



FAMILY HANDBOOK

2020-2021 SCHOOL YEAR

SANBORN REGIONAL MIDDLE SCHOOL

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Foreword

Dear Parents/Guardians and Students,

Welcome to a new year at Sanborn Regional Middle School. We are looking forward to partnering with you in the important work of growing and learning. In the middle years' young adolescents undergo great changes. As a learning community, our goal is to help each of our students to integrate these changes with the knowledge, skills, and attitudes needed for success in school and, importantly, later in life. Please review the Family Handbook together. We encourage each student to use the agenda book daily to record assignments and other important information. Please check the agenda book regularly with your student. The Student Handbook is now located on the school website.

The handbook is intended to give a general introduction to the middle school and a brief explanation of expectations that exist for students in the school. For students interested in participating on SRMS Athletic teams, the last section contains an overview of the program, explains eligibility for participation, and an athletic code of conduct.

Situations may arise during the school year, which are not addressed specifically in this handbook. In those instances, actions will be guided by the basic principles of maintaining a safe, productive, pleasant and supportive environment for students in our school.

The school website often provides additional useful information. Please visit us at:

The Student Handbook provides information to both students and parents to help answer questions you may have regarding Academic Standards, School Policies and Student Conduct. They are meant to supplement, not replace, the policies set forth by the Sanborn Regional School District which can be viewed at any time here:

<https://www.sau17.net/Content2/88#Section%20J%C2%A0-%20Students>

Board policies can be changed throughout the year.

Middle School Telephone Directory

Principal	Christine Desrochers	(603) 382-6226
Athletic Director	Robert Dawson	(603) 642-3341 ext. 122
School Counselor	Megan Arena	(603) 382-6226
Absence / Attendance	Pick Up Patrol	www.pickuppatrol.net
Main Office	(603) 382-6226	(603) 382-9771 Fax
Nurse	Camille Mawhinney Laura Frazer	(603) 642-3341 ext. 1312/1313 (603) 642-3341 ext. 1312/1313
Special Education	Stacey Wooster	(603) 382-6226 ext. 1322
Library	Jules Ryan	(603) 642-3341
School Resource Officer	Dan Doyle	(603) 642-3341 ext.144

Sanborn Regional Middle School Core Values

S - Self Discipline

P - Perseverance

I - Inspiration

R - Responsibility

I - Independence

T - Tolerance

**SANBORN REGIONAL MIDDLE SCHOOL
2020-2021 BELL SCHEDULE**

Time	Gray	Blue
7:10 - 7:20	Arrival/Breakfast	Arrival/Breakfast
7:20 - 7:50	Advisory	Advisory
7:55 - 9:15	Core 1	Core 3
9:15 - 9:25	Break	Break
9:30 - 10:55	Core 2	Core 4
11:00 - 11:30	Lunch	Lunch
11:35 - 11:55	Intervention	Intervention
12:00 - 12:55	UA 1	UA 1
1:00 - 2:05	UA 2	UA 2

**SANBORN REGIONAL MIDDLE SCHOOL
EARLY RELEASE BELL SCHEDULE ROTATIONS**

Time	Gray	Blue
7:10 - 7:20	Arrival/Breakfast	Arrival/Breakfast
7:20 - 7:50	Advisory	Advisory
7:55 - 9:15	Core 1	Core 3
9:15 - 9:25	Break	Break
9:30 - 10:55	Core 2	Core 4
11:00 - 11:25	UA 1	UA 1
11:30 - 12:00	UA 2	UA 2

Remote Learning Schedule

What does Remote Learning Mean

During remote learning, the building is closed to staff and students (except custodians). No one is available to answer the phones at the school, so please do not call. If you need to reach a staff member, you may do so by email. Staff members are available to answer emails between the hours of 8:00 AM - 2:30 PM. We ask people to have patience with email response times.

Teacher Expectations

- Teachers will be posting activities/lessons every day (Monday, Tuesday, Wednesday, and Thursday).
- Teachers will also create interactive/supportive outreach opportunities with students, including: virtual meetings, Google classroom discussions, office hours, giving feedback, making phone calls, sending emails, being available on email, being available on Google Classroom, etc.
- Special Education teachers will be collaborating with teams to support curriculum, to ensure that there are options for all students, etc.

Academic Content

- Students will have access to a range of activities/lessons to engage them on a daily basis. the learning will be a combination of educator-driven and self-directed.
- Learning will focus on having teachers spiral back to deepen student knowledge about content or skills they learned up through the start of remote learning. There will also be a limited amount of new material presented. New content will be offered for exposure rather than mastery.

Parent Expectations

- Parent assistance on the content of the assignment should be similar to the support students get with homework. It is okay if students don't always know the correct answer.
- During remote learning we know that you will want to help with all assignments however, it is okay for your child to turn in a less than perfect assignment so that teachers are able to see what your child needs more instruction on.
- Consider setting up a space for your student to use that considers their unique learning styles. Seek input from your child in choosing this space. Provide opportunities for movement. Breaks throughout the learning experience are encouraged.

Student Academic Expectations

All students will be expected to participate in the remote learning activities that are prepared and posed by teachers and loaded into Google Classrooms regularly. The school has developed a schedule to run all periods "live" twice each week.

Sanborn Regional Middle School Remote Learning Schedule				
	Monday	Tuesday	Wednesday	Thursday
Time	Grey	Blue	Grey	Blue
7:30-8:00	Advisory	Advisory	Advisory	Advisory
8:00-9:30	Core 1	Core 3	Core 1	Core 3
9:30-11:00	Core 2	Core 4	Core 2	Core 4
11:05-12:05	Lunch and Wellness Break	Lunch and Wellness Break	Lunch and Wellness Break	Lunch and Wellness Break
12:05-1:05	UA 1	UA1	UA1	UA1
1:10- 2:10	UA 2	UA 2	UA 2	UA 2

Remote Learning Periods:

Students should start each class period by reviewing their teacher's Google Classroom to see what activities have been posted and/or assigned. If a student does not have access to their teacher's Google Classroom, they need to email their teacher(s) to get the code. Many teachers will hold "live events" at the beginning of the time associated with the period for their class (see above) using a videoconferencing tool such as Zoom or Google Meet. Others will post a pre-recorded message/video or other instructions. Although the posted videos may be available after class time, it is expected that students will view/participate in those live classes as they happen because live classes are not recorded. Following that, students will then move at their own pace to complete their assignments and submit them by the due date(s) listed by the teacher.

Grading, Report Cards

Sanborn Regional Middle School believes that the purpose of grading is to communicate student achievement. Grades are not about what students earn, they are about what students learn. All teachers at Sanborn use the same grading practices in their classrooms. The purpose of this document is to explain how those practices work.

