

Seabrook Middle School Student Handbook 2020-2021



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

OFFICE HOURS & CONTACT INFORMATION

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

ACCIDENTS AND ILLNESSES

If a student is injured or becomes ill while at school or while participating in a school-sponsored event, the student should inform the teacher or group leader immediately. In cases of serious injuries, fractures or cuts, parents are notified. If our staff is unable to reach a parent, an emergency number will be called. Parents are reminded here of the importance of keeping emergency information updated.

AFTER SCHOOL ACTIVITIES ON SCHOOL GROUNDS

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

ALERT MESSAGES

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

ATTENDANCE

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

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

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

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

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

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

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

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

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

BICYCLES

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

BULLYING

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

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

Bullying is:

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

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

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

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

1. The SAU#21 Incident Report will be completed– Violation of Seabrook District Bullying Policy
2. Parents of all students involved in the incident will be notified.

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

BUS CONDUCT

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

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

- No smoking, vaping or any other inhalants are permitted on any bus, including field trips
- No profane language, obscene gestures, excessive noise, fighting, wrestling, or other act of physical aggression will be tolerated
- Keep head, hands, feet, etc., inside the bus
- Once a student has boarded the bus he/she may not get off except at his/her destination (Exception will only be made with a note from the principal or the assistant principal)
- Students may only ride the bus to which they have been assigned. (Exceptions will only be made with approval of the principal or the assistant principal)
- Students must remain seated until the bus has stopped
- Emergency doors are for emergencies only
- Students are to be seated promptly when getting on the bus
- The law allows and students are expected to sit three passengers to a seat.

- No eating or drinking on the bus
- No marking or defacing the bus
- No throwing things on the bus, at the bus or out of the bus window
- Always cross the street in front of the bus
- Students are due at their bus stop before the bus is due; the driver does not have to wait for students
- The driver is allowed to assign seats
- Anything that would create a safety hazard for the passengers or vehicle will not be permitted
- The bus drivers are in complete charge of the bus and their decisions are to be followed. For purposes of discipline, school bus drivers are considered staff members
- Only authorized riders will be permitted on the bus

A student who chooses not to abide by the rules stated above shall be denied the privilege of riding the bus for a period of time to be specified by the school administration. It is the responsibility of the parent or guardian to provide transportation to and from school under such circumstances; students are not excused from school during a suspension of the bus privilege.

The parent or guardian of a student who has been denied the bus privilege for disciplinary reasons has a right to appeal any suspension within a ten day period to the “authority that suspended the student’s right” in accordance with RSA 189.9a, *Pupil’s Prohibited for Disciplinary Reasons*, provided that “until the appeal is heard, or if the suspension of pupils 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” in accordance with state law.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

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

CHANGE OF ADDRESS

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

COMPUTER TECHNOLOGY

All students are expected to sign an Acceptable Use Policy in order to use Seabrook School District computers. Students are not allowed to plug external devices (flash drives, thumb drives, CD’s, Headphones, etc.) into Seabrook School District computers without staff permission. The Library/Media teacher works closely with teachers as a resource when using technology to strengthen and integrate the curriculum. All students receive computer technology instruction on a regular basis during the year.

ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS**Purpose**

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

Definition

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

The School District Services

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

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

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.

Adopted:
Reviewed:
Revised:
Cancellation:

DATE:**October 21, 2013**

Seabrook School District Policy	Section: <u>J</u> Code: JICL-R Title: Acceptable Internet Use Procedures - Students Page: 2 of 6
<p style="text-align: center;">ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS (continued)</p> <p><u>Guidelines - Continued</u></p> <ol style="list-style-type: none"> 3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts. 4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource. 5. Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District, is not allowed to access the District's Technology Network without prior authorization from the District's Director of Technology or Business Administrator. 6. Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District but which has been permitted to access the District Technology Network or which accesses the Technology Network without permission shall be governed by this policy and shall be considered part of the District's Technology Network. 7. Students using their own computer or their own other technology device (e.g. PDA or cell phone) from outside a District facility (e.g. working from home) are only required to follow this policy while connected to the District's Technology Network (e.g. VPN) or when using a District application (e.g. email or phone system). 8. District computers may be taken home by District students for training and school-related use at no charge when school is not in session. Authorization must be secured from the building principal or responsible administrator. The District's computer may not be used for any purpose not allowed under the Educational and Business Purposes section of this policy, or for producing personal income such as running one's own business or online teaching or tutoring that are non-SAU21 School District assigned duties. A student will be responsible for repair or replacement costs caused by the student's negligence. 	
Adopted: Reviewed: Revised: Cancellation:	DATE: October 21, 2013

