sixty (60) days of the underlying incident, or within such reasonable time as practicable in the particular circumstances. Investigations made and actions taken will be consistent with the requirements of collective bargaining agreements, school district policy, and federal and state statutes.

The Sanborn Regional School District will investigate all forms of harassment based on our policy of non-discrimination. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of harassment and related information will be kept confidential in a manner consistent with the District's obligations under law, to the extent possible, without handicapping the ability to perform an investigation or the need to take appropriate action to fulfill the obligation to protect others. The Sanborn Regional School District may elect to utilize a formal or informal process, depending upon the nature and severity of conduct alleged. The District will employ interim steps to protect parties and to prevent the possible continuation of harassment and/or retaliation during informal and formal investigations. Any complainant or respondent may request records as the law allows. This request would be made through the Title IX Coordinator. All materials gathered in the course of the investigation, including the complaints, response, witness statements, investigators' notes, and supporting documentation will be maintained in separate, confidential, investigative files in the SAU Office.

Informal complaints will be given to the Title IX Coordinator to investigate and resolve if possible. The complainant and respondent will be apprised of the status of the processing and investigation of the complaint regularly throughout the process. Resolution will entail all parties reaching agreement on events and solutions. The Title IX Coordinator will put in writing any recommendation(s) for resolving the complaint and present it to the complainant, respondent, and the respective principal and/or supervisor(s) within thirty (30) days of the complaint.

Formal complaints should be the result in cases which cannot be resolved and shall be filed in writing using SRSD Form JBAA-E, or filed verbally and reduced to writing by District staff when filed. The complainant may also request a formal investigation if he/she feels that the informal process has not satisfactorily resolved the complaint or if he/she feels that an informal investigation is inappropriate. Those complaints must be filed within fourteen (14) calendar days of the response to an informal complaint, or within 60 days of the original incident.

The Title IX Coordinator will assume responsibility for the investigation or may authorize an investigation by a third party who shall report to the Title IX Coordinator. The allegation(s) will be properly drafted and the investigative procedure will be explained to the complainant. The Title IX Coordinator will gather as much relevant information as possible concerning the complaint. Any witnesses who have direct knowledge of the alleged discriminatory/harassing act(s) will be interviewed, but at a minimum the complainant and the accused will be interviewed. The Title IX Coordinator will complete the investigation within fourteen (14) days of the filing of the complaint, unless the severity or seriousness of the case requires an extension of this timeframe. If the evidence shows there is no reasonable cause to believe discrimination/harassment occurred, the complainant and respondent will be notified in writing within seven (7) days of the completion of the investigation. If the evidence shows there is reasonable cause to believe discrimination/harassment occurred, attempts will be made, through corrective action(s) and discipline, to persuade the respondent to voluntarily cease and remedy such unlawful action(s). The Title IX Coordinator will provide written findings to both the complainant and the respondent within seven (7) days of the completion of the investigation.

All complainants will have the opportunity to provide more information during the investigative process and thereafter. Additionally, the complainant and respondent will have an opportunity to request a review of the Coordinator's decision by the Superintendent of Schools within fourteen (14) days of an adverse decision.

Following investigation of the complaint, if the Title IX Coordinator determines that the behavior described does not constitute sexual harassment, he or she will advise the complaining party of such decision in writing and no further action shall be taken by the school district. If the investigation reveals that the complaint is proven to be a violation of policy, prompt action will be taken to provide the complainant with pertinent information and assistance to remedy any harm and to prevent recurrence. The District will also take steps designed to protect the complainant from any retaliation by the accused or by other parties. Remedies and/or sanctions for violation of the Sexual Harassment Policy may include, but shall not be limited to: education for increased awareness, written or oral reprimands, changes in behaviors, suspension with or without loss of salary, discharge or expulsion of violator(s), detention, suspension and other student appropriate consequences. Some forms of sexual harassment of students by adults are considered violations of criminal law. If investigation indicates the possibility of criminal violation, school district authorities will inform and cooperate fully with law enforcement agencies.

If the complainant and/or respondent are dissatisfied with the response of the Title IX Coordinator, he/she may submit a written request for review to the Superintendent of Schools and/or his/her designee within fourteen (14) calendar days. The Superintendent of Schools and/or his/her designee must respond, in writing, within seven (7) calendar days. The Superintendent reserves the right to extend the seven (7)-day response period where business needs so require, upon notice to the parties. Records of any grievance filed by a complainant shall not be placed in the complainant's personnel or student cumulative file.