Academic Grades and Work Study Practices

All courses have an overall final course grade based on competency assessments through the year, with more weight given to more recent work (based on a Power Law calculation). Academics grades are communicated separately from work study skills (also known as work study practices) on report cards and transcripts.

Academic Grades

Each course at Sanborn has specific competency outcomes that students will need to demonstrate to show their knowledge, skills or abilities to earn credit for the course. Course competencies answer the question: What is it we want our students to know and be able to do? Each competency is broken down into a subset of specific skills and learning targets known as performance indicators. Teachers give assessments throughout the year, linked to performance indicators which are then linked back to specific competencies. Students must receive a passing grade in each competency in order to receive credit for a course.

Work Study Practices

Drawing on research, examples around the country, and New Hampshire legislative language, the committee arrived at a set of four Work-Study practices that all New Hampshire students need to demonstrate proficiency in order to be college and career ready.

Formative and Summative Assessments

Formative Assessments capture a student's progress through the learning process and explain to what extent a student is learning a concept or skill. They also provide feedback to the student and the teacher on progress made in each of the competencies assessed. They are considered practice, and therefore are not counted in the overall course grade. Intermediate assessments can take on many forms and are connected to student progress in a certain competency. They are opportunities for feedback for students and will be recorded in the gradebook. Key Intermediates must be completed before a student is able to attempt a summative assessment.

Summative Assessments are comprehensive, performance-based measures that demonstrate what a student knows and is able to do. These assessments are linked to one or more of the course competencies. Summative assessments are the part of the learning process where students should take what they have practiced and demonstrate what they know based on the expectations of the competencies being assessed, as expressed on a rubric. Examples include research projects, presentations, labs, writings, tests, simulations, and inquiry tasks. Summative assessments are important for assessing students competency knowledge and are required to have a rubric to give students clear expectations.

Grading Scale

	Letter	Level	What the Level Means	Numerical Grade*
Competent (Passing)	E	Exemplary	I consistently demonstrate the ability to analyze and synthesize essential content knowledge, and skills in a new task.	4
	P	Proficient	I consistently demonstrate the ability to apply and transfer essential content, knowledge, and skills in a new task.	3
	BP	Basic Proficient	I demonstrate the ability to comprehend and apply essential content, knowledge, and skills in a familiar task.	2
Not Competent (Failing)	LP	Limited Proficient	I am still trying to demonstrate the application and transfer of essential content, knowledge, and skills.	1
	NM	Not Met	I am not yet competent in this performance standard. I have attempted the task but need more practice to be successful	0
	IWS / P-IWS	Insufficient Work Shown	IWS: I have not yet completed an assignment that is due. P-IWS: My assignment is more than one six day cycle overdue and no longer eligible to be submitted for grading.	0

* The grading scale is not equivalent to a percentage score. The 4 Letter scale is more to provide students with feedback on their progress in the class. The scale instead focuses on the high level students must achieve in order to be deemed proficient in their course work.

Reassessment

Students are encouraged to practice continuous improvement in their learning through reassessment. Students who demonstrate continued effort in their learning are eligible to reassess to demonstrate competency after meeting with the teacher and developing a reassessment plan. The plan would indicate a specific deadline that is strictly enforced and will require the student to have completed key Intermediates prior to reassessment. A reassessment focuses on an assignment which will demonstrate the student's competency and will be focused on the lagging skills identified in the competency assessment. The teacher records the new grade in the grade book because the new assessment score is a better indicator of their competency knowledge.

RE-ASSESSMENT PROCEDURES

1. Second chance assessment opportunities shall be made available to all students for any summative assessment. A grade of 2.5 represents meeting the proficiency level of a standard. Second chance assessments will be made available up to two weeks after the student receives the assessment results.
2. A teacher may require a student to complete a series of formative assessments at a proficient level before they are eligible to take a summative re-assessment. The second assessment should only take place when the student has demonstrated the agreed upon relearning and/or completion of work in preparation for the assessment.
3. Reassessment opportunities are available for formative assessments at the teacher's discretion. If applied, the summative reassessment process described above should be followed.

Mandatory Assessments and Deadlines

Students are expected to complete all major summative assessments in a timely manner and will be given an expected completion date. Students who refuse to complete an assessment on time will receive classroom and/or school-level disciplinary consequences. The grade for that assignment or the overall course will be recorded as Insufficient Work Shown (IWS) until the student completes the work. The teacher will work with the student and their parents to resolve the issue as soon as possible. After six school days, if the student does not submit the work, the grade for that assignment may remain as a P-IWS (permanent IWS) which would carry a grade of zero. This may impact both competency scores and the overall course grade.

Online Grades, Report Cards, and Transcripts

Grades can always be viewed in real time online. The School Counseling Office issues unique logins and passwords for both students and parents to the online viewer. The viewer lists, for each course, the competency grades, work study grades, and overall course grade. Periodically, the School Counseling Office will print for students their transcript report, which summarizes all of the course grades and summary work study practice grades for a student.

Learning Trend

It is a student's most recent work that is the best indicator of how well they have learned a concept or skill. For this reason, competency grades are computed using the mode for the competency. Students that receive more proficient scores in a competency will receive a "P."

One Term (Rolling) Grading

A student's final overall course grade is cumulative over the entire length of a course; it is not an average of quarter grades and will use the Power Law to determine proficiency. Assessments at the end of the year will be more Intermediate of the students' strengths than at the beginning of the year.

Receiving Course Credit

A student will receive credit for a course when both of the following two conditions have been met:

1. They receive a passing overall course grade (numerical grade of 2.0 or higher),
2. They receive a passing letter grade for each competency (letter grade of BP, P, or E).

If one or both of these conditions are not met, the student will need to do credit or competency recovery. Both are managed by a school counselor who works with the teacher for the course.

Credit Recovery

If a student does not receive a passing overall course grade, they will have to recover the credit by repeating it either at Sanborn or in an approved online program.

Competency Recovery

If a student does not receive a passing grade on one or more of the competencies for that course, they will receive a final course grade of Not Yet Competent (NYC) and they will need to recover each failed competency using an alternative method such as an online module or a teacher-directed project. Once completed successfully, the NYC grade will be replaced with the actual final course grade earned and the competency recovery will be noted in the transcript.

Honor Roll

Honor roll is determined once, at the end of each academic year, and is based on the average of the final course grades for that year.

High Honors
Honors

Final Course Grade Average of 3.5 - 3.7 or Higher
Final Course Grade Average of 3.0 - 3.4

National Junior Honor Society

The National Junior Honor Society is a service organization which recognizes a student's achievements in the areas of scholarship, leadership, service, and character. During the spring of the 7th year, students with a cumulative GPA of a 3.5 or higher are invited to apply to the NJHS within the time allotted by the adviser. After collecting input from faculty and staff on the character traits of each applicant, a board of Sanborn faculty and staff anonymously choose the new members who will be inducted the following fall of their 8th grade year. Candidates are selected by a majority vote of the Faculty Council based on how they have demonstrated outstanding character, have participated in various amounts of community service, and are leaders during school and outside of school.