Seabrook School District Policy	Section: <u>J</u> Code: JICL-R Title: Acceptable Internet Use Procedures - Students Page: 3 of 6
<p style="text-align: center;">ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS (continued)</p> <p><u>Unacceptable Use</u></p> <p>The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:</p> <ol style="list-style-type: none"> 1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of any copyrighted materials including software, movies, music, etc. is illegal. 2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network. 3. Seeks to gain or gains unauthorized access to information resources. 4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations. 5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer hardware, information or resources. 6. Invades the privacy of individuals or entities. 7. Uses the network for commercial or political activity. 8. Install or use unauthorized hardware and software for use on District computer systems. 9. Uses a network to access inappropriate materials. 10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately. 11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities. 	
Adopted: Reviewed: Revised: Cancellation:	DATE: October 21, 2013

Seabrook School District Policy	Section: <u>J</u> Code: JICL-R Title: Acceptable Internet Use Procedures - Students Page: 4 of 6
<p style="text-align: center;">ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS (continued)</p> <p><u>School District Rights</u></p> <p>The District reserves the right to:</p> <ol style="list-style-type: none"> 1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network. 2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures. 3. Log network use and monitor storage disk space utilization by users. 4. Determine what is appropriate use. 5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures. 6. Cooperate fully with any investigation concerning or relating to the District's network activity. <p><u>School District Internet Code of Conduct</u></p> <p>Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:</p> <ol style="list-style-type: none"> 1. Protect their Internet log-in information from others. 2. Respect the privacy of other users. Do not use other users' passwords. 3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors. 4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent. 5. Treat information created by others as the private property of the creator. Respect copyrights. 6. Use any network in a way that does not disrupt its use by others. 7. Do not destroy, modify or abuse the hardware or software in any way. 	
Adopted: Reviewed: Revised: Cancellation:	DATE: October 21, 2013

Seabrook School District Policy	Section: <u>J</u> Code: JICL-R Title: Acceptable Internet Use Procedures - Students Page: 5 of 6		
<p style="text-align: center;">ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS (continued)</p> <p><u>School District Internet Code of Conduct - Continued</u></p> <ol style="list-style-type: none"> 8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc. 9. Do not use the Internet to access or process pornographic or otherwise inappropriate material. 10. Do not use the Internet for commercial purposes. <p>The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.</p> <p><u>School District Internet Access Release Form</u></p> <p>As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:</p> <ol style="list-style-type: none"> 1. To abide by the District Acceptable Use Procedures and Code of Conduct. 2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material. 3. That the School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the District's network resources. 4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted. 5. That the School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources. 			
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;"> Adopted: Reviewed: Revised: Cancellation: </td> <td style="vertical-align: top;"> DATE: October 21, 2013 </td> </tr> </table>		Adopted: Reviewed: Revised: Cancellation:	DATE: October 21, 2013
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Seabrook School District Policy	Section: <u>J</u> Code: JICL-R Title: Acceptable Internet Use Procedures - Students Page: 6 of 6
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ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS
(continued)

School District Internet Access Release Form - Continued

6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.

7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student: _____

Home/Cell Phone: _____

School of Attendance: _____

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

Signature of User/Student

Signature of Building Principal

See Policy JICL
Replaces GBEB and EGA-R

Date

Date

Adopted:	DATE:
Reviewed:	October 21, 2013
Revised:	
Cancellation:	

SEABROOK MIDDLE SCHOOL
256 Walton Road
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Erin E. Milbury, Principal
Cynthia H. Fagan, Assistant Principal
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Telephone: (603) 474-9221
Fax: (603) 474-8020

**ACCEPTABLE INTERNET USE PROCEDURES - PARENT AND STUDENT
ACKNOWLEDGEMENT**

August 2020

Dear Families,

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

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

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

Sincerely,

Erin E. Milbury
Principal

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

Signature of User/Student

Date

Signature of Parent/Guardian

Date

Student's Name (print) _____

D.A.R.E.

