

# **Seabrook Elementary School**

256 Walton Road

Seabrook, NH 03874

603-474-2252

*[www.elementary.seabrooksd.org](http://www.elementary.seabrooksd.org)*

## **2018 – 2019**

### **Preschool -- Grade 4**

### **Student & Parent/Guardian Handbook**



# Seabrook School District Calendar 2018-2019

August 2018					
M	T	W	T	F	
NT	NT	NT	*23	*24	Days
*27	28	29	30	X	S
				3	
				T	
				6	

Aug. 20-22 New Teacher Orientation  
 Aug. 23, 24, 27 Teacher Orientation  
 Aug. 28 Opening Day (Grade 1 – 8)  
 Aug. 31 NO SCHOOL

January 2019					
M	T	W	T	F	
	X	2	3	4	Days
7	8	9	10	11	S
14	15	16	17	18E	21
H	22	23	24	25	T
28	29	30	31		21

Jan. 18 Early Release-Seabrook  
 Jan. 21 MLK/Civil Rights Day

September 2018					
M	T	W	T	F	
H	4	5	6	7	Days
10	11	12	13	14	S
17	18	19	20	21	19
24	25	26	27	28	T
					19

Sept. 3 Labor Day  
 Sept. 4 Opening Day (Kind & PK)

February 2019					
M	T	W	T	F	
				1	Days
4	5	6	7	8E	S
11	12	13	14	15	16
18	19	20	21	22	T
X	X	X	X		16

Feb. 8 Early Release-Seabrook  
 Feb. 25 - Mar. 1 Winter Break

October 2018					
M	T	W	T	F	
1	2	3	4	5E	Days
H	9	10	11	12	S
15	16	17	18	19	22
22	23	24E	25	26	T
29	30	31			22

Oct. 5 Early Release - Seabrook  
 Oct. 8 Columbus Day  
 Oct. 24 Early Release – SAU wide

March 2019					
M	T	W	T	F	
				X	Days
4	5	6	7	8	S
11	12	13	14	15E	19
18	19	20	21	22	T
25	26	27	28	29	19

Mar. 15 Early Release-Seabrook

November 2018					
M	T	W	T	F	
			1	2	Days
5	6	7	8	9E	S
X	13	14	15	16	18
19	20	**X	H	X	T
26	27	28	29	30	19

Nov. 9 Early Release- Seabrook  
 Nov. 12 Veterans' Day Observed  
 Nov. 21 - 23 Thanksgiving Recess

April 2019					
M	T	W	T	F	
1	2	3E	4	5	Days
8	9	10	11	12	S
15	16	17	18	19	17
X	X	X	X	X	T
29	30				17

Apr. 3 Early Release-SAU  
 Apr. 22 - 26 Spring Break

December 2018					
M	T	W	T	F	
3	4	5	6	7E	Days
10	11	12	13	14	S
17	18	19	20	21	15
X	X	X	X	X	T
X					15

Dec. 7 Early Release-Seabrook  
 Dec. 24 - Jan. 1 Holiday Vacation

May 2019					
M	T	W	T	F	
		1	2	3	Days
6	7	8	9	10	S
13	14	15	16	17	22
20	21	22	23	24E	T
H	28	29	30	31	22

May 24 Early Release-Seabrook  
 May 27 Memorial Day

X - No School					
S - Snow Day make up dates					
Early Release Days: 10/5 10/24 11/9 12/7 1/18 2/8 3/15 4/3 5/24					
* In-service Day – Teachers Only (No School for Students)					
** Compensation Day for Teacher Night Conferences – (No School for Students)					

June 2019					
M	T	W	T	F	Days
3	4	5	6	7	S
10	11	12	13	*S	9
S	S	S	20	21	T
24	25	26	27	28	10

June 13 Tentative Last Day

TOTAL DAYS:
Students: 182
Teachers: 187

**~Welcome to Seabrook Elementary School~**  
**2018-2019**

Dear Seabrook Elementary School Families,

We are excited to begin the 2018-19 school year with your child(ren) in our school. We are fortunate to have a wonderful surrounding community and we look forward to working with you, the families of our students, to help the students be engaged learners and become productive members of our society. We must collectively strive to help our students reach their full potential. In order to achieve this goal, we must have the collaboration of all members within our school community. The Seabrook Elementary School Parent/Guardian & Student Handbook contains important information that will help foster collaboration in helping our students be successful. ***Please review this handbook and discuss the information with your child(ren), as appropriate.*** We hope that you continue to use the handbook as a reference throughout the school year. We also encourage you to visit the district website to view all current Seabrook School Board policies.