Once students are inducted into NJHS, they are expected to attend weekly meetings, complete 15 hours of community service, maintain a cumulative unweighted GPA of a 3.5 or better, be a strong representative of character in and outside of school, and stay out of any trouble with the law or the school.

Cheating and Plagiarism

Definition of Plagiarism

Although the following definition focuses on plagiarism, the standard of expectation and the consequences described apply to all forms of cheating and academic dishonesty, including, but not limited to unauthorized use of —cribl notes, forgery, and permitting another student to use your work. To submit to your instructor a paper that is not truly the product of your own mind and skill is to commit plagiarism. Plagiarism is the act of stealing the ideas and/or expression of another and representing them as your own. It is a form of cheating. Plagiarism can take several forms:

1. The most obvious and serious form is word-for-word copying of someone else's work, in whole or in part, without acknowledgment (quotation marks, footnotes, citations, etc.).
2. A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition. If such borrowing or paraphrasing is ever necessary, the sources must be scrupulously indicated by footnotes.
3. Another form of plagiarism is more difficult to define. It consists of writing a theme based solely on the ideas of another. Even though the language is not the same, if the thinking is clearly not your own, then you have committed plagiarism. (Abridged from the English Department at Ohio State University)
4. Additional forms of plagiarism include:
 - Copying and pasting from on-line sources without providing proper credit.
 - Using on-line paper suppliers or cheat sites.

Consequences

Cheating and plagiarism are considered serious offenses at Sanborn. Offenses will result the following consequences:

- Student will complete an alternative assignment
- Teacher will notify parent
- Student may be referred to administration for an additional consequence

Student Obligations

Fees may be charged for materials, projects, and special items in particular courses and activities selected by students. In such cases the fee amount will be determined in advance and will be due within two weeks after the course or activity begins. In cases of financial hardship, such fees and charges may be waived by the building principal.

Students should respect all books and equipment they are entrusted with. When they are damaged or destroyed, students will be required to pay for repair or replacement and may receive disciplinary action as well.

Parents are expected to pay an appropriate charge for any Chromebooks, laptops, textbooks or other district owned materials (sports uniforms, band instruments, etc.) that are lost or damaged.

In instances where financial responsibilities are not met the following may occur:

- Report cards, and transcripts will be withheld
- Participation in non-academic extra-curricular activities may not be permitted

Complaint Procedure

The administration and staff of the Sanborn Regional School District believes every student is a unique and important individual deserving of our respect and courtesy. We want you to feel comfortable bringing forward any issue concerning your child.

The procedure for bringing a concern to the attention of the school is as follows:

1. If applicable, bring your concern to your child's teacher or guidance counselor first.
2. If you are unable to resolve the issue, contact the Director of Guidance or an Assistant Principal.
3. If you are unable to resolve the issue, contact the Principal.
4. If you are still unable to resolve the issue, please write a letter to the Superintendent of Schools, with a copy to the principal.
5. You may request a mediation meeting.
6. You must then be notified of how the resolution was achieved.

SECTION TWO: STUDENT CODE OF CONDUCT

The primary goal of Sanborn Regional Middle School is to educate, not to discipline. The discipline code at Sanborn Regional Middle School is written in the best interest of our academic and social community, which focuses on balancing student rights with the school's obligation to maintain safety and order. Conduct by any student that interferes with or disrupts such an atmosphere will be dealt with utilizing a restorative justice model. There are three main goals in Restorative Justice: accountability, community safety, and social development. Restorative Justice provides an opportunity to hold the wrong-doer responsible for their actions and figure out a way to repair the harm they have caused. It also strives to keep the community safe through strategies that build relationships and empower everyone to take responsibility for the well-being of all members. Lastly, Restorative Justice seeks to increase the social skills of those who have harmed others, and attempts to address the factors that led to the harmful behavior. Students are expected to follow all school rules. Non-compliance penalties are outlined below in the Student Discipline Code. Any infraction not covered by the rules set forth in the Code will be handled at the discretion of the administration and the Justice Committee at SRMS.

Sanborn Regional Middle School utilizes a Justice Committee System that provides ways to effectively address behavior and other school-related issues.

- Improves safety by preventing future harm.
- Offers effective alternatives to suspension and in-school detention.
- More supportive, inclusive, and educational than other approaches.
- Enables students to settle low-level disputes or disciplinary problems
- Helps to figure out the best solution for the community
- Empowers students to work to resolve conflict, representing a variety of different perspectives.

Description of Disciplinary Consequences

Teacher Detention

Each teacher within the policies set forth by the Sanborn Regional District School Board, will establish behavior expectations in their own classes. The right of the class to learn in a safe, orderly, and effective manner outweighs the rights of one to disrupt. If a student disrupts the social harmony of the classroom, it is the responsibility of the student to restore balance in collaboration with the student/teacher/class. To make it right with the community, students may be asked to give time back for time taken at the discretion of the teacher, administration, or Justice Committee. A teacher may assign any student a detention for an infraction of any of the school or individual classroom rules. A teacher can also fill out an incident report and refer the student to the Justice Committee. Students must be given notice and the detention cannot be more than one hour in duration. A phone call or conference with the parent is an additional option. (See SRSD Policy [JKB](#))

Administrative Detention

If a student disrupts the social harmony of the school, it is the responsibility of the student to restore balance in collaboration with the administration. To make it right with the community, students may be asked to give time back for time taken at the discretion of the teacher, administration, or Justice Committee. School administrators may assign after school detention to any student for violating a school rule. School administrators can also fill out an incident report and refer the student to the Justice Committee. Administrative detention is held in the in-school suspension room under staff supervision. Students are expected to report on time and to stay for the entire hour. Students should come prepared to do schoolwork or with appropriate reading material. No talking or sleeping is allowed. Failure to comply with detention regulations or to be respectful and cooperative while serving detention will result in escalated

consequences. Students are expected to report to administrative detention on the day assigned unless prior arrangements are made with the principal. Students absent from school on the day they are assigned detention will report on the day they return to school following the absence. Students must give their cell phones to the teacher overseeing detention prior to serving their assigned time. Detention will not count as served if students do not hand in their cell phone. (See SRSD Policy [JKB](#))

Diversion Program

In order to provide a more meaningful and lasting impression on students, the diversion program was developed as an additional level of support/ consequences for students who could benefit from some skill building and group counseling support in order to help students reflect on their recent behaviors and encourage them to make more skillful decisions in the future. Either through discipline meetings with administration or through the justice committee, students can be referred to participate in a week long (five 40 minute sessions) diversion group where they will work with the school counselors and complete a series of curriculum activities related to areas of concern.