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

For a Title IX complaint:

U.S. Department of Education
Office for Civil Rights, Region 1
John W. McCormack Post Office & Courthouse, Room 701
Boston, Massachusetts 02109
Telephone – (617) 223-9662
Fax – (617) 223-9669

For an employment complaint:

New Hampshire Human Rights Commission
163 Loudon Road
Concord, NH 03301
Telephone - (603) 271-2767
Equal Employment Opportunity Commission
John F. Kennedy Federal Building
Government Center – 4th Floor
Room 475

Boston, Massachusetts 02203

(617) 565-3200

TTY: (617) 565-3204

A complaint to the U.S. Department of Education's Office for Civil Rights or the New Hampshire Human Rights Commission or the EEOC must be made within One Hundred Eighty (180) days from the date of alleged incident.

Revised: May 21, 2003

EEAEC: STUDENT CONDUCT ON SCHOOL BUSES

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

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

1. Students are entitled to ride only the buses to which they are assigned and will get off the buses only at their regular bus stops.
2. Upon written request by the parent one school day in advance, students may be allowed by building administrators to ride a bus other than that to which they are assigned, or to get off at a stop other than their regular bus stop, subject to availability.
3. Students will be within ten feet of their bus stop without going on private property, must keep off the roadway, and be on good behavior while waiting for the bus.
4. Students will not walk toward the bus until it comes to a complete stop. When it is necessary to cross in front of the bus, students will do so under the protection of the flashing lights and at the direction of the driver.
5. Students will board the bus in an orderly fashion. Upon boarding, students will go directly to their seats and remain seated until they reach their destination and the bus comes to a complete stop. Bus drivers may assign students to seats if it will aid the driver in maintaining order on the bus.
6. No more than three elementary students will be assigned to a seat.
7. Students riding buses will remain orderly. They will not make unnecessary noises to distract the bus driver's attention or cause any disturbance on the bus.
8. Once on board the bus, the students will not extend any part of their bodies outside of the bus.
9. Students will be held responsible for any willful destruction of bus property or failure to observe bus rules.
10. Students will not eat food, drink beverages or discard trash on the floor of the bus.
11. Students will show respect and courtesy to the bus driver and will obey his/her direction at all times.
12. Students will not carry tobacco products, alcoholic beverages or illegal drugs on a school bus at any time.
13. Students will not carry weapons on a school bus at any time

The consequences for not following these rules are:

Any student violating any of these rules will be reported in writing to the principal by the bus driver, upon the driver's next visit to the school, and such violation may lead to the suspension of bus privileges in accordance with RSA 189:9-a. The principal will send a notification to the parent as a warning that bus privileges may be suspended.

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

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

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

NOTE:

The Sanborn Regional School Board has authorized the random use of video cameras on school buses as an aid in enforcing these rules. Where videotape evidence is available, it may be used to corroborate or refute incidents of misconduct. Any videotapes so used are to be kept in the office of the Superintendent of Schools. **Revised: March 6, 2000**

IJKB: STUDENT ACCESS TO NETWORKS AND THE INTERNET

Statement of Purpose: The purpose of this policy is to articulate the School Board's expectations with respect to maintaining an educational environment that promotes ethical and responsible conduct in the use of telecommunications and electronic resources by students.

Statement of Policy: The School Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

Electronic information research skills are fundamental to the preparation of citizens and future employees. The Sanborn Regional School District expects that staff will blend thoughtful use of these resources throughout the curriculum and that staff will provide guidance and instruction to students in the appropriate use of such resources.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms by parents of minor students (under 18 years of age). All students (users) requesting access to District computer networks will be given a copy of the Sanborn Regional School District Access Guidelines To Networks and Internet (See IJKB-R) and will be required to complete necessary permission forms (see IJKB Exhibits A and B).

To remain eligible as a user, the use of an account must be in support of and consistent with the educational objectives of the Sanborn Regional School District. The Sanborn Regional School District reserves the right to monitor network activity and electronic correspondence to ensure proper use of the network. Access is a privilege, not a right. Access entails responsibilities.

Students utilizing District computer networks and Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. General school rules for behavior and communications apply. The District computer network is provided for students to conduct research and communicate with others. Access to the District computer network will be provided to students who agree to act in a considerate and responsible manner. Account holders are held responsible for their actions and activity within their account. Unacceptable uses of the network will result in the suspension or revocation of network privileges. Additional disciplinary action may result and any inappropriate behavior will be judged as a normal disciplinary procedure-the involvement of technology equipment does not necessarily invoke a special set of procedures. When applicable, law enforcement agencies may be involved.