We have an amazing staff of approximately 90 members (teachers, paraprofessionals, administration and support staff), each dedicated to the goal of providing the best education possible to our 445 students across six grade levels (Preschool – 4<sup>th</sup>). The mission of the Seabrook Elementary School is “to actively engage all learners in developmentally appropriate, research-based instruction, in a safe and nurturing environment; one that instills character development and creates a foundation for life-long learning.” We are confident in saying that Seabrook Elementary School is continuing to provide a place for students to learn and thrive academically, socially and emotionally.

We are dedicated to staying current on professional development and new teaching practices to ensure that we are providing the quality curriculum and instruction that our students deserve. Our reading, mathematics and writing programs/curriculum are research based and provide our students with rigorous, explicit instruction. All core subject curriculums follow the Common Core State Standards, ensuring that students are able to achieve at the same level of students across the country. It is our goal to engage all students in learning, helping them reach their full potential along their path to being college and career ready.

Seabrook Elementary School has many accomplishments to celebrate and our work is never done. We are constantly striving for more and making adjustments to meet the ever changing world around us. We hold to many of our tried and true teaching practices, but enhance our curriculum and instruction daily to stay current and engage our students. All of our accomplishments would not have been possible without the continued support and dedication from the entire Seabrook community and we thank the Town of Seabrook for all that they do to support our school system. Together, we are providing a wonderful learning experience for our students.

*The SES Staff*

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## **SEABROOK ELEMENTARY SCHOOL MISSION STATEMENT**

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

## **SEABROOK ELEMENTARY SCHOOL GOALS**

**The goals of the Seabrook Elementary School for the 2018-19 school year are to:**

1. Pursue the ultimate goal of 100% student proficiency in core subject areas, while continuing alignment to the Common Core State Standards and Next Generation Science Standards.
2. Engage in professional development focused on providing academic enrichment opportunities in the classroom through rigorous instruction, differentiation, teaching models/strategies, development of interdisciplinary units and project-based learning.
3. Enhance the RTI model (ELA, Math and Behavior), using relevant student data to make individual and group decisions about adjusting practice with the goal of improving student performance.
4. Continue the implementation of the educator appraisal system for all teachers.
5. Enhance school climate, student wellness, collegiality, and parent/community engagement.
6. Increase student and staff technological proficiency.

## **Seabrook Elementary School ~ Staff Members 2018-19**

### **Administration**

Stephanie Lafreniere, Principal  
Mark Dangora, Assistant Principal  
Anna Williams, Director of Special Services

### **School Counselor/504 Coordinator**

Robin Casassa

### **Social Worker**

Maria Easton

### **School Nurse**

Mary MacInnes, RN

### **Pre-School Teachers**

Allison DeCicco  
Erica Rosenson

### **Kindergarten Teachers**

Kim Dovey  
Laura Litcofsky  
Kirsten Ranalli  
Amanda Ruiz  
Shawn Valentine

### **Grade 1 Teachers**

Catherine Colby  
Whitney Forbes  
Fran Kendellen  
Kelley MacInnis  
Lori McCullough

### **Grade 2 Teachers**

Catherine Hayward  
Taylor LaBonte  
Cathy MacDonald  
Tammy Thomson

### **Grade 3 Teachers**

Philip Lyster  
Isabelle O'Kane  
Chris Small  
Stacy Small

### **4<sup>th</sup> Grade Teachers**

Jaclyn Rohr  
Janice Hartley  
Heather Lister  
Kate Noone

### **Office**

LeeAnn Bruneau, Administrative Assistant  
Laurie Dube, Receptionist  
Angela Ducharme, Special Services Admin. Assist.

### **Resource Officer**

Keith Dietenhofer

### **Psychologist**

Terese Pawletko

### **Information Technologist**

Dan Hoy  
Kyle Brown, Assistant

### **Unified Arts Teachers**

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

### **Literacy**

Jennier Thomas, Literacy Coordinator/Title I  
Jeannae Halliwell, Reading Specialist  
Emily Herbst, Reading Specialist (Title I)

### **Special Education Case Managers**

Karen Grady (K, 1<sup>st</sup> & 2<sup>nd</sup>)  
Kim Herzig (3<sup>rd</sup>)  
Ruth DaSilva (4<sup>th</sup>)

### **ESL Teacher**

Denise Immoor

### **Specialists**

Whitney Marino, Autism

Angie Butzer, Behavior/ED/LD  
Kelsey Conley, Behavior Support Assistant  
TBD, Behavior Asst.  
Deb Moore, Behavior Asst.

