

SOMERSWORTH MIDDLE SCHOOL

2022-2023



This Agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____ STUDENT NO. _____

Welcome Statement

The Middle School staff welcomes you to the 2022-2023 school year. Whether you are new to the SMS community or a returning family, we are happy to have you with us. This agenda book is designed to help familiarize each student and their family with the expectations, programs, and policies regarding SMS. Parents and students are expected to read the agenda book and use it as a reference throughout the year. If you have any questions about the handbook, feel free to contact your child's teacher or administration.

Replacements can be purchased through the front office for \$5. The agenda book contains a passport section in the back. **Students are expected to have their agenda book on them at all times and are not allowed to leave class or walk in the hallways unescorted by an adult without it.**

SMS is committed to providing a safe environment in which all students have a variety of opportunities to learn and succeed. Each staff member is dedicated to helping you reach your goals, handle challenges and work towards a successful year. Please take advantage of the resources available; the quality of the educational experience for each student is greatly enhanced when the school, the parents, and the student have a mutually supportive and cooperative working relationship. We look forward to working with you to ensure a respectful, responsible, safe, and cooperative learning community for all.

Jim Lampron, Principal
Jenn Spector, Asst. Principal

Somersworth Middle School Mission Statement

The SMS community will promote literacy and creativity in students while encouraging social, emotional, and physical well-being of lifelong learners who demonstrate pride, respect, and responsibility towards self and others.

“On the Path to Success”

School Wide Expectations

- Be Safe
- Be Respectful
- Be Responsible
- Be Cooperative

Beliefs

- All children can learn.
- Learning is the purpose of schools.
- Schools must prepare students for the future.
- Today’s education shapes tomorrow’s world.
- All children should feel welcome in our schools.
- Schools are to help every student reach full potential.
- Students succeed when the students, parents, schools, and the community work together.

Somersworth Middle School
7 Memorial Drive
Somersworth NH 03878
(603) 692-2126
(603) 692-9101 Fax

Principal - Mr. Lampron
Assistant Principal - Mrs. Spector
Secretary - Mrs. Turgeon
Secretary - Mrs. Turcotte
Director of Extended Learning - Mr. Donohue
Crisis Intervention Counselor - Ms. Pannone
Counselor - Mrs. Cote
Counselor - Ms. Marquis
Nurse - Ms. Walsh

All staff email addresses follow the same format:

firstinitiallastname@sau56.org

Example: John Smith = jsmith@sau56.org
(there are some exceptions to this rule)


Information can be found on our school website which can be accessed directly at <https://ms-sau56.ss20.sharpschool.com/> or through www.sau56.org by first going to the Somersworth District page and then clicking on the link to the middle school.



Notice of Discrimination (Policy AC-R)


The Somersworth School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, sex, or handicap.


Any person having inquiries concerning the Somersworth School District's compliance with the regulations stated above may contact the Title IX, Age Discrimination, Title VI, and Section 504 Coordinator at (603) 692-4450.



Somersworth Middle School Behavior Matrix

	Be Safe	Be Respectful	Be Responsible	Be Cooperative
Arriving/ Departing 	<ul style="list-style-type: none"> * Bikes, skateboards, scooters, and other sports equipment are not in use during arrival/dismissal times * Enter and exit building safely using designated entrances/exits * Hands and feet to self * Stay to the right and walk slowly in stairwells * Arrive and leave at designated times * All phones and electronic devices remain off upon entering and until exiting the building 	<ul style="list-style-type: none"> * Treat others kindly * Use appropriate language * Report bullying/harassment to an adult * Turn-off phone and other personal electronic devices during school hours 	<ul style="list-style-type: none"> * Arrive at the designated time * Students report to their designated indoor area; during inclement weather report to designated hallway * Turn off and put away all electronics while in the building * At the conclusion of homeroom, all energy drinks, soda, coffee, etc. will be disposed of or stored until the conclusion of the day. No soda or energy drinks will be allowed during the day. * Dress for the weather 	<ul style="list-style-type: none"> * Listen and follow directions * Hold door for others behind you * Help others * Solve problems peacefully

	Be Safe	Be Respectful	Be Responsible	Be Cooperative
Hallway 	<ul style="list-style-type: none"> * Stay to the right (1-2 wide) * Walk safely, do not run * Hands and feet to self * Use agenda books at all times * No eating or drinking in the hallways 	<ul style="list-style-type: none"> * Treat others kindly * Use appropriate language and volumes levels * Walk quietly in the building * Please be respectful of all student hallway and classroom displays 	<ul style="list-style-type: none"> * Stay inbounds * Report spills/unsafe conditions * Report unsafe/suspicious behavior * Use agenda books at all times * Use appropriate stairwell when traveling 	<ul style="list-style-type: none"> * Listen and follow directions * Respect classes in progress * Acknowledge the mobility needs of others
Assemblies 	<ul style="list-style-type: none"> * Enter and exit area quietly and safely * Keep hands and feet to self 	<ul style="list-style-type: none"> * Use audience manners * Keep voices at appropriate volume level * Applaud appropriately * Listen to speakers respectfully 	<ul style="list-style-type: none"> * Be a good participant by responding appropriately to presentations and performances * Applaud bravery and courage 	<ul style="list-style-type: none"> * Listen and follow directions * Sit in designated areas * Give the respect you would want

	Be Safe	Be Respectful	Be Responsible	Be Cooperative
Classroom 	<ul style="list-style-type: none"> * Hands and feet to self * Move safely * Use school supplies & furniture correctly & respectfully 	<ul style="list-style-type: none"> * Treat others kindly * Use appropriate language and volume levels * Listen and respond politely to adults and peers * Dress for learning * Keep hands off the property of others * Keep classroom materials in the appropriate location * Comply with the academic expectations of the classroom 	<ul style="list-style-type: none"> * Be there, be ready, be on time * Keep the classroom clean * Hand in assignments on time * Stay on task and be engaged * Be honest * Come prepared with all materials needed for class * Ask for and/or accept help appropriately when needed 	<ul style="list-style-type: none"> * Allow others to learn * Follow directions * Work as a team * Share supplies * Contribute to classroom community * Solve problems peacefully * Comply with academic expectations of the classroom

	Be Safe	Be Respectful	Be Responsible	Be Cooperative
Bathroom 	<ul style="list-style-type: none"> * Wash up * Water and soap stay in the sink * Hands and feet to yourself * Use equipment as it is intended to be used * Dispose of trash properly * Chemical free 	<ul style="list-style-type: none"> * Respect privacy of others * Use appropriate language * Treat others kindly * Respect bathroom property * Please flush * Keep surfaces graffiti free * Use paper products efficiently 	<ul style="list-style-type: none"> * Keep bathroom clean, dry and free of debris * Use designated bathroom * Return to room immediately * Use agenda books at all times 	<ul style="list-style-type: none"> * Practice good hygiene * Leave it cleaner than you found it * Report misuse of property immediately (graffiti, vandalism) * Report spills/unsafe conditions

	Be Safe	Be Respectful	Be Responsible	Be Cooperative
Cafeteria 	<ul style="list-style-type: none"> * Enter and exit safely * Find seat and remain until called * Keep food and utensils to self and use as intended * Walk, do not run * Keep hands and feet to self * Dispose of trash properly 	<ul style="list-style-type: none"> * Use good table manners * Use appropriate language and volume levels * Wait patiently in line * Be friendly and inviting to others * Remain in your seat until instructed otherwise 	<ul style="list-style-type: none"> * Enjoy your lunch and finish your food in the cafeteria * Clear your table and pick up the floor * Report spills and other unsafe conditions or unsafe behavior * Sit on the benches only * Dispose of trash properly 	<ul style="list-style-type: none"> * Be courteous to all staff & students * Assist others when necessary * Solve problems peacefully * Listen and follow directions
Emergency Drills 	<ul style="list-style-type: none"> * Stay to the right (1-2 wide) * Complete silence * Walk safely to designated area * Keep hands and feet to self * Listen for adult instructions 	<ul style="list-style-type: none"> * Complete silence * Listen for adult instructions 	<ul style="list-style-type: none"> * Complete silence * Stay with your group in designated area 	<ul style="list-style-type: none"> * Complete silence * Exit efficiently

Services

School Counseling

The goal of the school counseling department is to provide comprehensive counseling services that address the academic, career, and personal/social development of all students. Services offered by the counseling department include individual counseling (as needed); academic advising; classroom lessons; consultation with students, parents, and school staff; collaboration with community agencies; student placement; new student orientation; transition services (5 to 6 and 8 to 9); and 504 plan coordination.

