

Auburn Village School



Family Handbook

Grades PreK-8

2025-2026

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AUBURN SCHOOL BOARD

Derek Berger, Chairperson

Janice Baker, Adrian Newton, Anthony Piascik, Michelle Gilbert

SAU# 15 ADMINISTRATION

William Rearick, Superintendent

Kimberly Sarfde, Assistant Superintendent

Cindy Bourgeault, Business Administrator

90 Farmer Road, Hooksett, NH 03103

Phone # 622-3731 Fax # 669-4352

Office Hours 8:00 AM – 4:00 PM

AUBURN VILLAGE SCHOOL STAFF

AUBURN SCHOOL DISTRICT CALENDAR 2024-2025

Hello AVS Community Members,

On behalf of the School Board, it is my pleasure to welcome you and your families to the Auburn Village School. We hope that you had a wonderful summer vacation. As the summer comes to a close and with the fall season on the horizon, it is time to look forward to a new school year with excitement.

We ask that you take the time to read this handbook. It is a valuable resource that can help you become better acquainted with our school. All the people involved with AVS work very hard to give our school a safe, friendly atmosphere, where it is a pleasure to be a 21st Century learner.

AVS is a special place. The dedicated faculty and staff have a strong tradition of providing varied opportunities where each student can succeed. We hope that you take advantage of the tools and resources that are available to help you learn, grow and meet the challenges ahead of you.

As with every new school year there are many things to anticipate. First and foremost are the programs and opportunities that the PTA so generously provides. There are field trips that allow students to experience and learn outside the school environment. There are activities and events that bring music, art, and community right into the school. And there is so much more right here in our own Village School!

We hope that your year is filled with enjoyable, positive experiences that will help you achieve your greatest potential.

Sincerely,

Derek Berger

Chairperson, Auburn School Board

Auburn Village School
Auburn, NH 03032
Tel. # 603-483-2769

Dear Parents and Students:

We would like to take this opportunity to welcome you to Auburn Village School. We look forward to working with you to ensure your child's educational experience provides them the opportunity to grow academically, socially and emotionally. We believe positive collaboration between you and your child's teachers play a vital role in ensuring your child will have a successful school year. By working together, we can provide your child a solid educational foundation for the future.

Our handbook is filled with valuable information about the procedures and services available at Auburn Village School. Please keep in mind this handbook does not cover every possible situation and is updated regularly. I encourage you to take some time to review this handbook with your child and use it as a reference throughout the year. The information will be helpful to all parents whether you're reading it for the first or fifth time.

We look forward to a challenging and successful school year. I encourage you to get involved in your school community and become acquainted with all the school has to offer your family. If you have any questions or concerns throughout the school year, please feel free to contact us.

Sincerely,

Lori Collins, Principal

Lindsay Murray, Elementary School Assistant Principal

Jennifer Barnhill, Middle School Assistant Principal

Meredith Davine, Director of Student Services

AUBURN SCHOOL DISTRICT MISSION/CORE VALUES

It Takes a Village to Educate a Child

MISSION:

The mission of the Auburn School District is to ensure that each student develops the foundational academic skills and knowledge necessary to be a contributing participant in an evolving global society. We work collaboratively with our community to provide the highest quality education in a secure, positive, and challenging environment for all students.

CORE VALUES:

High Achievement

We will:

- Set high expectations and standards for all students and staff.
- Teach students to be involved and active learners who work hard, think critically and communicate effectively.
- Educate the whole child through engagement in academic, physical, civic pursuits and the arts.

Excellence in Teaching

We will:

- Recruit and retain passionate, knowledgeable and skillful teachers.
- Support a professional and collaborative learning community that sustains a culture of intellectual excitement, creative instruction, and personal growth.

Innovation:

We will:

- Be recognized as a leader in education and curriculum development.
- Foster critical thinking, open mindedness, creativity and collaborative problem-solving with our students and staff.

- Continuously assess learning and adjust teaching practices accordingly.