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

DELIVERIES TO STUDENTS

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

DETENTION

A student who chooses to misbehave may be required to serve an after-school disciplinary detention. Students **may** be kept after school without prior written notice. In such a circumstance, parents will be notified of the need for the student to remain in school after normal school hours. Students serving detentions may access the *late bus* for transportation home. The late bus leaves school at about 3:30 p.m., Monday through Friday.

DISCIPLINE GUIDELINES

The list of discipline standards below has been prepared to meet the situations that most commonly occur but is BY NO MEANS all inclusive. There are many other instances which require appropriate action (not defined herein) to be taken by the administration. For a listing of possible consequences for misbehavior, please refer to the Seabrook Middle School Discipline Document (**see website**).

(These are guidelines that may be adjusted as necessary to include suspensions of longer duration or referrals for expulsion hearings, or even a different consequence at the administrator's discretion.)

SUSPENSION ISS/OSS

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

- Illegal activities
- Disrespect toward a staff member or peer
- Continuous unacceptable behavior and uncooperativeness
- The creation of an unsafe environment
- Disruption of the academic process and/or general welfare of the school
- Threats or physical harm to staff member or peer
- Excessive accumulations of detentions (3 or more)
- Cutting detention

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

DISMISSALS

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

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

DRESS

Philosophy: Our students originate from many different social, economic, religious, and ethnic backgrounds. They attend public schools to learn not only academic and technical subjects, but tolerance and respect as well. Respectful dress standards are based upon both the school's desire to enhance the learning process and the student's need to develop a respect for others. The School Board expects teachers, administrators, and other school personnel-both in their classes and on school property-to share responsibility for enforcing the student dress code policy. Teachers shall follow building protocol regarding dress code violation.

Helpful guidelines regarding student dress: In an attempt to assist parents and students, SMS has provided common examples of what is considered appropriate and what is considered inappropriate dress for school. Information may be found in the Student Handbook addendum, the SMS front office or online at www.sau21.org/sms.

Dress Code Policy:

1. **Students shall dress in a respectful manner, in order to:**
 - promote the health, safety and dignity of all students;
 - help preserve school property(beyond normal wear and tear);
 - strike a balance between absolute freedom of expression and the community's sense of morality (common courtesy, tolerance, respect, and understanding among the people, without exception);
 - discourage disruptions to the teaching and learning process.
 - clothing should be neat and clean.
2. **Prohibited items:** Specifically prohibited items include, but are not limited to:
 - tops that are low cut and/or expose excessive cleavage;
 - halter-tops, crop tops, tops with spaghetti straps;
 - visible underwear;
 - transparent clothing (unless worn over appropriate clothing);
 - shorts/skirts/dresses with hems above the bottom tip of the fingertips with arms and hands straight down by the sides);
 - the bottom of the shirt and the top of the pants/skirts/shorts must touch one another while the students are standing or sitting.
 - spikes on shoes/ bedroom slippers / shoes with wheels/shoes with cleats
 - Pajama –type clothing (with the exception of Spirit Week Activities)
 - chains;
 - hats/hoods, bandannas or other head coverings;
 - gang-related dress (determined by the school administration); **Any pre-gang activities or presentation shall be referred to the School Resource Officer or the Seabrook Police Department.**
3. **Respectful Dress Standards:**

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

4. **Community Standards:** Apparel:

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

5. **Teaching and Learning Environment:**

- Apparel, including jewelry and body piercing, shall not be allowed if it is so distracting to students and/or teachers that students can not learn and/or teachers cannot teach.
- For health considerations coats or heavy jackets are not to be worn in classrooms.

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

NO SCHOOL DAYS

In the 2020-2021 school year, Seabrook Middle School will have the following No School Days to allow our faculty members time for professional development.

Tuesday, November 3 – No School
 Friday, December 4 – No School
 Tuesday March 9 - No School
 Wednesday, March 17– No School

EXCLUSION FROM SCHOOL ACTIVITIES

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

EXTRA HELP

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

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

1. Make arrangements with teachers and parents in advance

2. Make arrangements for a ride home (the late bus is available at 3:30 p.m., Monday through Friday).

EXTRA HELP - TUTORING

Parents who feel that their child is in need of remediation should contact SMS Administration. There is a limited amount of Tutoring available.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the school district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Seabrook School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is considered to be inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parents 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district 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 district 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 in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request of another school district, the district will disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to

make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

FIELD TRIPS

At various times throughout the year, students will be taken on field trips. Students whose behavior is not acceptable prior to the trip may not be allowed to attend. This decision will be up to the school administration. Students are required to observe all school rules during the entire length of the field trip.