Community Service

The Justice Committee may assign community service as an option to restore balance to the school community. Students may be given the option to perform community service hours in lieu of other disciplinary consequences.

Inside School Suspension

ISS is an in-house program to which a student may be assigned to spend the entire or a portion of the school day in the designated ISS location for breaking school rules. Students must meet the requirements set for in the ISS contract in order to receive credit for the day. Students who are serving ISS will be required to turn in their cell phone to administration prior to beginning ISS. If a student refuses, the ISS may be turned into an OSS, with additional in school and/or out of school suspension time possible. At times, the school may utilize the Justice League to The Justice Committee may recommend to the administration that a student be suspended, but it is the goal of Sanborn Regional High School to implement a restorative model that reduces in-school suspensions. The Justice Committee can recommend additional days of suspension but do not have the authority to suspend students.

Outside School Suspension (External Suspension)

OSS is a mandatory leave assigned to a student who commits serious violations of school rules or poses a threat to school safety. Students are not allowed to participate in school events/athletics during the duration of this suspension. The Justice Committee may recommend to the administration that a student be suspended, but it is the goal of Sanborn Regional Middle School to implement a restorative model that reduces outside school suspensions. The Justice Committee does not have the authority to suspend students.

Suspensions

No student shall be suspended without being informed of the reason for the suspension. The parent or legal guardian shall also be informed as to the reason for the suspension. The site administrator may suspend the student for not more than ten (10) days. (Refer to the section 6 of this handbook entitled —Sanborn Regional School District Policies‖ for additional information.)

School Resource Officer

The School Resource Officer is present at Sanborn Regional Middle School each school day and is responsible for all school safety issues, for keeping the community in balance, and as a personal resource for both students and staff. We hope that students will feel comfortable seeking assistance and counsel whenever they have issues or concerns that might require the School Resource Officer's expertise or advice.

Police involvement

In situations that occur during school, in any school building, on any school property, on any school bus, during any school sponsored event, or during any period of time when students are subject to the authority of school personnel is governed by a Memorandum of Understanding‖ between the Sanborn Regional School District and the Kingston Police

Department. A copy of the memorandum is available upon request. This collaborative effort is designed to ensure a safe school environment and supports zero tolerance for drugs, alcohol, weapons, and violence. In accordance with these goals, the Kingston Police Department becomes involved with the school in these areas and any others that may violate the law. In such cases, individual incidents, including student names, will be reported to the police. The principal reserves the right to involve the police in the investigation of suspected illegal activity.

Virtual Learning Issues

The school may address actions occurring in the online classroom as they would in a traditional setting. If a student exhibits poor etiquette in online classes, they may be removed to complete a training module before being allowed back into the online classroom.

Attendance Guidelines ([SRSD Policy JH](#))

Class attendance is essential for gaining the full learning experience provided by Sanborn Regional Middle School and for providing teachers with sufficient evidence to determine whether or not a student has demonstrated competency. Students must make every effort to be in class on a consistent basis to fully benefit from the opportunities for academic, social, emotional, and physical growth.

1. Parents and students are expected to share responsibilities for regular attendance.
2. The school should be notified of any anticipated absences and/or called on the morning of an absence. Parents are encouraged to call before the start of school or leave a message on the school's attendance voice mail at any time prior to the start of school (642-3341 press 4 after the voice recording).
3. Whenever possible, parents should send to the office any written documentation to support an absence (doctor visit, college visit, court hearing, funeral, etc.) as soon as possible.
4. A student's absence will be declared documented or undocumented based on the guidelines listed below. Students are expected to make up all work that they miss due to an absence from class in a timely manner. Individual teachers will set deadlines for this make-up work.
5. All absences, excused or unexcused, documented or undocumented, will count toward the attendance limit.

Documented absences are absences necessary for the health and welfare of the student, a significant family emergency, or a school sponsored activity. Documentation is required for all of these absences and will be kept on file in the Main Office. Such absences may include but are not limited to the following:

- Illness: A doctor's note may, at the discretion of administration, be required. An absence of 5 or more consecutive days will require a doctor's note brought to the school nurse.
- Medical appointments or treatment.
- Religious holidays regularly observed by persons of the child's faith.
- Attending the funeral service of an immediate family member.
- Personal or family emergency requiring the student's absence when approved, at the discretion of the school administrator.
- Family obligations (not including vacations) with prior approval from an administrator.

Undocumented absences are absences from class or school that are not within the spirit of the New Hampshire Education Laws. Undocumented absences may include, but are not limited to, leaving the building without permission, truancy, class cuts, other absences that do not meet the criteria to be considered documented absences as noted above. Absences that are not declared by a parent on the day of the absence will be considered undocumented until documentation is provided.

It is important that students and parents realize that the limits of absenteeism listed in these guidelines are not to be considered as approved days to be absent from class.

Family Vacation

Family vacation absences will be charged against the student's attendance record for the purpose of the attendance policy. It is the student's and parent's responsibility to have the family vacation form filled out one week before the requested family vacation. It will then be the student's responsibility to collect any work that will be missed during

the family vacation and to set a deadline for the work with each individual teacher. A student must give the teacher at least one week's notice prior to the family vacation.

Attendance Limits

The attendance limit for a full year course is twelve (12) absences. Students who surpass the attendance limit for a course will be assigned additional academic coursework and a date by which it must be completed, typically immediately following the last day of school. If the student does not complete this work by the established due date, their final course grade will be recorded as an IWS (Insufficient Work Shown) which will result in no credit for the course.

The school will notify students and parents quarterly if they are in danger of surpassing the attendance limit for a class.

If a parent or guardian believes their child should be exempt from this attendance limit due to extenuating circumstances, they may make an appeal to the Building Principal. See below for information on the appeal process.

Tardiness/cutting class

Students are expected to be in school and in class on time. Students who are habitually late to school will receive disciplinary consequences from a school administrator. Students who are habitually late to class will receive disciplinary consequences from their teacher.

Participation in Extra-Curricular Activities

Students who arrive to school late without a valid (documented) reason and students who have undocumented absences from school will not be permitted to participate in any extra-curricular activities or school-sponsored events that are held that same day. This includes participation in sports, sports practices, clubs, music concerts, plays, field trips, etc.

Suspensions

Suspension days do not count toward the attendance limit. Students who are suspended from school are required to make up work they missed during their suspension from school. Students are responsible for requesting work from each teacher. Upon return to school all work must be completed in a timely manner with a due date established mutually between the student and the teacher.

Appeal Process

All appeals of the attendance policy shall be made in writing to the principal as soon as possible, no later than five days after the parent and/or student has received notification that they have surpassed the attendance limit. The appeal will be reviewed by the principal, or his or her designee. Documentation provided by students throughout the year will be kept on file and will be reviewed as part of the appeal process.