Respect:

We will:

- Create an environment where students feel known, safe, and valued
- Recognize the uniqueness and dignity of individuals of differing races, religions, classes, ethnicities, sexual orientations, learning styles and abilities
- Create a culture of collaboration, collegiality and open communication
- Welcome divergent ideas on important issues
- Cultivate citizens who contribute to and care about their community and the world

Each year, the Auburn Village School Board will identify strategic district goals. These goals will guide the work of administrators and promote the advancement of the Auburn Village School. Progression of goals will be assessed and discussed at monthly school board meetings. At the conclusion of the year, the Board shall reflect on the degree to which the goals and objectives have been accomplished.

Adopted: January 11, 1989

Revised: June 13, 2006

Revised: June 13, 2017

SCHOOL OPERATING PROCEDURES

ENTRANCE AGE

A student may enter grade one if his/her chronological age will be six before September 30 of the year of entering school. A child entering kindergarten must be five years of age on or before September 30 in accordance with RSA 193.1 Duty of Pupil and Auburn School District Policy JEB. Students entering PreSchool must be three years of age and fully potty trained, and PreKindergarten students must be four years of age and fully potty trained before September 30.

A birth certificate must be presented upon registration as proof of the date of birth.

Incoming transfer students in grades 2-8, inclusive, will be initially placed in accordance with the data forwarded by the sending district. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

Incoming transfer students in grade one will only be initially admitted to grade one if their chronological age will be six before December 31 of the year of entering school or if previously enrolled in grade one in another public school district. Such placement is tentative and subject to reassignment by the Superintendent

VISITORS

We welcome and encourage parents to visit our school, consult with staff, and participate in our volunteer program. However, we have to balance that invitation with the need to minimize disruption of instructional time and protect the safety of students and staff. If you wish to visit a specific classroom, please call the school and schedule your visit. No one will be allowed to visit a class while in session without the expressed prior consent of the teacher. No student will be released or allowed to see or talk with anyone except their parent or an adult who has the parent's verified permission.

During the instructional day all doors to the building are locked. Visitors to the school must enter the front door and be admitted into the building. They need to register in the visitor's log and wear a visitor or volunteer pass while in the building. No adult other than school personnel should be admitted from another exterior door.

Parents dropping off or picking up children from the New Morning After School Program need to gain admittance through the designated door in the cafeteria.

SUPERVISION OF STUDENTS

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

DELAYED OPENING OR EMERGENCY CLOSING OF SCHOOL

School Cancellation or Delayed Pending announcements will be made on the following television stations and websites:

- WMUR-TV/Channel 9
- www.wmur.com
- www.auburn.sau15.net

All school Delayed Openings are for 2 hours. Should this occur, students can be expected to be picked up at their bus stops 2 hours later than normally scheduled. For example, if your child is normally picked up at 7:30 AM, then on delayed opening, pick up time will be 9:30AM.

Should students be sent home early due to inclement weather, announcements will be made on the same television stations and students will be afforded the opportunity to call home.

AUBURN STUDENTS ATTENDING PINKERTON ACADEMY

1. There will not be high school transportation should school be canceled in Auburn.
2. Should the Delayed Opening procedure be in effect in Auburn, but not at Pinkerton Academy, there will be a 2-hour delay. School transportation will be 2 hours later than normal to Pinkerton.
3. Should the Delayed Opening procedures be in effect at Pinkerton Academy, but not Auburn, Pinkerton transportation will be 3 hours later.
4. Should the Delayed Opening procedure be in effect at Pinkerton Academy and in Auburn, there will be a 2-hour delay.
5. Should students in the Auburn Village School be sent home early, but not at Pinkerton, arrangements will be made to provide high school students with transportation by school bus from Pinkerton prior to Auburn closing. Students in the high school will be notified through the high school intercom system.