Nurse (Policy JLCD-R, JLCB, JLCG, EBCG)

The responsibility for the health of each student is primarily that of the parents. The Somersworth Middle School health office will strive to protect and improve student health through collaboration with parents and other health care providers.

1. An emergency form for each student listing name, address, and telephone numbers of **PARENTS OR GUARDIANS** and other persons authorized to assume responsibility, together with the name of their physician, will be kept in the school office. Parents are responsible for informing the school when contact information changes.
2. **Parents are requested to notify the school nurse** of any change in their child's health status throughout the school year. This includes medical examination by their physician, immunizations and booster shots, any medications taken regularly, and/or treatment required for any acute or chronic condition.
3. Students are **required** to stay current on required immunizations. Students who do not have the proper immunizations will not be allowed to attend school. Any student who will be eleven years old on the first day of school must provide documentation of the required Tdap and second Varicella (chicken pox) immunizations.
4. If a student has a chronic medical condition (allergies to food, allergy to bee stings, diabetes, asthma, seizures, etc.) it is the responsibility of the **PARENTS OR GUARDIANS** to inform the school nurse. The school nurse will work with parents and the school team to develop appropriate plans for school. This information must be made known to the school nurse; all student health records are kept confidential.

5. In case of extreme emergency, the student will be transported to the hospital and the parent will be notified as soon as possible.
6. If a student has a fever of 100 or greater, they need to be kept home from school until they are fever free for 24 hours **WITHOUT** medications. If a student has vomiting or diarrhea related to an illness they need to stay home until they are symptom free for 24 hours. If you have any questions about sending your child to school feel free to contact the school health office.
7. If a student becomes ill during the school day, the parent or other authorized person will be notified and will be expected to provide transportation home.
8. Students who are unable to participate in any aspect of school programming for medical/health reasons shall present a letter from the physician stating the reason and the approximate duration of the limitation. This includes not being able to participate in gym class.
9. Questions regarding school health practices should be directed to the school nurse.
10. Students may be given a health screening, including hearing, vision, height, and weight during the school year. The school nurse shall notify parents of any concerns detected during routine screenings. Parents shall be responsible for follow up care.
11. When possible, all medication should be taken at home. When medication must be taken during the school day the school nurse **MUST** have the following three items:
 - a. A prescription written by the doctor stating what the medication is, the dosage, and when the medication needs to be given.
 - b. A properly labeled container (from the drug store).
 - c. Complete and sign nurses form giving permission, or her designated choice, to observe the student taking his/her medication

Medicine must be delivered to the school by the parent/guardian. Students are not permitted to carry medication between home and school.

Recommended School Control Measures for Communicable Diseases from the NH Bureau of Communicable Disease Control:

- Chicken Pox: Exclude from school for one week after the appearance of rash by which time the lesions should be crusted.
- Conjunctivitis (pink eye): Children should not attend school while lids are swollen, if there is a discharge and if they have been on medication for less than 24 hours
- Impetigo: Exclude from school for 48 hours from the time effective treatment with penicillin or another antibiotic has begun. Contacts should be carefully observed.
- Infections of the gastro-intestinal system (nausea and diarrhea): Exclude from school during acute illness. Strict attention to personal hygiene.
- Measles: With the occurrence of ONE case of measles in the school, all UNIMMUNIZED children will be excluded from school for two weeks.
- Pediculosis (head lice): If live lice are identified, student is excluded from school until adequate treatment is completed. Students with nits will not be excluded from school, but their parent will be notified, and they will be checked daily until nits are no longer present.
- Scabies: Exclude from school until adequate treatment is completed
- Strep Throat: Exclude from school until student has been on an effective antibiotic treatment for 24 hours.

Media Center

The Media Center provides an opportunity for student technology use, research, quiet study, and reading. Internet access and computers for research and projects are available in the Media Center as well as books, magazines, and newspapers. Media Center books must be returned to the library within a month from checkout, or the student's library privileges will be lost until the book is returned or payment is made.

Cafeteria

Breakfast is available beginning at 7:15 am. Hot lunch is served daily. Information on free and reduced lunch is available in the office.

Free and Reduced Lunch Program

Each student may apply for free or reduced lunch at any time during the school year. Applications are available at the SAU and in the main office. No student will be denied lunch based on their ability to pay and will receive the same lunch that a paying student receives. Students who received free or reduced lunch during the prior school year may temporarily start receiving free or reduced lunch the first day of school. However, they must submit a new application to continue receiving free/reduced lunch after the new announced date. Every student wishing to apply for free or reduced lunch needs to complete a new application each school year for the student to continue on this program after the announced date. Once applications have been processed you will receive a letter regarding your application.

Essentials

SMS provides six Essentials classes: Wellness/Physical Education*, Art, Computers, Research Skills, Band/Chorus, and Family Consumer Sciences.

*Proper footwear is essential for the safety of the students. They must have sneakers that have a closed toe and heel (no flip flops or sandals).

Important Dates and Schedules

Trimester End Dates (tentative dates):

- December 2, 2022
- March 16, 2023
- June 9, 2023

Communication of Student Learning (COSL) (tentative dates):

- December 9, 2022
- March 24, 2023
- June 13, 2023

COSLs will be mailed home. Should you need a hard copy any other time through the year, please contact the main office.

School Cancellation/Delays

The district has adopted an alert system to notify by phone of school delays or cancellations. **It is important to keep the office notified of changes in phone numbers.** The following local television and radio stations will be notified as well.

WMUR TV (Channel 9)

WTSN 1270

WOKQ 97.5

WCSH TV (Channel 6)

WPOR 101.9

WERZ 107.1

WVBB 95.3

In the event school is delayed, it will always be for two hours. Only a cold breakfast option will be served. Buses will pick-up students two hours later than usual.

Change of Contact-Emergency Information

In order for the school to quickly contact parents/guardians in the event of an emergency, it is necessary for the school to have the following information on file at the school:

- Home telephone number
- Name and phone number of parent/guardian place of employment
- Name and phone number of a responsible person who may be contacted in case a parent/guardian cannot be located.

The school MUST have a phone number, even if unlisted, in order to make contact in the event of an emergency. The school will respect the privacy of all parents and students.

Parents/guardians must inform the school office of any changes in address or phone numbers throughout the school year. All parents/guardians must provide a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

<u>6th Grade Schedule</u>			Minutes
1st Block	7:35 - 8:00	Advisory	25
2nd Block	8:03 - 9:03	Academic 1a	60
3rd Block	9:05 - 10:05	Essentials	60
4th Block	10:08 - 10:18	Academic 1b	10
5th Block	10:20 - 11:03	Academic 2a	43
Lunch	11:06 - 11:31	Lunch	25
6th Block	11:33 - 12:13	Skill Zone	40
7th Block	12:15 - 12:47	Academic 2b	27
8th Block	12:49 - 1:03	Check & Connect	14
9th Block	1:05 - 2:15	Academic 3	70
10th Block	2:15 - 2:20	Homeroom	5

<u>6th Grade Schedule</u>			Minutes
1st Block	7:35 - 8:00	Advisory	25
2nd Block	8:03 - 9:03	Academic 1a	60
3rd Block	9:05 - 10:05	Essentials	60
4th Block	10:08 - 10:18	Academic 1b	10
5th Block	10:20 - 11:03	Academic 2a	43
Lunch	11:06 - 11:31	Lunch	25
6th Block	11:33 - 12:13	Learning Lab/WIN Time	40
7th Block	12:15 - 12:47	Academic 2b	27
8th Block	12:49 - 1:03	Check & Connect	14
9th Block	1:06 - 2:15	Academic 3	69
10th Block	2:15 - 2:20	Homeroom	5