Dress Code ([Policy: JICA, JICA-R](#))

-Students shall dress themselves in an appropriate manner. At all times their dress 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.

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, 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 or 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.

Bullying, Harassment, Hazing, Discrimination ([SRSD Policies JICK and ACAA](#))

It is the policy of the Sanborn Regional School District to maintain a working and learning environment that is free from harassment and violence based upon age, color, disability or handicap, gender, national origin, race, religion, or sexual orientation. The district prohibits any and all forms of bullying, harassment, or violence and has developed this policy to ensure that the educational opportunities of all students and the employment conditions of all employees are not threatened or limited by such harassment. Refer to the section of this handbook entitled Section 6 —Sanborn Regional School District Policies for more specific detail and to determine reporting procedures. Students who fail to adhere to these guidelines could be subject to disciplinary action.

School Bus Transportation ([SRSD Policy EEAEC](#))

School bus transportation is a privilege. All school rules for behavior, including non- smoking, apply. Failure to cooperate with the driver can and will ultimately result in loss of the school bus privilege. Please do not request the bus driver to allow a student to get off the bus at a stop other than the one the passenger is supposed to use. The driver may stop only at designated bus stops. System-wide bus rules and regulations are also in effect. Refer to the section 6 of this handbook entitled Sanborn Regional School District Policies for additional information. Students who fail to adhere to these guidelines could be subject to disciplinary action or referred to the Justice Committee.

Bicycles

Students using bicycles for transportation to and from school should park and lock their bicycles, at their own risk, to one of the racks located in the front of the building

Skateboarding

Skateboarding, roller-blading, scooter riding is NOT permitted on campus at any time. Skateboards must be stowed in a locker, classroom, or main office during the school day.

Due Process ([see SRSD Policy JICD](#))

Students referred for possible disciplinary action will be given the right to due process. This includes the ability to describe their version of events, present physical evidence, and review the evidence against them when that falls within the guidelines of applicable laws and school policies. Any student/guardian who questions disciplinary action taken against them/their child may request an informal discussion with an administrator not directly involved in the initial action for review. The disciplinary action may be enforced until this conversation takes place. Administration will make every effort to expedite these conversations. Any suspension in excess of ten (10) school days, as described in Sanborn Regional School Board Policy JICD, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

Electronic Devices

SRHS/MS Personal Device Expectations

The use by students of personal communication devices such as cell phones, smart watches, and the like is generally prohibited at the SRHS/MS campus during the instructional day. As long as use is not disruptive, students may use these devices during scheduled breakfast or lunch periods, in hallways during passing time, and while on district busses. Personal devices, like cell phones, shall not be used during academic time unless a specific circumstance warrants their use for academic purposes only.

Unless specifically allowed by the teacher for instructional purposes, students must put away/turn off all personal devices while in class.

1. Violation 1: If a personal device is being used after class has started, the student will get a warning and the device must go into the classroom wall pocket for the duration of the class. Teachers should note the date that students violated these expectations.
2. Violation 2: If the student is caught using their device again **within 30 days of the last infraction** the student must take their phone straight to the main office and can only pick it up at 2:10 pm.
3. Violation 3: Same as *Violation 2*, however this time a parent must come to retrieve it from administration. A plan will be created where the student will start the day with the phone in the office.

Examples of improper use include, but are not limited, to the following: interference, disruption or obstruction of the educational environment, academic dishonesty, plagiarism, or violation of intellectual property laws, accessing files or sites not relevant to the curriculum, sending or displaying offensive messages, pictures, or language (e.g. sexting or use in a manner that is profane, indecent, obscene, or vulgar), cyberbullying, harassing, intimidating, coercing, threatening, or attacking others, making public private information without consent, engaging in commercial activities, damaging computers, networks, or other electronic devices, intentionally wasting network resources. Related Sanborn School Board Policy: JICJ

Discipline Reports ([see SRSD Policy JRA](#))

Discipline reports are considered part of a student's record. The policies for how records are maintained and who has access is described in Sanborn Regional School Board Policy JRA.

Discipline Levels

Level I: Classroom Behavior (Dealt with by teachers)

1. Unauthorized use of electronic devices
2. Attendance concerns: Tardy, leaving class early, missing for an extended period of time during class
3. Dress code violations
4. Disrespect/insubordination
5. Any other disruption of the learning environment in the classroom

Consequence Guidelines: Verbal or written warning, confiscation of device by teacher, teacher detention, communication with parent/guardian.

Level II: School Behavior (Dealt by an administrator and/or referral to Justice Committee)

1. Failure to report for a teacher or administrator-assigned detention
2. Cutting class, roaming hallways

3. Misbehavior in any common area (cafeteria, hallway, auditorium, etc.)
4. Presence in an unauthorized area (cafeteria or gym during a non-assigned time, auditorium without permission, unsupervised classroom area, outside without permission, etc.)
5. Opening any outside doors to any person during the school day (All visitors must be let in by the office staff only)
6. Any other disruption of the learning environment in the school

Consequence Guidelines: Conference with Administrator, administrative detention, community service, diversion program referral, restitution, or one (1) day in-school suspension.

Level III: Chronic and/or Significant School Behavior (Dealt with by an administrator)

1. Failure / refusal to comply with a level I or II consequence
2. Chronic/repeated disrespect and/or insubordination to a staff member
3. Profanity/obscenity directed at a staff member or peer
4. Dishonesty, including plagiarism, cheating, lying, and forgery,
5. Gambling
6. Theft (requires restitution and report to the local police)
7. Violation of Acceptable Use Policy for Technology (network access may be restricted)
8. Vandalism, destruction or defacement of school property (may require report to local police)
9. Leaving the school building and/or property without permission; transporting another student without permission
10. Any other chronic and/or significant behavior act which disrupts the educational environment of the school

Consequence Guidelines: Conference with administrator, detention, up to five days of either In-School or Out-of-School Suspension.

Level IV: Safety Violations (Dealt with by an administrator, some require report to local police)

1. Possession, use, or knowingly being in the presence of nicotine delivery devices, such as cigarettes, vaporizers or related paraphernalia, and/or similar items
2. Instigating a fight or physically threatening or intimidating another person
3. Fighting or assaulting another student or staff member
4. Harassing, bullying, violating civil rights, and/or otherwise discriminating against students or staff (includes gender; sexual orientation; race, color or national origin; disability; ethnic; religious; any other characteristics.)
5. Organizing or participating in hazing incidents
6. Any act which could cause, does cause, or results in the injury or public embarrassment of a student or staff member.
7. Any act which threatens the safety or well-being of the offending student or of other students or staff
8. Possession of prescription or over-the-counter medication other than that required to be carried for personal safety as outlined in Policy JLCD--this will normally be limited to epi-pens and inhalers
9. Any other similar safety violation not specifically listed above.