ATTENDANCE PROCEDURES

STATE LAW ON ATTENDANCE

“Every child between 6 and 18 years of age shall attend the public school within the district or a public school outside the school district to which he/she is assigned or an approved private school during all times the public schools are in session, unless he/she has been excused from attending on the grounds that his/her physical or mental condition is such as to prevent his/her attendance, or to make it undesirable”. (See NH RSA: 193.1)

“Every person having the custody of a child shall cause the child to attend such a school during all times the public schools are in session”. (See NH RSA: 193.2)

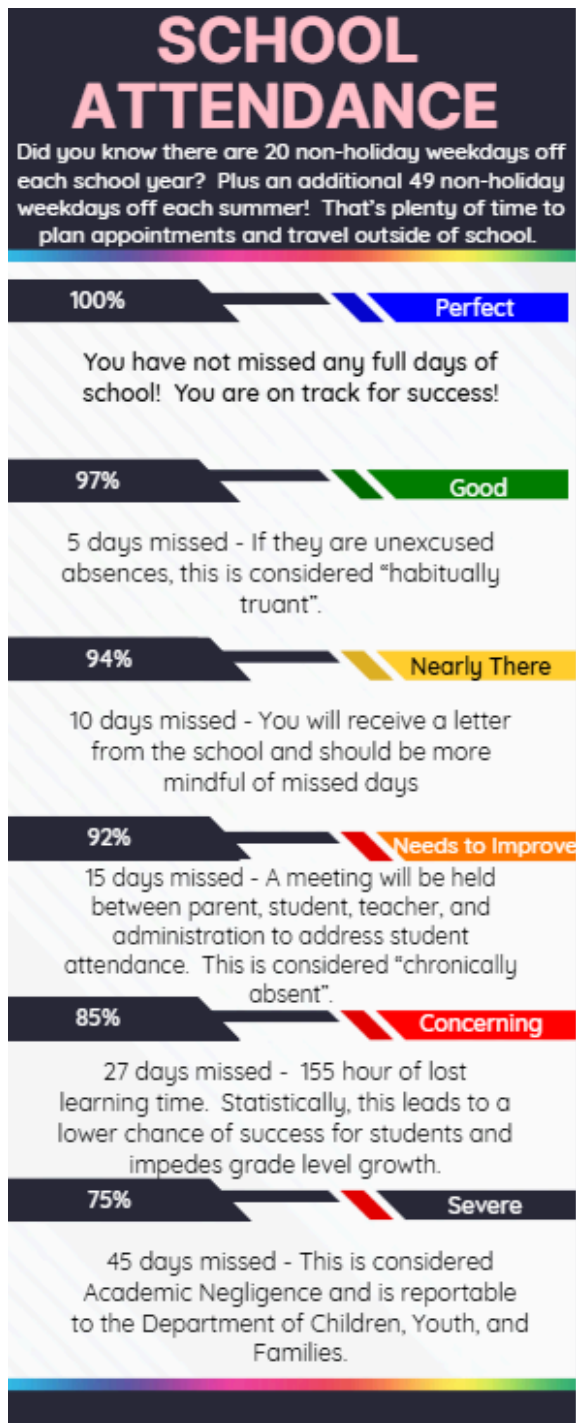
ATTENDANCE POLICY

Education is a process whereby significant learning occurs through the interaction of students and teachers. Students need to be present in school to succeed. After school help and assignments sent home cannot duplicate the learning that takes place within the classroom during regularly scheduled classes. Absences for family vacations or other discretionary reasons are discouraged, because much of the classroom experience cannot be made up. Students who are absent due to family vacations or extended vacations are required to obtain their missing work from teachers when they return to school. Work will not be provided ahead of time. Any such absences should be discussed in advance with the principal and will be considered **unexcused**. Absences shall be classified as either excused or unexcused as determined by the principal/designee. 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. Students will not be able to participate in after school activities including sports. Extended absences may have a negative impact on student learning, and should be avoided. Frequent absences or tardies will be reflected on the student’s report card.

Excused absences shall include:

1. Personal illness of student; after three (3) consecutive days, or excessive, repeated absences, a note from a physician may be required.
2. Illness of immediate family member which requires the student’s help at home;

3. Death in the family;
4. Religious observances;
5. School sponsored or school endorsed activities
6. Summons, subpoena, or court order;
7. Circumstances which in the judgment of the principal create emergencies over which the student has no control.