<u>7th Grade Schedule</u>			Minutes
1st Block	7:35 - 8:00	Advisory	25
2nd Block	8:03 - 9:03	Essentials	60
3rd Block	9:05 - 10:21	Academic 1	76
4th Block	10:23 - 11:39	Academic 2	76
Lunch	11:42 - 12:07	Lunch	25
5th Block	12:15 - 12:55	Learning Lab/WIN Time	40
6th Block	12:58 - 2:13	Academic 3	75
7th Block	2:15 - 2:20	Homeroom	5

<u>7th Grade Community Day Schedule</u>			Minutes
1st Block	7:35 - 8:30	Community Day	55
2nd Block	8:33 - 9:23	Essentials	50
3rd Block	9:25 - 10:31	Academic 1	66
4th Block	10:33- 11:39	Academic 2	66
Lunch	11:42 - 12:07	Lunch	25
5th Block	12:15 - 12:55	Learning Lab/WIN Time	40
6th Block	12:58 - 2:13	Academic 3/4	75
7th Block	2:15 - 2:20	Homeroom	5

<u>8th Grade Schedule</u>			Minutes
1st Block	7:35 - 8:00	Advisory	25
2nd Block	8:03 - 9:15	Academic 1	72
3rd Block	9:18 - 10:30	Academic 2	72
4th Block	10:33 - 11:13	Learning Lab/WIN Time	40
5th Block	11:16 - 12:09	Academic 3	54
Lunch	12:12 - 12:37	Lunch	25
5th Block	12:40 - 1:10	Academic 3	30
6th Block	1:12 - 2:12	Essentials	60
7th Block	2:15 - 2:20	Homeroom	5

<u>8th Grade Community Day Schedule</u>			Minutes
1st Block	7:35 - 8:30	Community Day	55
2nd Block	8:33 - 9:33	Academic 1	60
3rd Block	9:33 - 10:33	Academic 2	60
4th Block	10:33 - 11:13	Learning Lab/WIN Time	40
5th Block	11:15 - 12:12	Academic 3	57
Lunch	12:12 - 12:37	Lunch	25
5th Block	12:40 - 1:19	Check & Connect	39
6th Block	1:22 - 2:12	Essentials	50
7th Block	2:15 - 2:20	Homeroom	5

Afternoon Community Day

Time	6 Grade	7 Grade	8 Grade
7:30-7:35	Homeroom/Attendance		
7:35 - 1:05	7:38-8:33 6th Grade Essentials		
		8:35-9:30 7th Grade Essentials	
			9:32-10:27 8th Grade Essentials
	11:06-11:31 Grade 6 LUNCH		10:30 - 11:05 Grade 8 Skill Zone
	11:35 - 12:10 Grade 6 Skill Zone	11:42-12:07 Grade 7 LUNCH	
			12:12-12:37 Grade 8 LUNCH
		12:30 - 1:05 Grade 7 Skill Zone	
1:05 - 1:10	Homeroom - Dismissal to Assembly		
1:10 - 2:10	Community Assembly		
2:15 - 2:20	Homeroom/Dismissal		
* Teams should meet to decide how they will use their unassigned time for Academics. Please be sure to give a copy of your schedule to the main office in the morning.			

Section 1: Attendance (Policy JH)

New Hampshire State Law (RSA 193:1)

“Every child between 6 and 18 years of age shall attend the public schools all the time the public schools are in session, unless she/he has grounds that his/her physical or mental condition is such as to prevent her/his attendance or make it undesirable.”

Students are expected to have punctual and regular attendance. Absences, for any reason, result in lost educational experiences. Somersworth Middle School students who have regular attendance will find more success in their educational experience.

Sanctioned Absences

All absences that are to be sanctioned must be reported by a phone call notification by 8:00 am in the morning of the absence. Call the main office at 692-2126 to report all absences. An absence for illness, bereavement, a doctor's appointment, a family emergency, or a religious-related event may be excused or verified. Other absences may be excused by using a prearranged absence sheet that can be obtained from the front office. Parents/guardians have an obligation to avoid, whenever possible, disruptions of the academic year by planning medical appointments and vacations at times that will not require students to be out of school. **Work must be made up after a student returns to school. It is the student's responsibility to ask teachers for work missed while absent.**

Sanctioned Reasons For Being Absent:

Sick at home; Doctor's appointment (if possible, schedule these for after school); Bereavement; Family emergency; Religious related events.

- It is not ok to be absent from school for special events such as: going skiing, babysitting, hunting, shopping for a formal dance, etc. *Please Note: Under the Compulsory Attendance Law these activities are not sanctioned. These activities should be scheduled outside of school hours.
- Plan vacations around the school calendar. In the event you must be absent from school for reasons other than the five identified above, complete an attendance waiver form at least a week prior. Students can obtain an attendance waiver form from the main office.

***Work must be made up after the student returns to school. It is the student's responsibility to ask teachers for work missed while absent.**

Unexcused Absences

An absence is unexcused if the sanctioned absences process is not followed. Sleeping in, babysitting, missing a ride, trips w/o prearranged clearance, etc. will result in an unexcused absence mark on attendance. **Work must be made up after a student returns to school. It is the student's responsibility to ask teachers for work missed while absent.**

Arrival

Students should not arrive prior to **7:15am**. Staff supervision is provided from 7:25am to 7:35am and from 2:20pm to when the last bus leaves after school. ***Students must stay outside on Middle School grounds prior to 7:25 am, unless you are having breakfast.***

Tardies

Students are expected to be at school and in their classes on time.

End of Day Dismissal

The school day ends at 2:20pm. Please make every effort to dismiss students prior to 2:00pm. If you need to enter the building, please park in the parking lot and enter through the front entrance. Students taking the bus will be dismissed first, followed by walkers and parent pick-up students. All pedestrians must cross the roadway at the designated crosswalk.

Early Dismissal

Students requesting early dismissal must bring a note from their parent/guardian to the office when the morning bell rings. The note must explain the reason for the dismissal. The student will then be issued an early dismissal pass. The parent/guardian must report to the office with a valid ID to sign out their child. If the student is returning that day, the parent/guardian should sign the student back in the office.

Attendance Notification

There are many ways that parents and students will be notified of attendance activity. These notifications are designed to keep parents and students informed of all attendance issues. Such notification may occur by phone, discipline referrals, staff contact, and letters. If you have any questions about any notifications, please call the school for clarification.

Truancies (Policy JH)

A student is considered truant if they skip class or leave school grounds without permission from a parent or school authorities. Absences, even with the approval of the parents, which are excessive and/or interfere with the student's educational process, will be deemed as truancy.

Helpful Hints for Waiver and Appeal Applications

Whether requesting a waiver or an appeal you must address every absence. Indicate specifically why you were absent. For example:

- Address each day you were absent.
- Being able to cite one of the five reasons for excused absences is very helpful.
- Make sure you attach the latest copy of your attendance to your appeal. Ensure all dates you were absent are addressed in your rationale for being absent.
- Provide an academic progress report from your teachers. This report should reflect your current grade and status of work completion.
- If the absence is an approved pre-arranged absence, ensure you provide documentation of the approved pre-arranged absence.
- If the absence was due to illness, providing medical documentation and/or statements will be helpful.

Attendance Policy as it Relates to Extracurricular Activities

According to the Somersworth School Board attendance policy students who have an excused absence, who are dismissed because of illness, are serving an out of school suspension, or who have an unexcused absence in one or more classes are ineligible for participation in school activities that day. School activities shall be

defined as those under the direction and supervision of the school.
This includes all sports and dances.

Section 2: Behavior

Behavior Guidelines

1. School is a place for learning, working, and cooperating with others.
2. Each student is responsible for his/her actions and is expected to control his/her behavior so that learning can take place.
3. Respect for others and for property should be the basis for all relationships within the school. All students have a right to learn in a safe environment, an environment free from verbal or physical harassment.
4. Parents will be contacted when their son/daughter's behavior is interfering with the learning environment.