Jennifer Faro, Speech  
Britney Krapf, Speech  
Lori Sylvester, Speech

Paula Boivin, Occupational Therapy  
Blake Delaney, Occupational Therapy  
Rebecca MacDougall, Physical Therapy

**Educational Assistants**

Cathy Brown  
Sandra Clark  
Shelley Cox  
Maura Demello  
Tammy Gardner  
Sue Gauron  
Catherine Giuffre  
Heather Hewlett  
Jackie Mawson  
Linda Meldrum  
Donna Moison  
Courtney Nielson  
Trudy Tibbetts  
Amra Vital  
Jessica Walsh  
Kim Welch

**Title I**

Paulette Bailey  
Mareen Brown  
Cynthia Colby  
Michele Eaton  
Jennifer Green  
Maureen Hastings  
Amy Mckertich  
Mary Miller

**Facilities Department**

Terry Bragg, Facilities Supervisor  
Amy Houben, Facilities Secretary  
Herbert Baxter  
Eric Berglund  
Tyler Benoit  
Michael Chase  
William Hewlett  
Shawn Keaton  
Peter Moura  
Travis Sanborn  
Delores Stewart  
TBD

**Nutrition Department**

Abigail Kaplan, Food Nutrition Director  
Holly Bragg  
Jessica Cross  
Jennifer Houben  
Alannah Nelson  
Josephine O'Brien  
Nadine Young  
TBD

## **SES 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 Elementary School can be reached by dialing 474-2252 or by FAX at 474-3504. Our website contains a wealth of school and community information. For more information go to [www.sau21.org/ses](http://www.sau21.org/ses).

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

## **ARRIVAL & DISMISSAL**

### **Arrival:**

For our students' safety, students should not arrive at school prior to 7:45 am, when staff is available to supervise them. Any students that arrive on school grounds prior to 7:45 am, must remain under the supervision of their parent/guardian. Buses drop students off in the courtyard area at 7:45 am, and students will report to their appropriate areas. Breakfast is available for purchase from 7:45-7:55 am. School officially begins at 8:00 am.

The following schedule indicates arrival and dismissal times:

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

### **Dismissal:**

The procedure for dismissing your child before 2:30 pm is:

1. Park in the visitor parking located in the front of the building.
2. Go to office.
3. Receptionist will call your child's room to dismiss him/her.
4. Child will report to the office for dismissal. You must sign your child out at this time.

Teachers are required to put children on buses at the end of the day, unless written notification has been received from the parent/guardian on file indicating otherwise. Please make sure that such notification is provided in a timely manner.

Students walking home are only allowed to do so if written permission from the parent/guardian is on file.

Students will be released **only** to adults whose names appear on the emergency card. If a circumstance arises where an additional person needs to dismiss your child, written permission is required from the legal parent/guardian.

Parents/Guardians and students are urged to exercise caution when arriving and departing from school. Drivers should always be alert to the presence of young children and students in addition to the presence of buses and cars.



## **EARLY RELEASE DAYS / SCHOOL CLOSING**

Early release days are a valuable part of the educational process. It affords teachers an opportunity to meet and discuss current educational practices for an extended amount of time. Please support the schools effort to do what is best for children and send your child to school on each of these early release days. Regular instruction is provided on these days and they are included in the 182 state mandated school days.

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

Early release days for this 2018-2019 school year are as follows:

October 5<sup>th</sup> and 24<sup>th</sup>  
November 9<sup>th</sup>  
December 7<sup>th</sup>  
January 18<sup>th</sup>  
February 8<sup>th</sup>

March 15<sup>th</sup>  
April 3<sup>rd</sup>  
May 24<sup>th</sup>  
June TBD – the last day of school

Please note that some of the days above are Wednesdays and some are Fridays.

### **School Closing:**

If school is to be closed or delayed due to a storm or emergency, an announcement will be made on local radio stations such as: WOKQ/Dover FM 97.5, WMYF/Exeter AM 1540, WERZ/Exeter FM 207, as well as Channel 4 and 9 on TV.

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

## **FIRE DRILLS / LOCK DOWNS / EMERGENCY EVACUATION PROCEDURES**

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

### **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:

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

\*Students will only be released to parents/guardians or persons listed on student emergency cards.

## **CONFIDENTIALITY**

As a staff, we are aware that we have access to sensitive information, and are committed to acting in a professional manner in handling information. Confidentiality is a priority for all of us. We are not permitted to discuss students or their families with anyone other than the family involved. If you have a concern about a breach of confidentiality, you should call the Principal immediately.