Our school's philosophy has been developed to ensure that attendance is maximized. The principal, as the Superintendent designee, is the final authority in determining whether an absence or tardy is excused or unexcused.

Please be aware that children with official medical plans involving attendance or those who are officially partially homeschooled are exempt from these regulations.

If you need help with transportation or other issues that may be impacting attendance, please call us. We have many resources available to help your child consistently attend school.

ABSENCES

Parents/Guardians are required to notify the school on those days when their child is going to be absent. The preferred method of notification is to use **PickUp Patrol**.



You can also call the school office at **483-2769** after 7:30 am or leave a message on the office voicemail.

Each morning, the school cross-checks the student absent list, which is generated during homeroom attendance, with the list of parents who logged the absence into PickUp Patrol. If a student is absent and no call or notice in PickUp Patrol has been received, the school will make parental contact as soon as possible using our automatic calling system. If parental contact cannot be made, we will follow up with the student's emergency contacts.

The student is responsible for making up any work missed during his/her absence from school for any reason. Make-up work will be provided to a student by his/her teacher upon returning to school. One day of make-up time will be allowed for each day of absence.

A student who has been absent from school is not eligible to take part in any school activity that takes place after school or in the evening unless advance approval has been granted by the administration. (see appendix for complete policy)

Arrivals

Grades 5-8: Arrival time for middle school Grade 5-8 students is 7:40-7:50 a.m. Students should not be dropped off before 7:40, as there is no adult supervision provided.

Grades K-4: Arrival time for Grades K- 4 is 8:40-8:50 a.m. Students should not be dropped off before 8:40, as there is no adult supervision provided.

All students arriving by bus will be dropped off at the back of the school. Students who are driven to school should be dropped off at parent drop off on Eaton Hill Rd. Students should either proceed to the cafeteria for breakfast or report directly to their homeroom/classroom.

TARDINESS

It is of utmost importance that all students arrive at school on time. It is a reasonable expectation that in order for learning to occur, each student must arrive to school on time.

Students who are tardy excessively fall behind in academic achievement. A student who is continually tardy not only places his/her own learning in jeopardy, but also interrupts the learning of other students.

Students are considered tardy if they are not in the building by **7:50 AM for students in grades 5-8 or 8:50 am for students in grades K-4**. If your child is tardy, he/she must report to the office upon arriving at school. **A tardy is excused when a parent reports his/her child to the office and provides a reason for the tardiness.** Should neither occur, an unexcused tardy will be recorded. According to RSA 193:2, children are to attend school “during all the time public schools are in session.”

- **After 10 tardies a letter from the school will be sent home.**
- **After 15 tardies, both student and parent/guardian will meet with the principal, teachers, and other staff members.**
- **Three or more days tardy or days dismissed of any kind will negatively impact Middle School Perfect Attendance Awards at year’s end**

DISMISSALS

END OF DAY DISMISSAL

Students who will be picked up at the end of the day should report to the Parent Pick Up area, which is located on the Eaton Hill Road side of the building. Dismissal for middle school students is at 2:30 p.m. Dismissal for elementary school students is at 3:25 p.m. Dismissal for Kindergarten and First Grade students and their siblings will begin at 3:15 pm.

When a student is dismissed from school at the end of the day, he/she is expected to leave the school grounds and proceed home immediately. If a student wishes to go somewhere other than home, the parent must log the dismissal change in PickUp Patrol.



Students may ride a bus not assigned to them to travel to another student's house depending on the availability of seating on the bus. To use a different bus or get off at a different location, please indicate the change in Pick-Up Patrol before dismissal change cut off times. A bus note can be picked up from the office before dismissal to be given to the bus driver upon boarding. Students will not be allowed to ride without a bus pass and default transportation will be followed or a student will be returned to school for pickup. Due to limited seating on a bus, students should not use bus transportation to arrange for more than 2 students to ride a different bus. Please use Parent Pick Up for multiple students.