Behavior Management

SMS uses **Positive Behavior Intervention Supports (PBIS)** as a method for addressing behavior issues. PBIS places an **emphasis on proactive strategies** for defining, teaching and supporting appropriate student behaviors to create a positive student environment. **Introducing, modeling, and reinforcing positive social behavior** is an important part of a student's educational experience. The Universal Team has set school wide behavior expectations and office referral behavior definitions with a goal of **creating common vocabulary for all students, teachers, and parents**. The Universal Team regularly reviews student behavior data to identify behaviors that are school-wide issues which need to be addressed. The Universal Team develops scenarios called "roll-outs" which are designed to **teach students the expected behavior**, develop school-wide goals, and establish a school recognition program for achieving that goal.

School wide expectations are behaviors that staff consistently TEACH and MODEL.

Minor Office Referral Definitions

- Behavior that does not require an administrator
- Behavior that is managed by the teacher, paraprofessional, custodian, cafeteria, or other staff
- Behavior that does not violate others rights/properties (as defined in behavior guidelines)
- Behavior that is not chronic

Procedures may include:

- Inform student of the behavior violation
- Describe expected behavior
- Seek student input as to his/her version of the behavior
- Staff will refer to behavior chart as necessary
- Contact parent and a copy of the completed Minor Office Behavior Referral Form will be mailed home

Things to Consider:

Does the student understand the expected behavior?

Does the behavior expectation need to be taught?

Possible interventions/consequences for minor behaviors:

Verbal cue to change behavior

Parent Contact

Conference with student

Loss of privileges

Relocate to a brief “time out”

Lunch time detention (LTD)

Re-teach school-wide behavior expectations

Refer to Guidance

Possible interventions/consequences for cafeteria violations:

Lunchtime detention - Parent contact - Assigned seating

Loss of privilege (example: snack bar, dance, field trips)

Check-in with Teacher, guidance, and administration.

Major Office Referral Definitions

- Behavior that requires an administrative consequence; could involve detention, in- or out-of-school suspension or expulsion
- Behavior that is chronic minor behavior
- Behavior that significantly violates the rights of others (e.g., bullying/harassment)
- Behavior that is a violent act: **Physical aggression, loss of self-control, verbal or tempered aggression, endangering classmates, and teachers**
- Behavior that requires an emergency response
- Behavior where a student is out of bounds without permission and unsupervised

Procedures to include:

- Staff will fill out the Behavior Office Discipline Referral Form

- Interventions include assigning consequences, **contacting parent**, and providing parent with a copy of the referral form
- Inform student of the behavior violation
- Describe expected behavior
- Seek student input as to his/her version of the behavior
- Follow additional Due Process Guidelines listed with School Board Policies
- May warrant administrative response

Possible interventions/consequences for majors:

Detention	Referral to mediation
Restitution/Community Service	Referral to counseling
In-School Suspension	Out-of-School Suspension
Loss of student involvement	Expulsion
(For example: dance, field trip)	

Electronic Devices (Policy JICJA)

All cell phones, pagers, music/video players, electronic games and cameras must be off and out of sight during school hours (7:25am until exiting the building) other than for sanctioned educational activity i.e. field trips. Text messaging/phone calls are prohibited. If parents need to get in touch with their child, please call the office. Devices will be taken away, turned into the office and given back at the end of the day after reviewing expectations with administration. Additional offenses will result in the device being turned over to administration and will only be released to parent/guardian. The school will not assume responsibility for loss or damage.

Loss of Field Trip

Students who receive three or more majors, an ISS, or OSS in the month leading up to the trip may be ineligible to attend.

Office Referral Behavior Definitions

The office referral behavior definitions identify behaviors that need to be addressed and could involve several levels of intervention. The following are behavior guidelines that define major behaviors, which would be grounds for a referral to an administrative office in the school. Also provided is a range of recommended interventions for both minor and major behaviors. Administration has the prerogative to adjust consequences.

Behavior	Minor – Office Referral	Major – Office Referral
Defiance/ Disrespect	Student fails to comply with simple requests. Student responds inappropriately to request.	Three or more minors Repeated refusals to comply with requests. Student engages in a prolonged or high intensity failure to respond to peer or adult request or to repeatedly not follow school wide expectations.
Disruption	Student disrupts academic learning environment. Student behavior interrupts other students' learning. Examples include but are not limited to: shouting out, excessive talking, out of assigned seat without permission.	Three or more minors Student engages in purposeful or persistent behavior that interrupts or significantly disrupts the educational process of the activity or classes. Excessive disruption or jeopardizing safety of other students and staff.
Non-Compliance/ Insubordination	Student behavior interferes with classroom procedures and instructions. Student behavior interferes with safety and respect of school grounds.	Three or more minors. Failure to comply with school-wide expectations.
Abusive/ Inappropriate Language and Profanity	Student uses a low intensity swear or near swear or offensive gesture which is not directed toward an individual.	Student directs inappropriate, profane, abusive language or communication towards others. Three or more minors will result in a major. Repeated majors directed towards others may be referred for harassment or bullying.
Physical Contact/ Physical Aggressions	Student engages in low intensity mutual horseplay involving contact with another person such as pushing in a playful manner	Student engages in non-mutual horse play. Student throws any object that could cause harm, this includes snow. Any contact resulting in physical injury intentional or not. Student

		employs mannerisms or language which conveys a challenge to fight or create an unsafe environment.
Fighting	No minor offense	<p>Student engages in significant physical contact with another person (student or adult) with the intent to harm.</p> <p>Minimum of a two-day suspension and possible expulsion if misbehavior meets the criteria within the SAFE SCHOOLS ZONE POLICY</p>
Harassment/ Bullying	No minor offense	<p><u>Bullying</u> – “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. (Policy JICK)</p> <p><u>Harassment</u> – Student engages in conduct, actions, writings, or comments based upon an individual’s gender, race, national origin, sexual orientation, religion, age, or disability, that is carried out with the intention of, or has the effect of violating a person’s dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. (Policy GBAA, JBAA)</p> <p><u>Sexual Harassment</u> – Student makes unwelcomed sexual advances, requests for sexual favors, sexually motivated conduct or communication of a sexual nature which severely and pervasively creates an intimidating, hostile or offensive employment or education environment. (Policy GBAA, JBAA)</p> <p><u>Hazing/Intimidation</u> – Student engaging in activity which recklessly or intentionally endangers the mental or physical health or safety of a student OR causes personal degradation or disgrace resulting in physical or mental harm.</p>
Dress Code	Our students originate from diverse backgrounds. They attend public schools to learn- not only academic and technical subjects, but tolerance and respect, as well. Standards of dress are based upon both the duty of the school to create a safe, healthy, and respectful learning environment and the student’s needs to develop respect for others. Students at Somersworth Middle School shall dress in a respectful manner, to: Promote the health, safety and dignity of all students, preserve school property, balance freedom of expression with the community’s sense of morality	

	<p>(common courtesy, tolerance, respect and understanding among all people, without exception), and discourage disruptions to the teaching and learning process.</p> <p>When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or when it causes a disruption of disturbance to the learning environment, that student shall be in violation of the dress code policy. Teachers, administrators, and other school personnel-both in their classes and on campus-will share the responsibility of enforcing the student dress code policy. Examples of inappropriate dress include, but are not limited to:</p> <ul style="list-style-type: none"> • Clothing containing language or emblems promoting drug/alcohol, sexual innuendos. • Chains, or loose straps hanging from pants or other articles of clothing that is deemed to disrupt the educational process. • Revealing garments including shorts, skirts, shirt, tops, or "low hanging pants," which expose undergarments and/or midriff. • Any type of clothing or accessories such as hoods and/or sunglasses that make a student's identity difficult to determine. • Clothing that suggests intolerance or lack of respect to others based on gender, race, religion, or ethnic, social, or economic background; promotes violence. • Apparel, (including jewelry,) which, through normal use, is destructive to school property, is inherently dangerous or poses a threat; to the student or others; or could threaten the safety of the student or others in the performance of science labs, career technical classes, athletics or other schoolwork or activities. <p>Students who violate the dress code policy may be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside out, or other means so the student complies. Students who repeatedly violate this policy, or refuse to adjust their attire, accordingly, will face consequences defined in the behavior matrices.</p>
<p>Electronic Technology Violation</p>	<p>All cell phones, pagers, music/video players, electronic games and cameras must be off and out of sight during school hours (7:25am until exiting the building) other than for sanctioned educational activity i.e., field trips (Policy JICJA)</p> <p>Text messaging/phone calls <i>are prohibited. Parents cannot talk to students during class.</i></p> <p>Devices will be confiscated and turned over to the Administrator and returned to student at the end of the day in the front office.</p> <p>2nd Offense a parent/guardian will need to pick up the device from the front office at SMS</p> <p>Use of school computer system for recreational, personal, or commercial purposes is prohibited.</p> <p>Second technology violation with cell phone, the parent and student must meet with an Administrator.</p> <p>Third cell phone violation, the phone is to be brought to the Administrator's office each morning and can be picked up at the end of the school day.</p> <p>Student repeatedly violates electronic technology possession expectation.</p> <p>Student taking pictures/recordings/videos of other student and/or staff members without administration permission.</p> <p>Violations will result in cancellation of account and denied access for all coursework:</p> <p>Sending or posting harmful materials or engaging in other forms of social cruelty by using the internet or other digital technologies which substantially interfere with the work of the</p>