## **ATTENDANCE & TARDINESS**

Attendance and punctuality are two of the most essential factors in skill development. Each student is expected to be on time for school each morning and to be in his/her classroom by 8:00 am, ready for instruction. Any student arriving after 8:00 am will be considered tardy and must get a pass from the receptionist before entering their classroom.

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

- Notify the school on the day of absence by calling the main office at: 474-2252 between 7:45 – 8:30 am.
- 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.
- Upon return to school, the student will discuss with his/her teachers any make-up work required.

It is the responsibility of every parent/guardian of a child between the ages of six (6) and sixteen (16) to ensure the attendance of their children at school. Because school attendance is crucial to your child's education and future, we encourage parents/guardians to make every effort to overcome problems of tardiness and absenteeism. If your child or your family has circumstances that are impacting your ability to comply with this standard, please advise us so that we can provide the appropriate level of intervention to assist you and your child.

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

The Board considers the following to be excused absences:

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

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

### Truancy:

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Ten half-days of unexcused absence during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

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

## **BUS TRANSPORTATION**

Our bus company is First Student (please see separate section below for preschool bus information). Their First Student telephone number is 964-2322. Please make sure your child rides his/her assigned bus to and from school. Please note that the bus driver will not allow a **Kindergarten or 1<sup>st</sup> grade** child to leave the bus unless an adult is present to meet the child. If an adult is not present, your child will be returned to school and the parent/guardian or emergency contacts will be called.

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

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

### Student Conduct on Buses:

Cooperation from both parents/guardians and students is requested as we attempt to keep the buses safe for all concerned.

### Bus Regulations:

1. No smoking at all on any bus, including charter trips.
2. No profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical aggression will be tolerated.
3. Keep head, hands, feet, etc., inside the bus.
4. Once a student has boarded the bus he/she may not get off except at his/her destination. (Exception will be made only with a note from a parent/guardian.)
5. Students may ride only the bus to which they have been assigned. (Exception will be made only with a note from the Principal or designee.)
6. Stay in your seat until you reach your designated stop and the bus has stopped. Emergency doors are for emergencies only.
7. Take a seat promptly when getting on the bus.
8. The law allows, and you are expected, to sit three passengers per seat.
9. No eating or drinking on the bus.
10. No marking or defacing the bus.
11. No throwing things in the bus, at the bus, or out the window.
12. Always cross the street in front of the bus.
13. You are due at your bus stop before the bus is due; the driver does not have to wait for you.

14. The driver is allowed to assign seats.
15. Anything that would create a safety hazard for the passengers or vehicle will not be permitted.
16. The bus drivers are in complete charge of the bus and their decisions are to be followed.
17. Only authorized riders will be permitted on the buses.
  - a. The school bus operator is responsible for proper discipline while students are on the bus.
  - b. Any rule infractions should be brought to the attention of the Principal who, in turn, will notify the parents. Repeated violations of rules will be cause to exclude student from transportation service for a stated period of time up to the remainder of the school year.
  - c. No student shall be put off a bus while traveling to and from school unless a dangerous situation occurs. Parents shall be notified and daily trip completed before the student can be removed from transportation service.

**Consequences:**

- Verbal warning from the driver.
- Written warning from the driver.
- Seat moved and discussion with the driver.
- School consequence from the Principal or designee.
- Removal from the bus for a specified period of time.

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/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/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.

**Bus Issues:**

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

- Discussion with the bus driver.
- Discussion with Melissa Marston, First Student (964-2322).
- Discussion with Stephanie Lafreniere, Principal or Mark Dangora, Assistant Principal (474-2252).
- Discussion with the Superintendent’s Office (926-8992).

**Preschool Bus Company:**

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

- If your child is going to be absent, please notify the bus company by 7:00 am.
- The bus driver will not allow a child to leave the bus unless an adult is present to meet the child. If an adult is not present, your child will be returned to school.
- If someone new is picking up your child at the bus stop, please notify the bus company.

## **AFTER SCHOOL**

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

If a child is staying after school, s/he needs to be picked up by 3:15 pm, unless otherwise noted. In order to remain after school, a teacher will require a note or telephone call indicating arrangements for transportation. Some activities may require students to remain at school until the late bus arrives at 3:30 pm.

## **HEALTH**

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

If a student is injured or becomes ill while at school or while participating in a school-sponsored event, the student should inform the teacher or group leader immediately. In cases of serious injuries, fractures or cuts, parents/guardians are notified. If our staff is unable to reach a parent/guardian, an emergency number will be called. Please make sure that contact information is current at all times.