A grade 5-8 student, who wishes to walk, or ride a bicycle home, must have permission to do so documented in Pick-Up Patrol. A biker-walker form needs to be completed by the

student's guardians and they must also sign-out in the office before leaving school. Failure to comply with these regulations will result in the suspension of the privilege. (*See XI. Bicycles & Walkers*)

Children may not ride home with anyone except their parents unless a note stating such is on file in the office. This change in dismissal should be documented in Pick-Up Patrol.

EARLY DISMISSAL

Students are not permitted to leave the school grounds from the time they report to school in the morning until the time they are scheduled to leave in the afternoon. **If it is necessary for a student to leave school during the day, he/she must have permission in Pick Up Patrol by the parent or guardian** stating the time of dismissal and the individual who will be providing transportation. *Please use Pick-Up Patrol for early dismissals.* At the time the student is being dismissed, he/she should wait in his/her classroom until being called to report to the main office for checkout. The person authorized to pick up the student is required to report to the main office to sign-out the student. In the event of an emergency, a dismissal request may be made by phone, but the sign-out procedure remains the same. Students will not be allowed to wait outside under any circumstances.

ACADEMIC INFORMATION

PLACEMENT OF STUDENTS

Careful consideration is given to the placement of students in classrooms. Many factors are considered for the academic and social-emotional needs of the students in the classrooms. Teachers take care to consider the needs of each child and classroom makeup when creating classes. However, if parents have specific concerns for their child, such requests must be made in writing to the Principal by May 1 of the prior school year. Administration will not consider requests for specific teachers but will consider requests that describe their child's personality, needs, and learning style as well as what type of teacher and classroom structure would suit their child well.

GRADING SYSTEMS

The evaluation of student achievement is determined triannually by each of the student's teachers. Grades are based on a student's performance on tests, quality and completion of

class and homework assignments, and effort. Auburn Village School's grading system for Middle School students is as follows:

The NEW grade scale will be:

A+ =	98 - 100
A =	93 - 97
A- =	90 - 92
B+ =	88 - 89
B =	83 - 87
B- =	80 - 82
C+ =	78 - 79
C =	73 - 77
C- =	70 - 72
D+ =	68 - 69
D =	65 - 67
F =	Below 65

Descriptors for Grades
A - Students at this level demonstrate a comprehensive and in-depth understanding of rigorous subject matter and provide sophisticated solutions to complex problems
B - Student performance demonstrates a strong understanding of the knowledge and skills expected at this grade level
C - Student performance demonstrates an understanding of the knowledge and skills expected at this grade level
D - Student performance demonstrates a limited understanding of the knowledge and skills expected at this grade level
F - Student performance is yet to demonstrate understanding of the knowledge and skills expected at this grade level

HONOR ROLL

Academic achievement is recognized each trimester with the publication of the Honor Roll. High Honor Roll is awarded to students who maintain all A's. Honor Roll is awarded to students who maintain A's and B's. Students may not receive anything less than a B to receive Honor Roll. All classes are included in factoring the Honor Roll.

PRINCIPAL'S LIST

Commendable effort and attitude are recognized with the publication of the Principal's List. Principal's List is awarded to students that receive a majority of 3's and 4's on the work study practices, with a minimum of two 4's and cannot have any 1's or 2's. It will only be awarded in Trimester 3.

CONFERENCES

Communication between parents and teachers is a key ingredient to effective student achievement. Twice per year, in fall and spring, teachers meet with parents to review student progress. Parents are given an opportunity to sign up for an appointment.

In addition, teachers are available throughout the school year as the need arises. When

parents have questions regarding their child's progress, they are strongly encouraged to contact the child's teacher and schedule a conference. A parent's first contact concerning student progress is to be with the classroom teacher. Please contact the school office or email the teacher to arrange for an appointment that is mutually convenient for teacher and parent.

PROGRESS REPORTING

K – 5 students will receive several formal updates throughout the year as to their ongoing progress.