FIRE DRILLS/EMERGENCY EVACUATION PROCEDURES

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

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

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

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

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

FOOD AND DRINK

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

FOOD SERVICE

During the 2020-2021 school year breakfast and lunch will be free to all students.

GRADING SYSTEM

Report cards are issued three times throughout the year. These reports indicate the student's progress in scholastic achievement, growth in forming essential social attitudes, work habits, and effort. A symbol on a report card cannot give a complete picture of the child and his/her progress. Parents are encouraged to visit Seabrook Middle School to confer with teachers.

GUM CHEWING

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

HAZING

No student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or

any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

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

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

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

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

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

HEARING AND VISION EXAMINATIONS

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

HOMEWORK

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

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

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

Late Homework: Late homework policy will be determined by each individual teacher and this policy will be communicated as part of the teacher’s classroom expectations at the beginning of the school year

or at the beginning of a new class. If a student is absent, he/she is responsible for meeting with the teacher to determine a plan to make up missed work.

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

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

POLIO (eIPV/OPV)

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

MEASLES / MUMPS / RUBELLA (MMR)

* 2 doses

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

* 1 dose

HEPATITIS B VACCINE

* 3 doses if born after 1/1/93

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

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

INSURANCE

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

1. Going directly to school;

2. At school or participating in a school-sponsored event;
3. Returning directly from school.

Parents are encouraged to give every consideration to this service, which is described in detail in a brochure sent home with students at the opening of school in September.

INTERSCHOLASTIC ATHLETIC TEAMS

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

LATE BUS

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

LOCKERS

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

LOST AND FOUND

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

MEDICATIONS

To ensure students' personal safety, the following guidelines have been established by the Seabrook School Board (School Board Policy JHCD) regarding the administration of medications to students:

General Guidelines

1. Prescribed medication should not be taken during school hours, if it is possible to achieve the medical regimen at home during non- school hours.
2. Non-prescribed medication will not be encouraged for use by students unless the school nurse follows through with the parent of the students. Self-medication by older students may have parent approval in some instances. No non-prescribed oral medication will be made available to students by school authorities.

Specific Guidelines

1. The school nurse may administer medicinal preparations; designees of the superintendent may assist with oral medications.
2. In the absence of the school nurse, designees of the superintendent will assist students in taking prescribed medication.
3. Physician's orders for use of medicine by a student shall specify in writing the duration of the order, the name of the drug, and the dosage; such an order shall be renewed each school year or more often for a change in medication.
4. Upon receiving such an order, the school nurse may contact parents regarding consideration as to whether the student should remain at home or whether the medication can be taken at home before and after school is in session.
5. The medication must be delivered directly to the school nurse by the parent or responsible adult; students are not to transport medications to or from school.
6. The medication must be delivered in a container properly labeled with the student's name, the physician's name, the date of the original prescription, the name and strength of the medication, and directions for administration of the medication.
7. No more than one month's supply of any medication is to be stored at the school.
8. Unused medication shall be picked up by the parent or responsible adult within ten days of final use or disposal by the school nurse shall be carried out and recorded.

MISUSE OF SCHOOL PROPERTY OR PROPERTY OF OTHERS

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

NON-DISCRIMINATION

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

OPENING EXERCISES

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

PARENTS RIGHT-TO-KNOW

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

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

- Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and

- Whether the child is provided services by paraprofessionals and if so their qualifications.

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

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

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

PARENT - TEACHER CONFERENCES

To make an appointment to meet with teachers, parents are requested to contact teachers directly via email or by leaving a message at the front office (7:30 a.m. through 3:30 p.m.).

PARENT-TEACHER COMMUNICATION

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

PERMISSION TO LEAVE SCHOOL

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

PTO

(Parent Teacher Organization)

Mission Statement:

The Seabrook PTO is a communication bridge between our school and community established to foster positive relationships between administration, staff, parents, and the community to benefit our students. Through this partnership we strive to help all students reach their fullest potential by forging a close relationship between home and school.