Consequence Guidelines: Up to ten (10) days in or out of school suspension, or a combination of both up to ten days. Referral to local police is required in some cases. Repeat offenders may receive more significant consequences, and may be required to meet with the Superintendent of Schools or his/her designee with the possibility of additional consequences up to and including expulsion as determined by the Superintendent or his/her designee. Students may be offered the opportunity to participate in the Justice Committee process.

Level V: Legal Violations (Dealt with by an administrator and reported to the local police)

1. Possession, use, or knowingly being in the presence of drug paraphernalia and/or any controlled or illegal substance, being under the influence of any controlled or illegal substance, or assisting in the procurement of same; this includes prescription medication not prescribed for that student and alcoholic beverages. Derivatives of controlled substances including but not limited to edible delivery systems and extracts of

- controlled substances are also considered the same as the substances themselves
2. Sale or distribution of, or intent to sell or distribute/gift any controlled or illegal substance
 3. Possession use, or knowingly being in the presence of a dangerous weapon (see School Board Policy JICI)
 4. Sale or distribution of, or intent to sell or distribute/gift a dangerous weapon
 5. Creation of a public alarm which endangers or has the potential to endanger the safety of any student or any group of students or staff
 6. Any other similar legal violation not specifically listed above.

Consequence Guidelines: Up to ten (10) days in or out of school suspension, or a combination of both up to ten days. Referral to local police. Repeat offenders may receive more significant consequences. Required meeting with the Superintendent of Schools or his/her designee with the possibility of additional consequences up to and including expulsion as determined by the Superintendent, his/her designee and/or the School Board.

Searches and Interrogations ([SRSD Policy JIH, JIH-R](#))

Searches

The superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school when that person has reasonable suspicion that the student may have on the student's person or property:

- Alcohol
- Dangerous weapons
- Prohibited electronic devices
- Controlled dangerous substances as defined by law
- Stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.

School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.

Interviews and Interrogations ([SRSD Policy JIHD](#))

Interviews by School Administrators

When a violation of Board policy or school rules occurs, the school principal or designee may question potential student victims and witnesses without prior consent of the parent, guardian, or legal custodian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Interrogations by School Administrators

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate / question the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing to the proper school administrator.

Interviews and Interrogations by Law Enforcement Officers

Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the students' class time. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the principal or designee shall immediately contact the Superintendent of district legal counsel for assistance.

Prior to any interrogation of students by law enforcement, the principal or designee will make a reasonable effort to contact the student's parent(s)/guardian(s) to inform them of the pending contact with law enforcement, and allow the parent reasonable time to join their child during that process. An exception to this will be made in line with the first paragraph of this policy in cases of suspected child abuse by a family member.

In the event of any inconsistency between this policy and any memorandum of understanding between the District and local law enforcement agencies, such memorandum of understanding shall control.

SECTION THREE: EMERGENCY PROCEDURES

The Sanborn Regional School District is committed to ensuring the safety of its students and staff. Members of the administration, professional personnel, and support staff have received training in emergency procedures and have adopted the following recommendations of the *New Hampshire Office of Emergency Management, Kingston PD, and the Secret Service*. *Teachers, staff and students are now ALICE certified and trained.*

Emergency Situations

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

Response Plans

All staff members will immediately consult the Emergency Procedures Manual posted in each room and will follow the procedures pertaining to the specific occurring event.

Lockdown

This action is used to clear the hallways and common areas of all students and staff and secure them in classrooms or other designated Area of Refuge. When the announcement is made:

1. All students, staff and visitors will report to the nearest classroom or secured space.
2. Close, cover and lock windows and doors and do not leave.
3. Stay away from doors and windows and move to interior walls.
4. Be quiet, shut off lights, and wait for further instruction.
5. Take attendance
6. Do NOT respond to anyone at the door. Administration or emergency responders will enter the room to release you.

Secure Campus (Shelter in Place)

This action is used when the school has been threatened from the outside. When the announcement is made:

1. Students are to be cleared from halls and report to assigned classrooms.
2. Close, cover and lock all windows and doors.
3. Close shades and keep students away from windows.
4. Continue with normal class activities, if practical.
5. Wait for further instructions.

Evacuation

When the announcement is made:

1. Take the closest and safest way out as posted.
2. Do not stop for belongings.
3. Go to the designated area and wait for further instructions.
4. Take attendance and complete the Emergency Accounting Form.
5. Students will be allowed to re-enter the building only after all have been accounted for and the fire department and administration have determined that re-entry is safe.

Reverse Evacuation

This action is used to bring all students and staff into the building. When the announcement is made:

1. Move students/staff inside as quickly as possible.
2. Report to the designated area, take attendance and wait for further instruction.

Drop and Cover

When the command DROP is given:

DROP - Take cover under a nearby desk or table and face away from windows.

COVER - Cover your eyes by leaning your face against your arm.

HOLD - Hold onto the table or desk legs.

Radiological Emergency Response Plan

The Level of Emergency Determines the Appropriate Response

Unusual Event at the Seabrook Nuclear Power Plant: *No notification; no action required.*

Alert at the Seabrook Nuclear Power Plant: *School may be notified. No action required unless directed.*

Stand by Status: *Superintendent of Schools may order, as a precautionary measure, school cancellation via normal procedures.*

Site Area Emergency or General Emergency

School in session: *School may be notified and may be directed to undertake a protective response, such as lock down, or evacuation*

School not in session: *The Superintendent may cancel school via normal procedures as a precautionary measure*

Other Instructions: *Turn on AM/FM radio to WOKQ (97.5 FM).*

Options to be used as directed;

Lock Down: When directed to lock down, follow normal lock-down procedures Evacuation; The Superintendent or Emergency Broadcast System personnel announce that evacuation has been recommended and teachers will follow normal evacuation procedures, including accountability forms.

In the event of students being evacuated from the high school campus because of a radiological emergency, the following procedures will be in place:

Students may be released to their parents/legal guardian if the parent or guardian arrives prior to his or her student boarding the bus. All remaining students will be transported via bus to the reception center (Memorial High School, Manchester, NH), where they may be picked up by parents/legal guardians. Faculty members will accompany the students on each bus. School representatives will be assigned to supervise the students until they are picked up at the reception center by parents or legal guardians.

SECTION FOUR: STUDENT ACTIVITIES AND SERVICES

Co-Curricular Activities

It is the philosophy of Sanborn Regional Middle School that much of what is valuable about the high school experience takes place outside of the traditional classroom. We encourage students to develop, and maintain, connections to the school community by becoming involved in activities that they have an interest in or already have a talent for. We are committed to offering a wide range of activities for all students to become involved in. The variety and availability of these programs is something we are proud of and we would like to see all students take advantage of our co-curricular program.