- Mid October – Trimester 1 Progress Report
- Early November – Parent Teacher Conference
- Early December – Trimester 1 Report Card
- Mid-January – Trimester 2 Progress Report
- Early March – Trimester 2 Report Card
- Mid-April– Trimester 3 Parent Teacher Conference
- Last Day of School – Trimester 3 Report Card

Grade 6-8 students will receive three trimester report cards and participate in two student led parent conferences. The Parent Portal provides online access to student attendance and grades via PowerSchool, the school district's student information system. It is necessary to create a Single Sign-On (SSO) account before first using the system. Information for setting up your account can be found at: <http://auburn.sau15.net/powerschool-parent-portal/>.

HOMEWORK PROCEDURES

Students may be assigned homework daily. The following is a general guideline of how much time in total is expected to be spent on homework each school night for each grade level. If students are taking more than the expected amount of time at night, a parent (in elementary school) or child (in middle school) should email the teacher.

- o For the **first and second grade**, homework is intended to be an extension of classroom practice. The classroom teachers will provide more specific information regarding homework expectations and practices at the start of the school year.
 - o First Grade 10-15 minutes in addition to nightly reading practice
 - o Second Grade 20-25 minutes-in addition to nightly reading practice
- For students in **grades three and four**, students begin to assume more responsibility for their learning and are working to establish homework habits. The classroom teachers will provide more specific information regarding homework

expectations and practices at the start of the school year.

- o Third Grade 30-35 minutes
 - o Fourth Grade 40-45 minutes
- For students in grades **five through eight**:
 - o Fifth Grade 50-55 minutes
 - o Sixth Grade 60-75 minutes
 - o Seventh Grade 70-95 minutes
 - o Eighth Grade 80-120 minutes
 - o Homework counts for no more than 10% of a student's grade.
 - Homework for all core courses will be posted in a shared document in Google Classroom. Parents will be able to bookmark this link to refer to throughout the year.
 - Late homework will only be accepted for one week after the due date.
 - In 5th and 6th grade, late homework will receive a maximum grade of 90%.
 - In 7th and 8th grade, late homework will receive a maximum grade of 85%.
 - Teachers will notify parents if problems arise with homework completion.

MAKE-UP WORK

Students will be given an opportunity to make-up missing assignments if they are absent from school. In general, make-up work is due not later than one week from the last date of absence. The time allowed for make-up will be proportional to the time missed with long-term absences given special consideration. If the absence is due to a family trip, it is not required that teachers prepare assignments in advance of the absence, and school textbooks will not be sent on the trip. Work will be reserved for the students upon their return. Parents and students are expected to access assignments and class materials through the Learning Management System (i.e. Google Classroom) and to stay current with assignments while out of school, to the extent possible. Students in grades 5-8 who are absent during an in-class assessment will be required to schedule a make-up time with the teacher within 2 days of returning to school. This may require students to remain after school, or during lunch or recess in order to make up for the missed assessment in a timely manner.

LATE WORK AND RETAKES FOR GRADES 6 – 8

LATE WORK

Homework and classwork assignments are due on the date specified by the teacher. If a classwork assignment is not completed during the time allotted in class, that assignment will be sent home for homework and due the next day. The homework late policy will then be in effect.

Teachers may accept completed classwork and homework assignments after the assigned completion date; however, students must coordinate a plan for late submission with the teacher prior to the original due date. The assignment must fulfill the requirements set forth by the classroom teacher. No assignments for Unified Arts will be accepted after the course ends.

RETAKES

The purpose of retaking an assessment is for students to demonstrate a deeper understanding of content than previously shown. If a student receives a grade of 80 or above, they have demonstrated competency and are not eligible for the retake.

Before assessments are assigned, teachers will communicate if an assignment is available for a retake. For example, an essay in which students have worked for multiple days and had an opportunity to confer with the teacher would not be available for a retake. However, a vocabulary or math test that is taken in one day would be available. If students are not provided with feedback throughout an assignment, it will generally be available for a retake.

If a student would like the opportunity to retake an assessment or other major assignment, they will need to complete a “Relearn-Retake Contract” within five days of receiving the graded assignment. Once the student submits the Relearn-Retake Contract, the teacher, student and parent will communicate to develop a plan to further student understanding before retaking the assessment/assignment. Students will be able to earn full credit for the retaken assessment.