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

PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

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

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

PLAGIARISM AND/OR CHEATING

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

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

Rationale: Students are given assignments as a learning experience, a method for demonstrating understanding of a topic, or an opportunity to show mastery of a skill. Student work is to be original. Plagiarism and cheating are **not acceptable**, and all participants are subject to consequences. Careful documentation is required on all ideas or writing that students get from research. This involves acknowledging the use of all printed text, including the Internet, in assignments involving research.

Consequences of Intentional Plagiarism:

- The student(s) will receive a grade of zero on the assignment.
- The parent(s) will immediately be made aware of the situation.
- The student will take home a printed progress report showing his/her new overall grade in the course with the failing grade included. The parent and student will sign and return the report.
- The assignment cannot be made up. The failing grade will stand.
- Upon a second offense, the same steps will apply, and the student will also be referred to the school administration for further consequences.

Bottom Line: Presenting another person’s work as one’s own is a serious ethical violation; it is wrong. Thus, incidents of plagiarism and cheating will have severe consequences. If a student is in doubt about the proper use of someone else’s words or ideas in a writing piece, he/she should consult the teacher before submitting the assignment.

PLANNER

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

POLICE INTERVENTION

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

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

1. There are clear indications that the youth to be questioned is directly involved in a violation of a local ordinance, state, or federal statute;
2. The individual involved is a known fugitive from either his/her parents or justice;
3. It appears in the best interest of the student that he/she is taken into protective custody.

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

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

Regarding emergencies, the School Board directs police and school officials to “make such arrangements as are required to safeguard youth and prevent a miscarriage of justice.”

Finally, the Seabrook Middle School and the Seabrook Police Department have entered into an agreement which specifically outlines circumstances under which school and police officials may and/or must share information. Reports to the Police Department are required in certain incidences of theft or violence in the *Safe School Zone*.

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

REPORTING CHILD ABUSE AND NEGLECT

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

REPORTING STUDENT PROGRESS

Students receive report cards three times per year; report cards are intended to let students and parents know how students are progressing in each subject. 2020-2021 marking periods and report card dates are as follows:

Trimester 1: August 26 to November 22

Progress Reports: October 11; October 16, 17 (Parent Conferences)

Report Cards: November 26 (available on PowerSchool)

Trimester 2: November 25 to March 13

Progress Reports: January 10; March 18, 19 (Parent Conferences)
Report Cards: March 20 (available on PowerSchool)

Trimester 3: March 16 to Last Day of School

Progress Reports: April 24

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

REQUIREMENTS FOR PROMOTION

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

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

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

SAFE SCHOOL ZONE AND STUDENT DISCIPLINE

State law - RSA 193:13 - governs suspensions and expulsions of students from public schools. This notification summarizes the requirements of this statute.

Suspensions. A student who neglects or refuses to conform to the reasonable rules of the school, or who engages in gross misconduct, may be suspended for a period not to exceed ten days by the superintendent, chief administering officer or a representative designated in writing by the superintendent.

Extension. After a hearing, the School Board or their representative designated in writing may continue the suspension of a student for a period which may result in the suspension exceeding ten days. The School Board's designee may be the superintendent or any other individual, but may not be the individual who originally suspended the student.

Right to Appeal. If the suspension which extends the original suspension beyond ten days is imposed by any person other than the School Board, it may be appealed to the School Board. The appeal will be heard only if the superintendent has received the appeal in writing within ten days after the issuance of the decision that is being appealed. The School Board shall hold a hearing on the appeal. At the hearing, the School Board shall have the discretion to hear new evidence or to rely on the record of the suspension extension hearing. While the extended suspension appeal is pending, this suspension shall be enforced unless the School Board stays the suspension while the appeal is pending. If the suspension which extends the original suspension beyond ten days is imposed by the School Board, it may be appealed to the State Board of Education.

Enrollment Ineligibility. Any suspension shall be valid throughout the school districts of the state, subject to modification by the superintendent of the school district in which the student seeks to enroll.

Expulsions. A student may be expelled from school by the School Board for any of the following reasons:

1. Gross misconduct

2. Neglect or refusal to conform to the reasonable rules of the school
3. Possession of a pellet gun, BB gun, rifle, knife or other dangerous weapon
4. Any act of theft, destruction, or violence defined in RSA 193-D:1.*

A student shall be expelled for a period of not less than twelve months for bringing or possessing a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone without written authorization from the superintendent or superintendent's designee. However, the School Board which expels a student for possessing such a firearm is not prohibited from providing the expelled student educational services in an alternative setting.