	<p>Use of other's passwords or allowed use of own password by others is prohibited.</p> <p>Violations will result in loss of computer access privileges, cancellation of account, and restitution for cost of inappropriate use of paper/ink.</p>	<p>school or prevents a safe and positive educational environment or impinges on the rights of others.</p> <p>Inappropriate use of school network as defined by Acceptable Use Policy including:</p> <p>Participating in the transfer or storing of materials which are:</p> <ul style="list-style-type: none"> • treasonous, subversive, obscene, sexually explicit, or pornographic involvement with cyber bullying which creates a disruption within the school environment transferring or storage of illegal materials <p>2 – 5-day suspension</p> <p>Cancellation of account and denied access for all coursework</p> <p>Illegal use of the network may result in temporary or permanent loss of network privileges, suspension, and/or restitution made for damages caused by the illegal use</p>
Inappropriate Location/ Skipping Class	<p>Student is outside their scheduled location without a signed agenda book. (Out of bounds)</p> <p>Student uses grade level bathrooms and water fountains not assigned to their grade or location.</p>	<p>Student leaves school building or grounds without authorization.</p> <p>Three or more minors</p> <p>Deliberately skipping or leaving a class without permission</p> <p>May result in an in-school-suspension</p>
Misuse of Property/ Vandalism	<p>Student marks another's paper, hides or moves peer's materials or supplies with the intent to disrupt.</p> <p>Student fails to use their own materials for its intended use.</p> <p>Student fails to use classroom materials for its intended use.</p> <p>Student unintentionally causes damage to school or personal resources.</p>	<p>Student participates in substantial destruction or disfigurement of property.</p> <p>Student deliberately or repeatedly causes damage to school or personal resources.</p> <p>Student knowingly participates in substantial destruction or disfigurement of property.</p> <p>Student deliberately causes destruction to belongings of high personal or monetary value.</p> <p>Notification of law enforcement, out-of-school suspension, restitution possible.</p>

		Expulsion if it meets the SAFE SCHOOL ZONE POLICY
Forgery/Theft	No minor offense	<p>Student is in possession of, has passed on, or is responsible for removing someone else's property without the person's permission.</p> <p>Student has signed another person's name, without his/her permission.</p> <p>Student misrepresents himself/herself.</p> <p>Violation will result in possible notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</p>
Bomb Threat/ False Alarm	No minor offense	<p>Student participates or plans in the delivery of a message of possible explosive materials being on school property, near school property and/or pending explosion.</p> <p>Notification of law enforcement and possible expulsion if it meets the criteria of the SAFE SCHOOL ZONE POLICY</p>
Arson	No minor offense	<p>Student participates or plans in the malicious burning of school property.</p> <p>Violation will result in possible notification of law enforcement and possible expulsion if it meets the criteria of the SAFE SCHOOL ZONE POLICY</p>
Possession, distribution and/or sale of unsafe or illegal items on school property or school sanctioned event	No minor offense	<p>Student possesses, uses, distributes, or sells alcohol, drugs, tobacco, combustible, or other unsafe substance or item which could harm or does harm an individual or property. (Policy JICG)</p> <p>Any student who appears to be under drug influence, parent/guardian will be notified to come and remove him/her to his/her home or to medical facility.</p> <p>Minimum of a 5 day suspension will be given to any student: in possession or under the influence of alcohol (Policy JICH) in illegal possession and/or use of drugs. Police will also be contacted.</p> <p>Student found selling; distributing or giving away drugs or drug paraphernalia actions will be reported to the</p>

		<p>Somersworth Police Department and suspended from school at once, pending school board action.</p> <p>Student who violates the substance/chemical abuse policy at a school sponsored field trip will be removed from future field trip activities (Policy JICG)</p> <p>Athlete who abuses the substance/chemical abuse policy at a practice or an interscholastic event, in which he/she is an active member, will be removed from this sport.</p> <p>Student who violates the substance/chemical abuse policy will be ineligible to participate in any extracurricular event for the remainder of that school year. Extracurricular events include, but are not limited to dances, club activities, sports, recognition activities. (Policy JICG)</p> <p>Student in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm. (Policy JICI)</p> <p>Dangerous weapons involve notification of police and school disciplinary action including suspension and expulsion (Policy JICI)</p> <p>Student who brings a firearm (as defined in 18 US 921) will be expelled for not less than one year. This suspension may be modified by the Superintendent upon review of the specific case in accordance with other applicable circumstances. (Policy JICI)</p>
Inappropriate Display of Affection	Students demonstrating inappropriate verbal or physical gestures (i.e., holding hands, hugging, or kissing)	<p>Three or more minor offenses</p> <p>Student engages in consensual excessive or illegal contact of a sexual nature with another student or adult.</p>

		Violations will result in notification of law enforcement and possible expulsion if meets the criteria of SAFE SCHOOL ZONE POLICY
Lying/Cheating / Plagiarism	<p>Student submits someone else's work or ideas (intellectual property) as their own and/or allows others to use his/her work as their own.</p> <p>Student delivers a message that is untrue.</p> <p>Plagiarism/Cheating – grade of 0 and parent notification</p>	<p>Two or more minor offenses</p> <p>Student delivers message that is untrue which creates a disruption in a classroom or school</p>
Tardy	3 incidents in a trimester of being late to school that Exceeds 5 minutes past the morning bell.	3 or more minor offenses

Possible Behavioral Interventions

1. Teacher Lunch Time Detention LTD – 10 minutes at the start of lunch
2. Admin Lunch Time Detention LTD – In school suspension room
3. In School Suspension
4. Out of School Suspension
5. Expulsion

Detention

Detention can be assigned by school staff and/or administration. Staff detentions are determined by staff and include, but are not limited to Lunch Time Detention, after-school detentions, and/or revocation of classroom privileges. **Failure to serve a teacher consequence will result in admin-level consequences.**

In-School Suspension

In-school suspension allows a student to remain in school but he/she does not participate in his/her normal academic day. In-School Suspension consists of teams of staff members serving as 'hosts' in the In-School Suspension room. The students will work independently in the suspension room. The student will be escorted to the ISS room by the supervisory staff in the morning and will have lunch in the ISS room. Students will also be scheduled to meet with the crisis intervention counselor during the school day and will not be allowed social time throughout the day. Students assigned to ISS must complete a Processing Form which is reviewed at the end of the day.

**** Failure to complete the ISS Processing Form means the ISS was not completed, the class absences will be unexcused, and the student will be suspended the next day.**

Out-of-School Suspension

Students are not to be on school property at any time during the period of suspension or allowed to participate in any activities under the direction and supervision of the school. Suspended students are allowed to make up schoolwork in accordance with their teachers' makeup policies. Any suspension exceeding 10 days must be approved by the Superintendent.