Athletics

Sanborn's athletic program consists of an interscholastic program which is elective and offered after regular school hours. **Interscholastic:** interscholastic sports are offered in the fall, winter and spring seasons. All contests are played under the New Hampshire Interscholastic Athletic Association (NHIAA) regulations.

The principal must certify all players' eligibility through the school's official eligibility affidavit as filed with the Executive Director of the NHIAA. For eligibility purposes a particular sport's season begins on the starting date for that sport and ends at the awards ceremony. In order to be eligible to participate in interscholastic athletics, each participant must have a medical statement provided by a physician, dated after January of his or her freshman year, certifying that the student has passed a pre-participation physical examination prior to the beginning of the student athlete's high school athletic career. Any student athlete significantly ill or injured since the last review shall be re-examined by a physician in order to be eligible to participate in interscholastic athletics.

Section 1 Age of Contestants

A student who has reached the age of 20 on or after September 1 may not represent the school in any interscholastic athletic contest during the school year.

Section 2: Post-Graduate and Educationally Handicapped

- A. No graduate will represent the school in interscholastic athletics.
- B. Special Education Students receiving service under PL 94:142, 89:313, RSA 186:C and related State Board of Education regulations may be declared academically eligible by the principal provided that all other eligibility requirements are met.

Section 3: Scholastic Standing

- A. A Student who has failed 2 courses or more during the previous ranking period may not represent the school on any interscholastic team. A student must be full-time to participate in interscholastic sports.
- B. *Summer School* -A student may not regain *athletic* eligibility by making up academic failures of the regular school year during the summer. (Academic appeals should be directed to administration).
- C. *Incompletes* - not to be considered passing grades for the purpose of eligibility.

Section 4: Semester Rule

A student is eligible for competition for no more than 8 consecutive semesters beyond the 8th grade whether he/she competes in interscholastic athletics. Athletic participation by seventh and eighth graders does not count toward the 8 allowed semesters. A student may not transfer to another school to increase eligibility.

Section 5: School Attendance Requirements

All student athletes are expected to be present at school, in all of their classes, and on time, in order to participate in practices and games on that day. Students that are habitually tardy to school may be suspended from athletic participation. Any student who is absent from school, tardy to school, or NOT present in an academic class, may not attend practice or an athletic contest on that day. Exceptions must be authorized by the Athletic Director or an administrator.

Section 6: Participation

All members are expected to participate in all practices and events. Special arrangements will not be allowed. Members of a school team are prevented from missing a high school practice or competition to compete with an "out-of-school team." Priority must be given at all times to the high school team, its practices, and its contests. Any student athlete who violates this rule will suffer consequences mandated by the state. The Athletic Director and the Administration may consider extenuating circumstances on a case-by-case basis. Violations could result in dismissal or suspension from the organization.

Attendance Rules: On the 4th unexcused absence an athlete will be dismissed from the team – This includes things you choose to do. Examples include: dance, driver's education, ski club, concerts, work, etc. School vacations/holidays – miss a game/sit a game 1 unexcused absence athlete will not play in next contest 2 late or leave early = 1 unexcused absence 3 1 late to game sits first half

Section 7: Travel to and from Event

Every participant is expected to travel to and from each event with the organization he or she is a member of. Exceptions will only be considered upon written request from parent or guardian. Any emergency situation must be noted in writing to the coach as soon as possible for authorization.

Section 8: Unsportsmanlike Conduct

The Coaches and Athletic Director expect good sportsmanship and proper behavior at all times. Severe misconduct may result in immediate removal from the team.

Section 9: Uniforms and Equipment

These should be returned in the same condition that they were issued. Students who do not return cleaned uniforms will be billed.

Section 10: Tobacco/Drug/Alcohol

Offenses are cumulative throughout the year.

- A. Tobacco: First Offense - One-week suspension or two contests, whichever is greater. Students must show proof of registration in a substance awareness class. Athletes will complete the course by date agreed upon by the Athletic Director/administration. Second Offense (this is cumulative throughout a student's high school career) - Dismissal from athletics for the rest of the year.
- B. Alcohol/Drugs: First Offense - Two-week suspension or four contests, whichever is greater. Students must show proof of registration in a substance awareness class. Athletes will complete the course by date agreed upon by the Athletic Director/administration. Second Offense (this is cumulative throughout a student's high school career) - Dismissal from athletics for the rest of the year.

Probationary Eligibility

When a student-athlete is deemed ineligible for athletics based on the school standard, but is eligible based on the NHLAA standard, they may request, in writing, probationary eligibility. The request must be signed by the student and his/her parent or guardian and contain compelling reasons in order to be considered.

The school principal may grant probationary eligibility based on the student's ability to adhere to the following standards and expectations:

1. Weekly academic progress reports with not more than 1 (one) failing course (due on Fridays).
2. No disciplinary infractions resulting in In-School or External Suspension.

In the event that the student athlete does not meet either of the above standards, he/she will immediately be deemed ineligible and removed from the team for the remainder of the season. The school principal will have final decision-making authority.

All other team requirements are in effect during the probationary eligibility.

Interscholastic Sports Programs:

Baseball	Golf *
Basketball	Soccer
Cheerleading	Softball
Cross Country	Tennis
Field Hockey	Track and Field
Football	Winter Track
Swimming**	Wrestling**
Gymnastics**	Bowling**

**Course play experience and some rule knowledge required*

***Not a funded school sport.*

Complaint/Appeal Procedures

The protocol listed below should be followed in communication or actions taken with student/athletes in regards to any situation that arises during the season.

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. School board

Advisory

The advisory program ensures that every student has the opportunity to feel known, heard, and understood by an adult in a non-academic setting. Counselors and advisors work together to implement a comprehensive guidance curriculum which assists in fostering a fulfilling high school experience for all students and in establishing a post secondary plan. Through these twice-weekly small group meetings, meaningful connections are made with other students and adults. The advisory program focuses around the following vision.

Student Emergency Information

Emergency contact information must be updated annually (or when important information changes) using an online form located on the middle school website. The information provided is critical to ensuring direct communication with parents/ guardians in the event of an emergency. Accurate medical information also helps to ensure the safety of students.

School Counseling Services

The Sanborn Regional Middle School Counseling program is an essential part of the educational process for students. This program is designed to meet students' needs by helping them define and meet expectations in all facets of their lives – educational, emotional, social, and career. Each student will be assigned to a school counselor upon entrance to Sanborn Regional Middle School. Activities are conducted on a regular and planned basis with the goal of providing students with experiences to help them grow and to reach their full potential. Counselors provide direct services to students, as well as working with parents, school staff, and members of the community.