Each year many children require both prescription and nonprescription medications for various illnesses. If your child requires medication during the school day, you will need to provide certain items in order for school personnel to administer the medication. All medications must be delivered to the school nurse by a responsible adult. **Children should not transport medications.**

Please be sure your emergency information is updated and on file with the nurse. Any medical questions, including vaccination requirements, should be directed to Nurse Mary MacInnes at 603-474-8000.

## **WELLNESS**

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

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

## **NUTRITION/CAFETERIA PROGRAM**

Forms for free/reduced meals are available at the Cafeteria Office. Parents/Guardians need to reapply each new school year for the program.

Breakfast: A “grab and go” bagged breakfast is available for students daily. The cost for breakfast is \$0.95.

Lunch: Lunches may be purchased daily or paid for in advance. The cost of lunch is \$1.85. The cost for milk is \$0.50, for student’s carrying cold lunch.

Charging Procedures: The Seabrook School Board believes healthy meals support the educational mission of Seabrook Elementary and Middle Schools. It also believes it is the responsibility of the parents to maintain a positive balance within their child’s school cafeteria debit account. In recognition of occurrences when an account may fall into a negative balance, to ensure students do not go hungry and to minimize the fiscal burden on the district, the board requires the school administration and School Nutrition Director develop a set of procedures, consistent with state and federal expectations, for managing a negative balance. Further, the board requires these procedures be published annually for all families. (see Policy EFD-R on the SAU website and outlined below)

Policy EFD-R applies to all paying students and/or staff whether they are paying full price or reduced price. The school district shall notify all parents/guardians on an annual basis of the requirements of this policy. Parents/guardians who claim the financial conditions of their families are such that they cannot afford to pay for the cost of their children’s meals shall be invited to submit an application for free or reduced meals in accordance with federal regulations.

The School Nutrition program operates as a debit system, similar to a checking account. All food items may be paid for daily or in advance. Parents/guardians are encouraged to prepay for their child’s meals and maintain a positive balance in their cafeteria account. Staff are also encouraged to prepay for their meals in order to maintain a positive balance in their cafeteria account.

The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student’s breakfast or lunch meal. All meals are to be provided by the School District’s School Nutrition Program or a prepared meal from home may be sent with your student.

The Superintendent, or designee, shall be expected to protect the taxpayers of the District by making every effort to collect all school nutrition related charges due the District. Should the school nutrition program have outstanding debt at the conclusion of the school year, or if the program is running in a deficit balance, the school district’s general fund will reimburse the program.

Above outlines the school’s procedures in accordance with the Seabrook School District Policy EFD – School Cafeteria Charging. The policy and these procedures apply to all paying students and/or staff whether they are paying full price or reduced price, when the account goes into a negative balance.

- Only regular meals may be charged, that is, only what is on the menu.
- No snacks or a la carte items may be charged.
- Parents/guardians shall be notified when their child's cafeteria account becomes a negative balance.
- Staff members will not be permitted to charge more than twenty dollars (\$20.00) to their cafeteria account. Once the limit is reached, the staff member will no longer be able to charge until the balance is paid in full. All staff accounts must be paid in full at the end of the school year.
- The District will attempt to collect (including any fees) checks returned for insufficient funds. Following receipt of two insufficient fund checks written from the same checking account, only cash or a cashier's check will be accepted for future lunch account deposits by the student or staff member for the current school year.
- If a student or staff account consistently remains at a negative balance, the Principal and/or Business Administrator may intercede. The district reserves the right to further pursue the collection of this debt.

**Snack:** Children in grades Prek-4 have a short snack time incorporated into the school day. Students are encouraged to bring a nutritious snack to school. *We ask that you please do not send in candy, soda or energy drinks with your child.* Through a federal grant, the school also provides a free serving of fresh fruit and/or vegetable to each elementary school classroom daily as well.

Appropriate behavior as defined by school discipline regulations is expected of all children using the cafeteria.

## **SCHOOL COMMUNICATION**

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

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

- Send a note.
- Write in your child's homework / communication folder.
- Call the school between 7:45 – 8:00 am or after 2:45 -3:30 pm.
- Preschool teachers may be reached by telephone between 10:45 and 11:45 am.
- Leave a message at the office for a return telephone call.

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

## **VISITORS**

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

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

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

## **VOLUNTEERS**

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

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

### **A background check is required for the following volunteers:**

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

This is based on the fact that this type of volunteering could include people accessing various areas of the building, without direct supervision at all times and direct interactions that involve other students, beside just their own.