Recommended Intervention for:

- Major Physical contact/Physical aggression
- Fighting (2 to 5+ days)
- Disrespect / Swearing directed at staff member (2 to 3+ days)
- Violation of Tobacco Policy (2 to 3+ days)
- Drug/Alcohol Violations (Minimum of 5 days & Police contact)
- Harassment, bullying or hazing (Minimum 3 days)
- Violations of Technology Policy involving harassment or inappropriate content (Minimum 3 days)
- Possession of knives/weapons (minimum of 5 days with possible expulsion)

Expulsion

Expulsion results in a student being removed from school permanently or for a period of time. The Principal needs to recommend the expulsion to the Superintendent, who in turn, would recommend expulsion to the School Board. In order to return to school, the student must gain approval from the School Board.

Recommended Intervention for:

- Violation of Safe School Zone Act
- Sale of Drugs/Alcohol
- Repeated Substance Abuse
- Possession of firearms – minimum of 12 months
- Gross Misconduct
- Repeated violation of school rules
- Repeated harassment, bullying or hazing

Possession or Sale of Unsafe, Stolen or Dangerous Items

Possession of unsafe, stolen or dangerous items by students is prohibited at Somersworth Middle School. The administration may designate any item as unsafe or dangerous depending upon the nature of the item or how the item is being used by a student.

Drug and Alcohol Use by Students (Policies JICH)

Taking of illegal drugs and/or possession of the same, in any form, is not permitted at any time. Alcoholic beverages are not allowed

on school property at any time. Drugs for which a student has a prescription and carries onto school property for ingestion as prescribed by a doctor must be kept in the nurse's office.

**** Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending School Board Action.**

Tobacco and/or Nicotine Products (Policy JICG)

No student, employee or visitor shall AT ANY TIME use tobacco and/or Nicotine products in any facility, in any school vehicle, or anywhere on school grounds maintained by the Somersworth School District. Any school district employee may report violations to the local police department.

Unlawful Harassment and Violence (Policy ACAC)

The Somersworth School District is committed to providing all students with a school environment that is free of unlawful harassment. Actions, writings, or comments based upon a person's race, color, religion, sex, sexual orientation, marital status, national origin, citizenship, pregnancy, veteran's status, age, mental or physical disability, or any other personal characteristic protected under the law will not be tolerated. Harassment (both open and hidden) is a form of misconduct that is unkind and demeaning to others and is strictly prohibited by state and federal law.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual or gender-based conduct that creates a hostile, intimidating or offensive school environment. Sexual harassment includes verbal, physical, or visual conduct of a sexual nature. Sexual harassment can take many forms. Examples include obscene gestures, excessive flirting and leering, unnecessary physical contact or touching, repeated requests for dates, comments about a person's body or physical appearance, crude jokes, dirty e-mails, gossip, sexual pictures, and graffiti.

Whether or not conduct is sexual harassment *depends upon the perception of the target and the actions of bystanders and not upon whether the harasser intended to hurt or harass anyone.* People can harass others of the same sex or the opposite sex. All

sexual harassment, whether it occurs among students or between administrators, teachers, or staff and students, is against the law and will not be tolerated. At the Somersworth School District, freedom from sexual harassment is not only a legal commitment; it is a moral commitment as well.

Other Forms of Unlawful Harassment

While it is not always easy to identify precisely what conduct is unlawful harassment, **prohibited conduct certainly includes slurs, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct.** Any student with questions or concerns about any type of harassment in school is encouraged to bring these issues to the attention of the appropriate school district officials. The school district encourages but does not require, that reports and complaints be submitted in writing. Harassment report forms are available from the building principals, Superintendent's office, the school nurse, the school counselors, or the school district's designated Title IX Coordinator. In accordance with the law, the Somersworth School District must take action if it learns of allegations of unlawful harassment, even if a student does not wish to file a formal complaint.

Bullying (Policy JICK)

Any school employee who has witnessed or has reliable information that a student has been subjected to 'bullying', shall report such incident to the principal or his/her designee, who shall, in turn, report the incident to the Superintendent. The Superintendent shall direct an investigation of a reported bullying incident in accordance with the procedures specified in Policy JBAA. If a pursuant investigation concludes that a student engaged in bullying conduct prohibited by this policy, that student shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion. Potential bullying reporting forms (staff and student) are available in the main office or by speaking with any staff member.

Gang Activity / Hazing (Policy JICFA)

It is the policy of the Somersworth School District that membership in secret fraternities and sororities, or in other clubs or gangs not sponsored by established agencies or organizations is

prohibited. The use of hand signals, graffiti or the presence of any apparel, accessory or manner of grooming which, by virtue of its characteristics indicates or implies membership with such a group and such a group presents a clear and present danger to the school environment are forbidden. *Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations are prohibited.* For this purpose, hazing includes any activity for the purpose of initiation or admission into affiliation with any organization sanctioned or authorized by the Board of Education. Any student exhibiting such behavior or causing or participating in activities that intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

Safe School Zone (Policy JICI)

It is the policy of the Somersworth School District that all school buildings, all premises including any location of a school sponsored activity, vehicles used for school purposes, and any associated areas shall be safe environments for students, free of danger posed by the presence of weapons or objects used as weapons, and that the provisions of RSA 193-d:2 (Safe School Zone Act) be carried out in all school areas.

Any pupil may be expelled from school by the local school board for:

- Gross misconduct or for neglect or refusal to conform to the reasonable rules of the school (intentional behavior that interferes with or disrupts the teaching or learning process, threatens the safety of pupils or staff, or is self-destructive).
- Repeatedly committing acts which are grounds for suspension.
- An act of theft, destruction or violence as defined in RSA 193-D:1, which includes:
 - Homicide under RSA 630;
 - Simple, first or second degree assault under RSA 631, which includes knowingly, purposely, or recklessly causing bodily injury
 - Felonious or aggravated felonious sexual assault under RSA 632, criminal mischief under RSA 634,
 - Arson under RSA 634,
 - Burglary under RSA 635,

- Robbery under RSA 636,
- Theft under RSA 637
- Illegal sale or possession of a controlled drug under RSA 318-B
- Possession of a firearm, pellet or BB gun, rifle, or paintball gun without written authorization of the Superintendent. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the US code ("any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive") into a Safe School Zone without written authorization of the Superintendent **shall be expelled from school for a period of not less than twelve months.**

Due Process

Due process and equal protection of the law shall be afforded to any pupil in all cases of discipline (RSA 193:13). The degree of due process is directly related to the seriousness of the discipline issue.

For ALL major office behavior referrals (OBR),

Staff, teacher, and/or administrator will meet with the student in order to:

- a. Inform the student of the behavior at issue in writing (OBR) and verbally.
- b. Inform the student of the facts pertinent to the issue.
- c. Provide the student an opportunity to respond to the issue, and to provide his/her own version either verbally or in writing.
- d. A copy of the OBR will be mailed home to the parent. A second copy will be housed in the assistant principal's office and entered into the digital SWIS database. The third copy will be returned to the referring staff member.

Additional Due Process Rights (Policy JICD)

In school suspension due process procedures shall also include:

- If the Assistant Principal assigns an in-school suspension, the student has the right to appeal to the Principal.
- If the Principal assigns an in-school suspension, the student has the right to appeal to the Superintendent.

1-5 day out-of-school suspension due process procedures shall also include:

- Written notice of the charges and explanation of the evidence will be provided to the parent or guardian as well as contacting the parent or guardian by phone.
- Written recommendation for student disciplinary action will be provided to the student and parent/guardian.
- If the Assistant Principal assigns an out-of-school suspension, the student has the right to appeal to the Principal.
- If the Principal assigns an out-of-school suspension, the student has the right to appeal to the Superintendent.
- A short suspension by the Superintendent may be appealed to the school board under RSA 193:13, I.
- A manifestation hearing will be called on any student with a learning disability who had accumulated 10 days of suspension.
- Any student identified as educationally disabled will be eligible for one hour of tutoring per suspended day once the student has accumulated 10 days of suspensions.

6-10 day out-of-school suspension due process procedures shall also include:

- The Principal will submit written notice of charges and explanation of the evidence and written recommendation for disciplinary action to the student, parent/guardian, and the Superintendent.
- The student and his/her parents/guardian have the right to meet with the Superintendent and review the charges and explanation of the evidence against the student before the 6th day of suspension.
- The student, together with a parent or guardian, may waive the right to a hearing and admit to the charges made by the superintendent.
- The Superintendent will notify the student and his/her parent/guardian of the recommendations and provide written notice of the recommendation to the student and parent/guardian.