Access to telecommunications will enable students to explore thousands of libraries and databases, while offering opportunities for collaboration. The Board believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Technology Protection Measure

All schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of the Sanborn Regional School District.

The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member making the request or with the permission of the school principal.

An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member and/or his designee.

Account Policies

The Sanborn Regional School District has established the following guidelines with respect to the establishment of e-mail accounts for students:

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

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

District Guidelines for Network Access

The Sanborn Regional School District has established guidelines for student users of the District computer networks (see IJKB-R). **Revised: November 28, 2001**

IKB-R: HOMEWORK GUIDELINES

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

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

ELEMENTARY LEVEL

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

MIDDLE LEVEL

At the middle level, homework will make accommodations for the uniqueness, the emerging capacities, the evolving needs, and the blossoming talents of the young adolescent. It will be given frequently and through assignments of varied type, length and difficulty. It will be coordinated by the teams and will reflect the requirements detailed in the course descriptions. It is expected that homework assignments will allow students to practice what they have learned in class, to complete longer reading passages, and to complete project-type activities.

HIGH SCHOOL LEVEL

Homework at the high school level will be described in the individual course descriptions distributed by each teacher. It will reflect the unique qualities of each course and will clearly be a portion of the student's grade where appropriate. It will extend the learning activities begun in the class, allow for completion of longer reading assignments, and may use group activities.

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

Revised: March 20, 2002

JICA: STUDENT DRESS

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

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

If a student's general attire or appearance represents a danger to his or her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in school, the principal or his/her designee will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the principal or his/her designee will prescribe the necessary action to be taken by the school. In the interest of health, safety, cleanliness, decency, and decorum among students, the regulations listed in Policy JICA-R have been adopted. *Revised: November 3, 1997*

JICA-R: STUDENT DRESS REGULATIONS

Statement of Purpose:

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

Regulations:

1. Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, proper foot protection, or other similar requirements.
2. In all matters relating to individual dress and grooming, students are required to exercise discretion, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community.
3. The wearing of clothing, insignia, symbols or adornments worn or carried on or about a student which may promote the use of any controlled substance, including but not limited to drugs, alcohol, or tobacco, is unacceptable.
4. The wearing of clothing which features offensive and/or vulgar words, pictures of drawings, or, for the sake of humor, includes phrases of a sexual nature or phrases that have derogatory language regarding a person's ethnic background, national origin, religious belief, sexual orientation, or disability is unacceptable.

5. The wearing of clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school is unacceptable.
6. The wearing of hats in any part of any school building is prohibited.

The Sanborn Regional School Board shall review these regulations annually. Administrators shall review these regulations annually with faculty, staff, and students. Notification of these regulations shall be included in each student/family handbook each year, which will be provided to the School Board annually. **Revised: November 17, 2004**

JICG: TOBACCO USE BY STUDENTS

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

Statement of Policy:

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

- First Offense: Two-day suspension and a parent conference with the Principal or Assistant Principal.
 - Second Offense: Five-day suspension, police notification and a hearing with the Superintendent of Schools.
 - Third Offense: Minimum ten-day suspension, police notification, and hearing before the Superintendent of Schools.
- Revised: March 3, 1999**

JICH: STUDENT SUBSTANCE USE AND ABUSE

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

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

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

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

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

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

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

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

Any student suspected of violating this policy shall be removed from the premises and a report shall be written in accordance with RSA 193-D:1-4, which defines Safe School Zones and the procedures which must be followed when violations occur within them. When warranted, site administrators shall request the assistance of law enforcement agencies in order to deal appropriately with such students. All site administrators and school employees are directed to

cooperate fully with law enforcement personnel, and are directed to report to them any and all information that would be considered beneficial in their efforts to stem and discourage illegal substance use.

Site administrators and district employees are directed to take every reasonable measure to prevent and discourage any person from coming into any school building, onto any school property, onto any school bus, or attending any school sponsored event while in possession of, or under the influence of, any illegal substance.

Site administrators and school employees are instructed to be especially vigilant of any persons attempting to sell, give, supply or use any illegal substance in any school building, on any school property, on any school bus, or at any school sponsored event. Site administrators are directed to include in the student handbook of each school, copies of this policy and the penalties set out in Policy JICH-R. **Revised: November 3, 1997**

JICH-R: STUDENT SUBSTANCE USE AND ABUSE - RULES

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

The Sanborn Regional School Board approves the following rules for dealing with the use or abuse of illegal substances by students.