SCHOOL PROGRAMS

SPECIAL SERVICES

It is the policy of the Supervisory Administration Unit (SAU) #15 school districts provide free and appropriate educational services for students with special needs in compliance

with NHRSA 186-C and Title 20 USC, Sections 1400-1415.

Special educational services for special needs students are provided in accordance with federal and state laws providing for the education of such students. The State of New Hampshire recognized three general types of disabilities: physical, intellectual, and emotional. Within these broad categories are breakdowns of specific disabilities with criteria specified for each.

Any student thought to have special educational needs as described above will be referred to the special education evaluation/placement team. Parents, teachers, or any person who bears a responsibility for the student may make such a referral by completing a form called Referral for Evaluation/Placement Team Review. Further information is available through the Special Education Office.

SECTION 504 - REHABILITATION ACT OF 1973

Auburn Village School complies with the Rehabilitation Act of 1973 (See appendix.) Any concerns or questions regarding the need for an individual 504 plan for a student should be directed to the appropriate assistant principal, the 504 Building Coordinator.

TITLE I MATH SUPPORT

The Title I program provides math support to regular education students in grades 2-6. Selection is determined on the basis of academic need. This program provides extra remedial instruction in support of regular classroom math classes; it is not a replacement for the instruction that students receive in their homerooms.

Instruction is in a small group setting or within the classroom. A variety of teaching methods and materials are used to help each student master skills and build confidence in the area of mathematics.

REMEDIAL READING SUPPORT

Reading support is offered through our school budget in grades kindergarten through eight. Selection is determined on the basis of academic need. Reading support supplements reading instruction in the regular classroom. Instruction is in a small group setting.

A strong foundation in reading in the early years reduces the occurrence of difficulties in

the later years. We especially focus on kindergarten and first grade with extra support in phonemic awareness, phonics, and decoding skills. As students progress through the grades there is a gradual transition from phonics and word attack skills to comprehension. We help the students develop the ability to use reading as a tool for other knowledge, rather than just an end in itself.

We have two reading specialists in the school. Mrs. Chrissy Spain is the elementary reading specialist focusing on grades K-4. Mrs. Carly Cohen is the reading specialist for grades 5-8.

COUNSELING SERVICES

The school counselors help students to develop better self-concepts, strengthen their ability to solve problems, and change attitudes that are detrimental to school success. Using individual, small group, and whole class activities to meet the social and emotional needs of the students, the counselors complement the efforts of teachers and other staff members. The middle school counselor also facilitates the transition from Auburn Village School to high school.

INSURANCE

The Auburn School District does not sponsor accident insurance for individual students. Student insurance is made available to all students at a reasonable cost. Complete information is available early in the school year. All accidents, which may result in a claim being filed, should be reported to the principal's office.

EMERGENCY MANAGEMENT TEAM (EMT)/SAFETY TEAM

The Auburn Village School has established an Emergency Management Team to organize and coordinate an appropriate response to any crisis that may have emotional or physical consequences for the student and faculty population.

The EMT does not focus attention on personal/confidential matters and will not respond to these issues among students or faculty. Rather, the EMT is designed to manage public situations, which may have either a short or long-term impact on the entire student body

or staff. These situations include, but are not limited to, the following: death or serious injury of a staff member or student; death or serious injury of a famous political individual; community, environmental or natural disaster emergencies; violent act in the school or community which may have an immediate impact upon the student body and school staff.

Schools are required to conduct various 'emergency drills' during the course of a school year (i.e. fire, intruder, active threat, off-site, etc.). Most 'drills' are contained on site. However, an 'off-site' drill is exactly that. We need to move students away from school premises either by bus or walking.

FOOD SERVICES

The Auburn School District participates in the federal program, which provides for free and reduced meals to those who are eligible to participate. Applications are sent home yearly and are also available at the office.