Long Term out-of-school suspension (11 - 20 days) due process procedures shall also include: (Policy JICD)

- Students will be provided with written communication of the evidence against the student and an identification of any witness to the alleged incident (unless revealing witness's identity will endanger the witness's safety).
- The Superintendent will provide at least one parent/guardian with written notice of the Superintendent's action, which will include the evidence and witnesses (if possible), and written recommendations given to the School Board.

Due Process procedures for expulsion by the School Board

Written notice to the student and at least one parent of the following information will include:

- Date, time, and place of a hearing in person before the School Board
- Statement of the evidence against the student and the names of witnesses (if possible) who will testify.
- Superintendent's written recommendation for School Board action and a description of the process used by the Superintendent to reach his/her decision.
- An opportunity for a hearing at which the student can have his/her side of the story represented.
- Written notice to all parties that the following hearing procedures shall apply:
 - The student, together with a parent or guardian, may waive the right to a hearing and admit to the charges made by the Superintendent.
 - The formal rules of evidence shall not be applicable at the hearing held by the School Board to determine whether a student will be expelled and upon what terms.
 - The hearing shall be either public or private, and the choice will be that of the student or the student's parents/guardians.
 - During the hearing, the pupil and/or parent or counsel representing the student shall have the right to present evidence on behalf of the student and to cross examine any and all witnesses called by the school district.
 - A complete copy of the Safe School Zone/Discipline Policy JICDA which will include due process

procedures, notification protocol, waiver, appeals and review; reporting procedures for students with learning disabilities will be provided to the parent/guardian upon request.

- Any expulsion by the School Board may be appealed to the New Hampshire State Board of Education.
- Any expulsion is subject to review if requested prior to the start of the next school year.

Section 3: Academic Expectations

As it says in our mission statement, at Somersworth Middle School we promote “literacy and creativity in students while encouraging social, emotional and physical well-being of lifelong learners.” As educators, we are committed to a growth mindset, and the idea that everyone can continue to improve their skills and knowledge through creativity, and hard work. We look to provide students with educational experiences, learning opportunities, challenges and supports to help them achieve success.

Somersworth Middle School believes that the purpose of assessing is to communicate student achievement.

Through our Competency Based Education system we will measure students’ skills and abilities in the four Academic Achievement competencies within each subject area. Student progress will be reported in the form of required Formative and Summative Assessments.

Formative Assessments are the classwork, Extended Learning Skills, and activities that check for student understanding. These help prepare students for Summative Assessments and give them feedback.

Summative Assessments are the assessments that measure students’ competency. These are the assessments that count toward your students’ final performance indicator in each competency area.

While both assessments are required, only Summative scores will be used to measure competency.

Along with reporting academic achievement, we will also be communicating students’ work habits.

Work Habits report on the student’s ability to creatively solve problems, self-manage their learning, produce quality work, and contribute to their community while making progress on the path to success. Students will receive scores in the following Work Habits:

Expectations:

- Student display of the classroom conduct expected of the entire SMS community; being **safe, respectful, responsible**, and **cooperative**, as outlined in the SMS behavior matrix.

Effort:

- Student display of **initiative, persistence**, and **participation** in the classroom, as well as their ability to demonstrate **self-control**.

Engagement:

- Student demonstration of how **willing, creative**, and **curious** the student is as a learner, as well as their ability to be **self-advocating**.

The academic achievement scores along with three work habit scores will communicate students' success. Success will be reported using the following **Performance Indicators**:

- **EE - Exceeds Expectations:** Student work is exemplary that goes above grade level or shows a more rigorous, in-depth understanding or application than required.
 - **ME - Meets Expectations:** Student work meets the expected rigor of the competency and demonstrates the required pieces of the standard.
 - **AE - Approaching Expectations:** Student work is close to and/or has made significant progress toward the competency or is progressing toward meeting the expectation.
 - **MP - Making Progress:** Student work partially meets the competency or the rate of progressing toward meeting the expectation is being monitored because learning may not be at a rate sufficient to meet end-of-year targets.
 - **BP - Beginning Progress:** Student work needs to make significant progress toward meeting the expectations of the competency; learning is not progressing at a rate to meet end-of-year target.
 - **IE - Insufficient Evidence:** Evidence to assess competency is missing or incomplete.
 - **NYI - Not Yet Introduced Competency:** Only Used
Trimester 1
-

Parent involvement and communication are keys to student success. We encourage parents and guardians to share pertinent information with staff to help aid in their child's progress and success. Monitoring student progress on the parent portal of PowerSchool and being involved in the learning process is a responsibility of parents, and the best way to support your student.

Re-Assessment Policy:

Meeting students' individual needs and helping all students reach their personal best is a goal of Competency Based Education. Some students will need more than one opportunity to demonstrate their skills and abilities.

Any student who demonstrates ***Beginning Progress*** on summative assessments can be asked to reassess.

Any student who would like to demonstrate a higher level of competency can communicate with a teacher to develop a plan to reassess.

Students only need to reassess the competency that they demonstrate ***Beginning Progress*** achievement level on, or the area they wish to demonstrate a higher level of competency.

A teacher may require students to complete a relearning plan, detailing the steps a student will need to undertake in order to meet expectations on the summative, before a reassessment is administered. This may include an alternative form of assessment that better meets the individualized learning needs of the student while still measuring competency. Teachers may require students to complete formative assessments prior to retaking a summative. The plan will include a reasonable timeline for a reassessment. Since students are only targeting parts of a competency for improvement, the student's final performance indicator should represent the highest level of competency achieved.

Students who fail to complete a relearning plan or fail to make adequate progress toward meeting the competencies may be retained and not promoted to the next grade level.

Students with special needs are protected by Section 504 of the Americans with Disabilities Act and Individuals with Disabilities Education Act. Federal Funds are provided under Title 1 to help students who qualify for increased reading instruction.

Parents/Guardians or staff members may request a meeting to discuss meeting individual needs of a student.

While our reporting system has changed, our classroom practices will continue to include learning opportunities for home. Practice exercises to follow classroom instruction may include:

- Preview assignments to prepare for subsequent lessons.
- Extended learning assignments to transfer new skills or concepts to new situations.
- **Extended Learning Skills** contribute towards building responsibility, self-discipline and lifelong learning habits. It is the intention of the Somersworth Middle School staff to assign and encourage relevant, challenging and meaningful extended learning skills. Extended Learning Skills provide students with the opportunity to apply information they have learned and further develop academic skills.
- Creative activities to integrate many skills toward the production of a response or product.
- Students are expected to turn work in on time.
- Students who miss class work because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absence plus one extra day to turn in their missed work. It is the students' responsibility to get missing work due to illness or absence. Students who are absent due to a family vacation while school is in session will have the opportunity to make up missing work when they return.

Through our parent-school partnership, we will continue to best meet the needs of our students.

Responsibilities of Staff:

- Assign relevant, challenging, and meaningful work that reinforces learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct work
- Enter assignments/indicators in PowerSchool within a week of assignment due date
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete assignments develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Check PowerSchool and contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down assignments in the "Somersworth Middle School Student Agenda"
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on assignments independently whenever possible, so that it reflects student ability
- Produce quality work
- Make sure assignments are done according to the given instructions and completed on time
- Check PowerSchool regularly

Performance Indicators

Each student's letter grades and effort/conduct ratings reflect their achievement in relation to the curriculum and their own abilities. **Academics can be monitored through the parent portal of PowerSchool and/or by contacting the instructor.**

- **EE - Exceeds Expectations:** Student work is exemplary that goes above grade level or shows a more rigorous, in-depth understanding or application than required.
 - **ME - Meets Expectations:** Student work meets the expected rigor of the competency and demonstrates the required pieces of the standard.
 - **AE - Approaching Expectations:** Student work is close to and/or has made significant progress toward the competency or is progressing toward meeting the expectation.
 - **MP - Making Progress:** Student work partially meets the competency or the rate of progressing toward meeting the expectation is being monitored because learning may not be at a rate sufficient to meet end-of-year targets.
 - **BP - Beginning Progress:** Student work needs to make significant progress toward meeting the expectations of the competency; learning is not progressing at a rate to meet end-of-year target.
 - **IE - Insufficient Evidence:** Evidence to assess competency is missing or incomplete.
 - **NYI - Not Yet Introduced Competency:** Only Used Trimester 1
-

Probation/Sanction

Students may be placed on probation/sanction if they have Insufficient Evidence in their competencies, or have not made adequate progress in those areas. Students who fail to meet expectations in their Work Habits may be put on a plan to help them be successful and to avoid sanction. This is up to the principal and athletic director.