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

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

**The process:**

- Make an appointment with the School Administrative Unit (SAU) 21 office or get a form from the SAU and have it notarized there, but take it to another location for the actual fingerprinting, such as the police department (additional \$15 fee charged) or the DMV.
- The way the law is currently written, the background check is only required once and we would maintain a list of those that are approved to volunteer throughout the years.

## **CORE CURRICULUM**

The SES teachers coordinate your child's program to include learning experiences consistent with SAU 21 standards and benchmarks, as well as the Common Core State Standards. The teachers recognize that each child has a unique learning style and rate of learning. We further recognize that each child attains significant milestones at different times.

Parents/Guardians are welcome to contact the SAU to obtain information pertaining to their child's grade level curriculum. It can also be obtained through the SAU website under Departments, then Curriculum. The SAU Assistant Superintendent also routinely posts updates on the curriculum in the Curriculum Matters flyers available on the website.

## **UNIFIED ARTS**

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

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

## **SUPPORT SERVICES**

### **Response To Instruction/Intervention:**

SES has a Response to Instruction/Intervention (RTI) team comprised of teachers, evaluators, special service providers and administrators. The purpose of the RTI team is to review a student's academic, social and/or emotional performance in the classroom. If the team has concerns, the team then determines a plan to meet the student's needs. Support services that may be considered for a child include: guidance, physical therapy, speech/language, Title I academic intervention, nursing services as well as community supports.

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

### **School Wide Title I:**

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

## **SPECIAL SERVICES**

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

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

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

## **SCHOOL GUIDANCE PROGRAM AND SERVICES**

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

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

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

## **COMPUTER TECHNOLOGY**

All students are expected to sign an Acceptable Use Policy in order to use Seabrook School District computers. Students are not allowed to plug external devices (flash drives, thumb drives, CDs, 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.

## **GRADING**

Report cards are issued three times during the year. These reports indicate the student's progress, work habits and effort.

Parents/Guardians are encouraged to attend our two parent/guardian-teacher conferences held during the year as well as communicate with your child's teacher regularly. A grade on a report card does not give a complete picture of the child and his/her progress and we like to gain additional insight from families that may benefit our instructional approach with our students.

## **PROMOTION AND RETENTION**

The following promotion criteria have been established:

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

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

## **HOMEWORK**

Homework is an important extension of your child's educational program. Each student is expected to complete homework with their best effort and to turn it in on time.

Parents/Guardians are equal partners in this process. Please check backpacks each day for important schoolwork, messages, and forms.

The following homework guidelines have been established:

- Kindergarten: Monthly homework calendar. Please sign and return at the end of the month.
- Grades 1-2: Homework is assigned Monday-Thursday. This should take 10-20 minutes. Students have a homework/communication folder to record assignments encouraging parental/guardian review and signature. Notes between teacher and parent/guardian can be written here as well. Homework assignments may vary by grade/classroom.
- Grades 3-4: Homework is assigned Monday-Thursday. Average homework time should be 30-60 minutes, with some long-term home projects that may require additional time.

Please write a note to the teacher if your child seems to be struggling with daily assignments.

## **CARE OF SCHOOL PROPERTY BY STUDENTS**

Students will be held responsible for proper care and return of books issued to them by the school. Students must pay for all books damaged or lost, at full replacement value. Students must also properly utilize and care for any technology devices that they are assigned (ex. Chromebooks). If there is damage to a technology device based on a student's improper use or care for the device, the cost of repairing the damage will be the responsibility of the student at full replacement/repair value. Final report cards will not be issued until bills are paid.

## **APPROPRIATE ITEMS FOR SCHOOL**

The following lists items that students can bring to school:

- Labeled backpacks
- Playground balls
- Books
- Pens, pencils, markers, crayons, etc.

The following lists items that are not allowed at school:

- Toys/electronic games, or items to trade
- Trading cards
- Live animals
- Make-up/perfume
- Weapons/toy weapons
- Party invitations (Children's feelings are often hurt when excluded from a party. Addresses or telephone numbers can only be provided with written permission from parents/guardians.)
- Trapper keepers (Too bulky for desks and not necessary)

Individual teachers **may allow** items for show and tell. **Please contact your child's teacher if you have specific questions regarding allowable items.** These items must be stored during instructional time or they will be held by the teacher, and may be picked up at the parent's/guardian's convenience.

School personnel are not responsible for lost or broken items. Children are often tempted by someone else's belongings; therefore, it is best to keep these items at home.