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

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

I. Substance Use, Possession Of, or in the Presence Of:

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

For any subsequent illegal substance related offense, the student shall be suspended from school for ten (10) days, shall be reported to the appropriate law enforcement agency, shall have a parent conference with the superintendent, and shall have a hearing with the school board with the recommendation for expulsion from school.

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

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

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

Supply or Give: Any student transmitting, selling, supplying, giving or intending to transmit, sell, supply, or give any illegal substance while in any school building, on any school property, on any school bus, or at any school sponsored event shall receive a ten (10) day suspension from school, shall be reported to the appropriate law enforcement agency, shall have a parent conference with the superintendent, and shall have a hearing with the school board with the recommendation for expulsion from school.

For the purposes of this section, any student possessing large amounts of illegal substances shall be presumed to have an intent to transmit, sell, supply, or give the illegal substance. Further, sale shall include bartering or exchanging an illegal substance.

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

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

Revised: November 3, 1997

JICI: WEAPONS IN THE SCHOOLS

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

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

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

Any pupil who is determined to have brought a weapon to school in violation of this policy shall be deemed to have committed an act of gross misconduct. Such an act of gross misconduct shall result in both notification of the local police and disciplinary action in accordance with the severity of the incident as outlined in RSA 193:13, II and III (statutes dealing with expulsions for gross misconduct, weapons violations, etc.).

The School Board shall consider the age and maturity of the student, the intent of the action, and the student's prior disciplinary record in determining the appropriate disciplinary action. Students who come forward voluntarily in such cases may receive consideration of that fact.

Any pupil who sells, has in his/her possession with intent to sell any stiletto, switch knife, blackjack, dagger, dirk-knife, slung shot or metallic knuckles (as defined by RSA 159:16), or containers containing chemicals such as pepper gas or mace on school property, on school buses, or at a school-sponsored function, shall be expelled from school by the School Board for a period of not less than twelve (12) months.

Notwithstanding the above, any pupil who brings or possesses a firearm as defined by section 921 of Title 18 of the US Code in a safe school zone as defined in RSA 193-D:1, without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

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

Ed 317.06 Student with an Educational Disability:

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

Definitions:

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

Firearm means any firearm or weapon as defined in section 921 of Title 18 of the US code.

Weapons may include, but are not limited to firearms, explosives, incendiaries,

BB guns or BB rifles, martial arts weapons (as defined by RSA 159:24), electronic defense weapons (as defined by RSA 159:20), stiletto, switch knife, blackjack, dagger, dirk-knife, slung shot, metallic knuckles, billies, or other dangerous weapons (as defined by RSA 159:15 and 16), pistol cane or sword cane (as defined by RSA 159:19-a), or containers containing chemicals such as pepper gas or mace.

Gross misconduct means an act which:

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

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

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

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

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

School day means:

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

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

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

Superintendent’s Authority:

Notwithstanding the foregoing, and in accordance with RSA 193:13, IV, the superintendent shall have the authority to modify the expulsion requirements of RSA 193:13 on a case-by-case basis. **Revised: September 1, 1999**

JICJ: CELL PHONE AND ELECTRONIC DEVICES

Statement of Purpose

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

Statement of Policy

Student use of electronic devices, including, but not limited to, cell phones, camera phones, I pods, pagers, and beepers is strictly prohibited. Such devices are to be turned off and put away out of sight in school lockers. The Board may grant an exception to this policy for medical or emergency reasons only. This exception requires a written report from the student’s medical provider explaining the need for the exception. Students participating in extra-curricular activities or athletics must obtain permission from their advisor or coach involving cell phone and electronic device use during after hours activities or on after-school bus trips. Coaches and advisors shall use their discretion in allowing cell phone use for parental contact. The school district will not be responsible for loss, damage, or theft of any electronic communication device brought to the school. Consequences for violating this policy are defined in the student handbooks.

JICJ

Effective: October 18, 2006

Revised: October 17, 2007

JICK: PUPIL SAFETY AND VIOLENCE PREVENTION

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

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

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

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

Violations: Students who violate this policy will be suspended in accordance with

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

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

of students shall be implemented. As required by RSA 193-F, staff members who did not fulfill this obligation would be referred to the legal authorities.

Notice: Notice of this policy should be given to all students and parents through appropriate inclusion in student handbooks.