Field Trips (Policy IJOA)

Field trips are designed to stimulate student interest and enhance the educational experience of students. They provide

opportunities for social growth and development and are an important extension of classroom learning. Field trips are planned in advance and require parents/guardians to sign a permission slip for their child to attend. Field trips may require families to pay basic costs.

Students who receive three or more majors, an ISS, or OSS in the month leading up to the trip may be ineligible to attend. If students do not have permission to attend the trip, those students will be placed in another classroom for their instruction.

Section 4: General Information

Athletics

Somersworth Middle School offers students in grades 6-8 a chance to play the following sports:

Fall: Soccer and Volleyball

Winter: Basketball

Spring: Track, Softball/Baseball**

* In order to participate in Somersworth Middle School Athletics an updated Physical Form is required each school year.

**8th grade students have the opportunity to play for the high school softball/baseball teams.

Bus (Policy ECAF)

The right of all students to ride the school buses is conditional upon their good behavior and observance of the following rules and regulations. Video cameras may be used on school buses to monitor student behavior. Audio recording in conjunction with video recording may also be captured on school buses, Bus routes can be found on the SAU website and the school's Facebook page. First Student is our bus company. If you have questions or concerns regarding buses, please contact Lisa at 603-692-4406.

Dances

Only students currently enrolled at SMS are permitted at the dances unless approved by the administration. A student absent or suspended may not attend that night. **Attending a dance or school sponsored activity is a privilege and may be taken away at the discretion of the administration. No outside drinks will be allowed.**

Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent or guardian prior written consent. The District designates the following items as Directory Information: student name, address, grade level, major field of study, participation in officially recognized activities or sports, dates of attendance, degrees conferred, awards received and the name of the most recent educational agency attended.

The district may disclose any of those items without prior written consent, unless notified in writing to the contrary.

The Somersworth School District will provide military recruiters and institutes of higher learning, upon request, with three directory information categories: name, address and grade level. The District may disclose any of those items without prior written consent, unless notified in writing prior to a request. A notification to not release directory information must be filed with the building principal in writing, dated, and signed by a parent or guardian. Each request shall expire on the first of October of the following school year.

All persons collecting or using personal or identifiable information on educationally handicapped students must receive instruction regarding the State's policies and procedures regarding the confidentiality of personally identifiable information.

Emergency Drills

The school will periodically run emergency drills to ensure the safety of everyone at Somersworth Middle School. Students are expected to follow directions given by the staff and faculty during emergency procedures. Students not following directions will be subject to behavioral consequences.

Lockers (Policy JIH)

Students in grade 8 will be provided with a locker. Students may go to their lockers only at assigned times or with permission from a staff member. No personal locks will be allowed on the lockers at any time. Lockers are the property of the Somersworth School District and are subject to inspection by administration (with or without notification). Specific inspections of individual lockers may be conducted by administration upon reasonable suspicion that illegal or prohibited items or substances are present.

Parent's Right to Know

Somersworth Middle School receives Title I funds to help students reach established academic standards. Currently, teachers within each school are qualified to teach in their assigned grade levels and subject areas. Under the Federal law, Every Student Succeeds Act, we are required to notify parents of their rights. Somersworth Middle School parents may request information about the qualifications of the student's classroom teachers. In particular, a parent may seek the following information:

- Whether the teacher meets the state qualifications for the grade level and subject area of instruction.
- Whether the teacher is teaching outside the certification.
- The degree held by the teacher and any other graduate certification or degrees and the field of the certification or degree; and
- Whether the child is provided services by paraprofessionals and if so their qualifications.

If you would like to request any of the above information, please call the Title I Project Manager at 692-2126. A written request may be sent to 51 West High Street, Somersworth, NH 03878. All responses will be made in a timely manner.

Parent-Teacher Conferences

In November, a teacher/parent conference will be scheduled for all students. Although we have these parent-teacher conferences each fall, parents/guardians are encouraged to schedule meetings with their child's teacher at any time there is a concern. Ongoing communication is the key to continued success.

Passes

Students will not be allowed to leave the classroom without a Pass (located in the back of the Agenda Book) signed by a staff member. Failure to carry the pass will result in appropriate consequences.

Photo Waiver

SMS's ability to portray its program accurately and vibrantly is, in part, dependent on parental support to communicate with the community at large. We may utilize photographs of your child when participating in school related activities (classroom and otherwise) and athletics. These photos may be published in our regular communication media such as our school Facebook page and school website.

Your permission is assumed unless an opt out form is completed which can be obtained by communicating with the front office.

Placement (Policy JG)

Class placement is a cooperative process that takes place in the spring involving classroom teachers, specialists, guidance,

administration and parent input from a class placement survey. There are many factors involved in this process, including what is best for individual students academically, socially and behaviorally as well as for the class as a whole. While we welcome parent input, requests for placement cannot always be honored.

Questions and Concerns

Open and honest communication between home and school can support learning. Parents/guardians and caregivers are strongly encouraged to ask questions and address concerns in a timely manner regarding any aspect of our class and school operation directly with the person involved. In return, parents/guardians and caregivers should expect such open and timely communications from school personnel.

School Materials and Personal Possessions

It is the student's responsibility to take care of all school property. Books must be covered. Loss or damage, deliberate or accidental, will result in that student replacing or being billed for the replacement cost of the item. Parents/guardians will be contacted. A student is responsible for school materials that are stolen. Do not bring valuable items to school as the school is not responsible for the loss or damage of items. **Students are responsible for providing their own pens, pencils, erasers and other materials.**

Student Organizations

SMS offers the following student organizations:

Student Leadership	Band	Athletics
Ski Club	Chorus	

SYC: Robotics, STEM, Hiking Club, Mindfulness, Health and Wellness, Dance, ELS, Art, Yearbook, etc.

Title I Parent/Guardian Involvement Policy

This parent involvement policy was developed in cooperation by the administrative team at Title I schools, parents of participating students and the school district. It will be made available to all parents/guardians of participating students.

District Requirements:

- Annually Title I Program staff will involve parents in the development of the Title I Plan and Title I Program Evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.
- The school district and administration team will build school and parent capacity for strong parental involvement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent involvement activities.
- The school district staff will coordinate and integrate Title I parental involvement strategies with other programs. Title I School Requirements:
- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting the staff will...
 - ensure that all parents receive the 'parents right to know' document, regarding teacher qualifications;
 - provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
 - provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and
 - follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward

meeting the expressed needs of the parents with regard to their student's academic development and skills.

- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

Visitors

Adults and non-enrolled students of the middle school may visit SMS staff during the school day only with advanced approval from both office administration and the staff member with whom they wish to visit. In order to protect the students, staff and property, visitors must first report to the front office for authorization to be in the building. The visitor must wear an identification badge while in the school. Once students enter the school in the morning, all doors are locked except for the door by the office.

Somersworth Middle School Handbook Signature Page

In supporting our Parent Partnership, we recognize the shared responsibility for our middle school students' understanding of the beliefs and expectations outlined in this handbook. We ask that Parents/Guardians please read and discuss these expectations with your student. Middle School administrators, counselors, and staff will review all expectations with our students in large groups and in individual classrooms.

Parents/Guardians and students agree to be governed by the policies and regulations set forth in this handbook.

This form **must be signed** and **returned** to your child's homeroom teacher **no later than Friday, September 16, 2022**. Parents share our joint responsibility for our students' understanding of the beliefs and expectations of the school.

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date

Student Signature

Date