No swapping of any item will be allowed without a note from both parents/guardians.

## **DRESS CODE**

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

The following guidelines are recommended:

- Sneakers are required for Physical Education classes.
- Hats, hoods and sunglasses are not worn in the building. Other items not appropriate for school include short shorts, cropped tee shirts, halter tops, clothing that advertises intoxicants, obscenities, or shirts that expose the midriff. Shoes with spikes, cleats, or wheels are not allowed to be worn in school. No bedroom slippers are allowed to be worn.
- When the weather dictates outer clothing, please label with child's name.
- Winter and snow pants are necessary during snowy weather. Boots should not be worn during class time.
- Students are responsible for their own clothing.

If the administration determines that a student's clothing is inappropriate, parents/guardians will be contacted.

There are lost and found boxes located in the lunchroom, on buses and at the bus company. If not claimed at the end of each term, clothes are donated to Goodwill.

## **RECESS**

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

While at recess, students are expected to:

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

Consequences for not following the above expectations or general school rules, may result in exclusion from recess participation or other actions consistent with school disciplinary practices.

## **DISCIPLINE**

Two principles guide the making and enforcing of school rules:

- Every student and staff member has the right to be safe and secure in school.
- No student has the right to disrupt the educational process of others.

*We hope to instill the following expectations here at SES:*

- **BE SAFE** – don't hurt yourself or anyone else.
- **BE RESPONSIBLE** – respect the school and everything in it.
- **BE CONSIDERATE AND COOPERATIVE** - use manners and work together.
- **USE GOOD JUDGEMENT** – make good choices.

Students who make poor choices including vulgar language, threatening language or aggressive behavior face possible disciplinary consequences such as detention or in-school/out-of-school suspension. Parents are urged to remind students to be consistent in following rules throughout their school day, including at the bus stop, while riding the bus, in the cafeteria, and in the classroom.

### **Consequences for poor choices:**

If a child makes a poor choice and a consequence needs to be assigned, the following system will be implemented:

- Teacher warning / discussion.
- Teacher issues consequences.
- Parent/Guardian is contacted.
- Principal referral.

**Any severe infraction can result in immediate principal referral and consequence.**

### **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.

## **PARENT/GUARDIAN RESOLVE IN SCHOOL MATTERS**

Parent/Guardian input is an important part of SES, and we realize that at times, concerns may arise that need resolution. We would appreciate parents/guardians following these guidelines when contacting the school to attempt to resolve conflicts as soon as possible:

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

## **SAFE SCHOOL ZONE**

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

## **BULLYING**

The Seabrook School Board believes that students are entitled to learn in a school environment that is safe and secure. Students are expected to conduct themselves with respect for others and in accordance with this policy and other Board policies and school rules governing student conduct. The Seabrook School Board will take reasonable steps to protect all students from the harmful effects of bullying and cyber-bullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as he/she deems appropriate.

### **A. Prohibited Conduct**

Students are prohibited from bullying and cyber-bullying actions or communications directed toward other students which:

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

Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyber-bullying.

## **B. Definitions**

For the purposes of this policy, the following definitions shall apply:

1. “Bullying” means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- a) Physically harms a student or damages the student’s property;
- b) Causes emotional distress to a student. For the purposes of this policy, the term “emotional distress” means distress that materially impairs the student’s participation in academic or other school-sponsored activities. The term “emotional distress” does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
- c) Interferes with a student’s educational environment;
- d) Creates a hostile educational environment; or
- e) Substantially disrupts the orderly operation of the school.

“Bullying” shall also include actions motivated by an imbalance of power based on a student’s actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (d) above.

Bullying or cyber-bullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through the Board’s Sexual Harassment and Sexual Violence (which includes complaint procedure) (JGF).

- 2. “Cyber-bullying” means conduct defined in Paragraph 1 that takes place through the use of electronic devices.
- 3. “Electronic devices” include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.
- 4. “School property” means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- 5. “Perpetrator” means a student who engages in bullying or cyber-bullying.
- 6. “Victim” means a student against whom bullying or cyber-bullying has been perpetrated.

## **C. Disciplinary Consequences and Intervention Programs**

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the



type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record.

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent recurrence of bullying and cyber-bullying behavior.

**D. Reporting Bullying and Cyber-bullying**

Students who are subjected to bullying or cyber-bullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to the building principal, assistant principal, guidance counselors and/or teachers.

School staff and volunteers are required to report possible incidents of bullying or cyberbullying to the building principal as soon as practicable. Parents and other adults are also encouraged to report any concerns about possible bullying or cyber-bullying of students to the building principal.