Upon receipt of a written report, the building administrator shall by telephone and in writing via first-class mail report the incident to the parents or legal guardians of all students involved within 48 hours. Further, the building administrator shall notify the Superintendent of Schools of the incident, and he/she shall notify the School Board. The Superintendent may grant a waiver from this parental notification if the Superintendent deems it to be in the best interest of those involved. **Revised: October 20, 2004**

JICL: FIGHTING

Statement of Purpose: The Sanborn Regional School District has zero tolerance for fighting in its schools.

The purpose of this policy is to ensure that fighting will not be permitted by students in school buildings, on the school campus, on the school bus, or at any school-sponsored activity at any time.

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

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

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

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

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

Penalties:

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

Second Offense: Five day suspension/recommendation for expulsion

Effective: November 3, 1997

JK: SUSPENSION AND EXPULSION OF STUDENTS

Statement of Purpose: This policy provides general guidelines for behavior which may result in a student suspension or expulsion and assigns the authority for taking suspension and expulsion actions within the Sanborn Regional School District.

Statement of Policy

The Sanborn Regional School Board desires to provide a safe and orderly learning environment for all students. In order to maintain this environment, students who exhibit gross misconduct, or students who neglect or refuse to conform to the reasonable rules of the school, or students who commit an act of theft, destruction, or violence as defined in RSA 193-D:1, or students in possession of a pellet or BB gun or BB rifle may be subject to suspension and/or expulsion in accordance with this policy.

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

The Sanborn Regional School Board affords due process to all students who are subject to suspension or expulsion actions. All suspension and expulsion actions taken by administrators and/or the School Board shall be taken in accordance with this policy, the associated regulations contained in policy JK-R, NH RSA 193:13 and NH Department of Education Administrative Rules 317, et seq.

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

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

Suspensions of Ten Days or Less:

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

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

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

Expulsions and Suspensions for More Than Twenty Days:

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

The Superintendent shall make recommendations to the School Board for student expulsions or suspensions in excess of twenty (20) days for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for any act of theft, destruction, or violence as defined in RSA 193-D:1, or for possession of a pellet or BB gun or BB rifle.

Pupils who bring or possess a firearm as defined in Section 921 of Title 18 of the US Code in a Safe School Zone as defined in RSA 193-D:1 without written authorization from the Superintendent or his/her designee shall be expelled from school by the School Board for a period of not less than twelve (12) months. In cases not involving firearms as defined above, the School Board shall consider the evidence and may approve student suspensions of more than twenty (20) days or student expulsion.

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

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

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

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

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

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

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

Revised: September 1, 1999

JK-R: SUSPENSION AND EXPULSION OF STUDENTS RULES

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

Statement of Rules: The Sanborn Regional School Board affords due process to all students who are being subjected to suspension or expulsion actions. All suspension and expulsion actions taken by administrators and/or the school board

shall be conducted in accordance with policy JK, these regulations, NH RSA 193:13 and New Hampshire Department of Education Administrative Rules 317, et seq.

Suspensions of Ten Days or Less:

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

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

Suspension for Over Ten Days but Not More Than Twenty Days:

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

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

Expulsions and Suspensions for More Than Twenty Days:

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

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

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

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

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

Students expelled by the school board shall not attend school until restored by the Board. Any expulsion shall be subject to review, if requested, prior to the start of each school year. Any student expulsion shall be valid throughout the school districts of the state. *Revised: February 4, 1998*

SANBORN REGIONAL SCHOOL DISTRICT
KINGSTON - NEWTON, NEW HAMPSHIRE

**PUBLIC NOTICE TO STUDENTS AND PARENTS OF STUDENTS
OF THE SANBORN REGIONAL SCHOOL DISTRICT REGARDING
FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the **student’s education records**. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the Schools receives a request for access. Parents or eligible students should submit to the School principal, a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A second exception where information regarding a student may be released without prior written consent is when the data consists of “directory information.” According to the policy adopted by the Sanborn Regional School Board, the following categories of information are deemed to be “directory information”: a student’s name, telephone number, date and place of birth, grade, subjects taken, dates of attendance, participation in officially recognized activities, clubs and sports, awards and honors (including honor rolls based upon marks) and schools attended. A parent of a student, or an eligible student may request that any or all of these categories of information not be designated “directory information” with respect to that student. Such requests shall be written, dated, and addressed to the Superintendent of Schools, 178 Main Street, Kingston, NH 03848. All such requests shall lapse on the first day of October immediately following the request, except requests received in September shall remain effective until the first day of October of the following calendar year.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Sanborn Regional School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Revised 7/04

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