Subject to Review. Any expulsion shall be subject to review if requested prior to the start of each school year.

Right to Appeal. A parent or guardian of an expelled student has the right to appeal the expulsion by the local School Board to the State Board of Education.

Modification. The School Board shall adopt a policy which allows the superintendent or chief administering officer to modify the expulsion requirements on a case by case basis.

Enrollment Ineligibility. Any student who has been expelled from a school in this or any other state will not be eligible to enroll in any public school in this state during the period of expulsion.

* RSA 193-D:1 includes: homicide, first or second degree assault, simple assault, felonious or aggravated sexual assault, criminal mischief, unlawful possession or sale of a firearm or other dangerous weapon, arson, burglary, robbery, theft, and illegal sale or possession of a controlled drug.

SCHOOL CLOSINGS, DELAYED OPENINGS, AND EARLY RELEASES

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

SCHOOL COUNSELING

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

SCHOOL DAY

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

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

SEXUAL HARASSMENT

The Seabrook School District seeks to provide an educational environment in which everyone may work and learn in a respectful environment. This environment must be free from sexual harassment. To promote such an environment, the following guidelines are established:

Sexual harassment of any student or employee by any other student or employee or by anyone with whom a student or employee may interact in fulfillment of school or employment responsibilities, is not only illegal as a form of sex discrimination as defined by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, but is also a violation of Seabrook School District policy and will not be tolerated.

Sexual harassment is persistent offensive behavior that includes unwelcome sexual advances, requests for sexual favors, or any physical contact or expressive behavior of a sexual nature wherein:

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

Examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Sexist remarks about an individual's clothing, body, or activities;
4. Unnecessary touching, patting, or pinching of another;
5. Leering or ogling of an individual;
6. Brushing up against an individual;
7. Demands for sexual favors accompanied by implied or overt threats concerning an individual's grades, letters of recommendation, job, etc.
8. Physical assault;
9. Display of sexually suggestive objects or pictures.

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

SMOKING

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

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

SPORTING EVENTS

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

SUBSTANCE ABUSE

Alcoholic beverages are not permitted on school property at any time during school hours or at school-sponsored events. Any student in possession of or under the influence of alcohol will be immediately suspended from school for not less than five days. School Board Policy JFCH also includes a reference to a state statute that says: "No person shall drink or have in his possession any intoxicating

beverage while in attendance as a spectator or otherwise, at any place where a school interscholastic contest is being conducted.”

This policy includes the following:

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

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

TARDINESS

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

A student arriving after 8:00 a.m. is tardy. Tardy students must report to the office upon arrival with a written note from their parent/guardian. Students who are tardy more than four times per trimester may receive a detention.

TELEPHONE USE BY STUDENTS

Students **may not** use classroom telephones without specific permission from a supervising adult.

Students **may** use the office telephones to call parents for emergency purposes only, at the discretion of the office staff. Under such circumstances, the student must first secure a permission pass from a teacher and present the pass at the office. If an after-school activity is canceled during the school day, students are permitted to use the telephone to notify parents of such and to arrange for transportation if necessary.

TELEPHONING THE SCHOOL

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

TRUANCY

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

VALUABLES

For the safety and protection of personal property, students should not bring valuables to school. If a special project or unusual circumstance dictates that a valuable item is brought to school, students should make advance arrangements with his/her teacher or through the school office for its safekeeping. The school is not responsible for lost articles.

VISITORS

Citizens of Seabrook are encouraged by our School Board (Policy KK) “to visit the schools and to observe the school program.” According to School Board Policy, “***Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program***”. In the interest of student and staff safety and security, School Board policy further states that “no person shall visit a school without first reporting to the office of the principal as to the purpose and place of the visit and receive a visitor’s pass.” For the convenience of our visitors, a sign-in/sign-out book and visitor’s passes are available in the middle school office.

VOLUNTEERS

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

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

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

WEAPONS ON SCHOOL PROPERTY

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

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

Weapons under control of law enforcement personnel are permitted.

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

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

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

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

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

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

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

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

**** Please note that there are additional Seabrook School District policies and further details of policies referenced within this document available at the SAU 21 Office, Seabrook Elementary School and at:**

<http://www.sau21.org/sau/index.php/sau-21-school-boards/seabrook/policies>