**E. Report Handling and Investigation**

1. The building principal shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyber-bullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.
2. An investigation of the bullying/cyber-bullying report will be initiated by the building principal within five school days.
  - a) The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.
  - b) Privacy rights of all parties shall be maintained in accordance with applicable laws.
  - c) The building principal shall keep a written record of the investigation process.
  - d) The building principal may take interim remedial measures to reduce the risk of further bullying/cyber-bullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.
  - e) The building principal shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.
  - f) The investigation shall be completed within 21 school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.

- g) If the building principal substantiates the bullying/cyber-bullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.
- h) The building principal shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days and shall be in compliance with applicable privacy laws.

**F. Training**

NOTE: The law requires that initial training on this policy must occur within nine months of the effective date of the law (in other words, no later than April 1, 2011) and annually thereafter.

1. The school administration shall provide appropriate training on this policy for school employees, regular school volunteers and any employees of companies contracted to provide services directly to students. The purpose of the training is to prevent bullying/cyber-bullying if possible, and to educate staff on how to properly identify, respond to and report incidents of bullying/cyber-bullying.
2. The school administration shall provide age-appropriate education programs for students and parents regarding this policy, bullying/cyber-bullying prevention, how to identify, respond to and report bullying/cyber-bullying.

All training and education programs shall be initially approved by the Superintendent. Building administrators are responsible for scheduling the required training and education programs each year.

**G. Annual Report to New Hampshire Department of Education**

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyber-bullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

**H. Immunity**

Any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

**I. Policy Dissemination**

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

## **HARASSMENT**

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

Harassment is defined as unwelcome, harmful behavior towards another student. This behavior must be annoying, bothersome, and/or physically or emotionally injurious.

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

## **SEXUAL HARASSMENT**

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.

## **HAZING**

It is the policy of the Seabrook School District that 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, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

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

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

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

## **POLICE INTERVENTION**

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

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

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

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

## **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.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents, along with “eligible students” (students who have reached 18 years of age or are attending institutions of postsecondary education), certain rights with respect to the student’s education records. They are:

**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 are 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 School 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, which permits disclosure without consent is disclosure to school officials with a legitimate educational interest. 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 is annually 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 Office that administers FERPA is:

*Family Policy Compliance Office,  
U.S. Department of Education,  
600 Independent Avenue SW,  
Washington, DC 20202-4605*

*To review the Seabrook School District complete policy on this topic, please refer to policy code: JRA-E.*

## **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/Guardian notification is not required, although whenever possible and unless the child would be at greater risk if reported to the parent/guardian, notification is made at the time of the report to state authorities.

## **NON-DISCRIMINATION**

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

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

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

## **PARENT TEACHER ORGANIZATION (PTO)**

### **Mission Statement:**

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

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

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

## **SCHOOL & COMMUNITY CONTACT INFORMATION**

### **COMMUNITY RESOURCES**

Seabrook Library	474-2044
Recreation Center	474-5746
Boy Scouts	800-221-0009
Girl Scouts	800-654-1270
4-H Program	679-5616
YMCA Schools Out	642-3361
Seacoast Mental Health	772-2710
Police	474-5200
Fire	474-3434
Community Action	474-3507
Families First (Seabrook)	766-2626
Big Brother/Big Sister	778-0277
PTO Parent Group	Seabrookpto@sau21.org

### **SCHOOL SUPPORT SERVICES**

Seabrook Middle School	474-9221
Special Education Dept.	474-8017
Title 1 Department (Ext. 135)	474-2252
Guidance/504 Dept. (Ext. 172)	474-2252
Health/Nurse Office	474-8000
Resource Officer (Ext. 202)	474-9221
Homeless Liaison (Ext. 156)	474-2252

## **ADDITIONAL SEABROOK SCHOOL DISTRICT POLICY**

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

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



**Seabrook Elementary School  
256 Walton Road  
Seabrook, NH 03874**

September, 2018

Dear Parents, Guardians, and Students:

Please take the time to read and discuss the information in this handbook. Our intention is to provide valuable information for you and your child in understanding our programs and expectations for all students attending our school.

**Your signature below will indicate that you have read this handbook.** Please feel free to contact me if you have any questions or concerns. 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. All policies can also be accessed at:

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

Please return this page to your child's teacher as soon as possible.

Thank you and have a wonderful school year.

Sincerely,



Stephanie Lafreniere  
Principal

Student name (print) \_\_\_\_\_ Grade \_\_\_\_\_

Parent name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_