Unless otherwise instructed in writing by a parent or guardian, services provided through the School Counseling Office will be provided to all students through self-referral, staff referral, and/or parent referral. Special Education students who require counseling as an educationally related support will receive service consistent with state and federal laws and as detailed in the Individualized Education Plan.

All information shared in the counseling relationship is treated with the deepest respect. Counselors have an ethical responsibility and professional duty not to divulge information learned in private interaction unless there are compelling circumstances, or a legal mandate to do so. Counselors are obligated to share information with parents of minors and others in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse and neglect; and, to warn potential victims of the intent to harm.

Library

The school library is open from 7:00 a.m. to 3:15 p.m. The library provides all students with access to online databases, eBooks, and digital audiobooks for research and enjoyment. The username to access most of these digital resources is Sanborn NH and the password is 03848. To read or listen to a book on Overdrive, use your student ID#. Let your librarian know if you have any questions.

School Nurse

A full time registered nurse is on staff to provide a quality comprehensive health program at Sanborn Regional Middle School. This program will promote the health, safety, and well-being of all students and staff. Any student who becomes ill or injured during the school day should report to the school nurse. She is responsible for dismissing the student, for contacting the parent or guardian, and/or for calling for additional medical support services. A student who is dismissed because of illness may not participate in any school event/activity later that day.

Prescription medication required by a student must be kept in the Nurse's Office and administered by her when required. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening conditions. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Students shall not share any prescription or over-the-counter medication with another student. ([See Policy JLCD](#))

SECTION FIVE: GENERAL INFORMATION

Acceptable Use Policy - Technology

The technology mission of the Sanborn Regional Public Schools is to ensure that technology is an integral component of our educational community, enhancing learning, instruction, communication, and information management. To meet this mission, networked computers with Internet and Intranet access, non-networked computers, as well as peripheral equipment are made available for student use.

Network access is available to students and staff of the Sanborn Regional School District to the extent that it is appropriate. It is the goal of the district to provide Internet tools for research, worldwide resource sharing, and communication for the purpose of encouraging educational excellence. Internet use that is integrated into school curriculum fosters information retrieval skills, nurtures critical thinking skills, and provides educational opportunities for both students and staff.

Sanborn Regional Public School Network access for students and staff is a privilege, not a right. Along with this privilege come certain responsibilities for all users. The school district is providing access to the Sanborn Network for educational purposes only. All users must conform to the terms and conditions established by the District. If a student is under the age of eighteen (18) years of age, he or she must have his/her parents read and sign this policy. The school district cannot provide access to any student who, if eighteen (18) years of age or older, fails to sign and return the policy or, if under Eighteen (18) years of age, does not return the policy with their own signature and the signature of his/her parents or guardians. Terms and conditions of the Sanborn Regional School District Acceptable Use Policy are available from the Director of Technology or on the school district web site: www.sau17.org.

Hall Passes

No student should be out of a class without a hall pass issued and signed by a staff member. Students should arrive in class with all materials needed for the day and ready to go to work. Students arriving late to their first period class must present a blue pass issued by the main office.

Student Lockers

Students will be assigned a locker on an as-needed basis at the beginning of the school year from the School Counseling Office. Each locker is school property and should be treated as such. Athletic lockers are assigned by the athletic department. The school is not responsible for items left unattended in or around the boys and girls locker rooms area.

Lost and Found

Personal possessions found by students in the building should be brought to the Main Office. Students who have lost such items should check with the Main Office. After the end of the school year, all unclaimed lost and found items may be donated to local charities.

“No School” Announcements

If there is to be a school cancellation, delay, or early release because of weather or other unforeseen emergencies, it will be announced by the local broadcast media and through the automatic phone notification system.

Visitors

All visitors must check in at the Main Office and receive a Visitor’s Pass. Visitors who are on campus without permission will be asked to check in or leave. No delivery persons or service providers are allowed on campus without permission of the administration. **Students must not open any outside doors for visitors.**

ACADEMIC CALENDAR

Please review and keep out for easy reference to important dates. Please note that special circumstances may require a change in the calendar throughout the year. We will do our best to ensure the most current version of the calendar is listed on our school website.

SCHOOL REGISTRATION/WITHDRAWAL

When registering, please visit our [school website](#) to complete the necessary forms and documentation requirements. Please notify the school in advance if your child will be withdrawing from Sanborn Regional Middle School.

STUDENT DISMISSALS

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 will be released only to a legal guardian/parent or those designated by the legal guardian/parent on the Student Emergency Form. It may be necessary for you to show identification before your child will be released.

We strongly encourage families to use Pickup Patrol when changing student dismissals. Each family that will be new to Sanborn Regional Middle School will receive an email from Pickup Patrol that will allow you to create a secure account. Once created, all changes in dismissal can be easily and securely made using Pickup Patrol. If Pickup Patrol cannot be accessed for some reason, parents/guardians can send in a signed and dated written note when changing dismissal. The note should be addressed to their teacher and given to your child to hand in to their teacher. For the safety of the students and to avoid last-minute end of the day classroom interruptions, the **cut off time for dismissal changes is 1:00 pm. No changes in transportation will be made based on telephone requests or emails without verification and authorization from an administrator.**

On rare occasions, we will accept dismissal changes by fax to (603) 382-9771 prior to 1:00 p.m. Please follow up with a phone call to ensure we have received your fax. In the event of an emergency, please call the school at 382-6226. Again, please do not email us dismissal changes.

CHANGES IN TRANSPORTATION/DISMISSAL

Students who are eligible for bus transportation will ride their assigned bus. Often 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 Salter Bus Company at (800)-479-6433 to receive prior approval. If approval is obtained, parents must submit this change in Pickup Patrol to ensure that all parties are informed of the change. Students will not be discharged from school unless a parent, guardian, or a person identified on a student emergency card is present to pick them up.

NO TOLERANCE

The Sanborn Regional School District has adopted a **NO 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 SRSD Policies related to behavior.

No 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 EXPECTATIONS

Sanborn Regional Middle 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.

STUDENT EXPECTATIONS WHEN RIDING SCHOOL BUSES

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 the 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.
- 2nd Incident: Driver submits a written report to the principal and parents are notified.
- 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 the 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.

Sanborn Regional Middle School Family Handbook Signature Sheet

Parents/Guardians are required to sign this sheet and fill out all emergency cards and students must return them to classroom teachers by the end of the first week of school.

We have read and understood the contents of the 2020-2021 Sanborn Regional Middle School Family Handbook. We acknowledge that it is our responsibility to understand the contents of this handbook and to adhere to its rules and regulations. It is also understood that the policies, guidelines, and expectations contained in the Family Handbook are subject to change at any time, in the best interest of students and the school community. I sign below with the understanding that I am bound by the policies, guidelines, and expectations contained in this handbook.

Student Name (Print Clearly)

Grade

Parent Signature

Date

Teacher Name (Print Clearly)