The Auburn Village School serves breakfast and lunch every day. The school lunch menu is uploaded to the website monthly. This time can be a very pleasant interlude in the day's activities if all students employ good manners and show consideration for others. All students should observe the following rules:

1. Wait courteously in line.
2. Have your card and/or money ready for payment
3. Clean up personal refuse and place in proper container
4. When finished eating, pick up all paper and utensils and place them in the proper receptacles.
5. Exit the lunchroom in a quiet, orderly manner.

The cost of school lunch is as follows: (Subject to change)

- Student Breakfast (includes milk) \$ 1.50 per meal
- Student Hot Lunch (includes milk) \$ 2.90 for elementary and \$2.90 for middle per meal
- Student Milk white or chocolate milk \$.50 per pint
- Adult Hot Lunch (includes milk) \$ 3.60 per meal
- Adult milk white or chocolate milk \$.50 per pint

Our lunch program is a debit system, not a credit system. Parents should purchase meals weekly or monthly, either by check, cash, or online at www.myschoolbucks.com. All checks should be made out to AVS Hot Lunch Program. Any checks returned for insufficient funds

shall be assessed a \$20.00 administration fee.

Charging of meals is not allowed. Students who have legitimately lost or forgotten money shall be served; however, reimbursement is expected the following day.

The Auburn Village School Food Service Program is intended to provide the students with well-balanced and nourishing meals. The lunch director appreciates any comments or advice relative to this endeavor. Parents of students with special dietary needs should contact the lunch director in order to establish a suitable alternate menu.

***Important Note: Because water is not one of the five major food groups as defined by the USDA, it cannot be substituted for milk as part of a purchased lunch. Water is available daily at a cost of \$.50.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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CHARGING OF SCHOOL LUNCH

Students in the Auburn Village School will be offered a nutritious, state-approved lunch at a price that has been approved by the School Board for that school year if they desire.

Students will be able to charge lunch subject to the criteria of this policy. Parents/guardians of students who are not able to afford school lunch are encouraged to apply for federal aid, through the National School Lunch Program. Applications can be found on our website or by reaching out to our Nutrition Services Director. Copies are sent out at the beginning of every school year.

- A. When a student's lunch balance is \$5 or less, the parent will be notified.
- B. If the negative balance reaches \$10.00, the Food Service Director will call the parent/guardian.
- C. If the negative balance reaches \$25.00, the Principal will call the parent/guardian.
- D. If a Kindergarten through 2nd grade student has a negative balance, he/she will be allowed to charge a lunch or milk. No snacks may be charged by those with a negative balance.
- E. If a 3rd – 8th grade student has a negative balance, he/she will be allowed to charge a lunch for two days. No snacks may be charged by those with a negative balance.
- F. The Superintendent is authorized to take appropriate action to recover any balances owed to the District in cases where the parents do not cooperate in settling their debt.

The District will redefine school lunch debt as bad debt at the end of the school year or if the student leaves the district for any reason. At the time that the debt is redefined as bad, nonfederal funds from the District will be used to pay off the debt.

AFTER SCHOOL ACTIVITIES/CLUBS

CO-CURRICULAR ACTIVITIES

Co-curricular activities including dances, student council, sports, band, chorus, yearbook, art club, drama club, Destination Imagination, and Lego League are available to students at appropriate grade levels. Participation in these activities is restricted to residents of Auburn. In order to participate in after school activities, students must have the after school activity noted in Pickup Patrol by his/her parent or guardian giving permission to stay for the event and indicating that transportation home will be provided. In order to attend evening activities, transportation to and from school must be arranged by the

parents or guardian. **School rules regarding conduct are in effect at all co-curricular activities.**

STUDENT COUNCIL

Student Council is an active organization that meets regularly throughout the year. It is made up of homeroom representatives from grades 5-8. These representatives elect Student Council officers. Under the guidance of an AVS faculty advisor, the Student Council plans and coordinates social events for the middle school student body, community projects and fundraisers. In addition, it provides a forum to address issues brought for discussion by the student body.

AUBURN HONOR SOCIETY

The Auburn Honor Society is a service organization for seventh and eighth grade students that recognizes excellence in the areas of scholarship, leadership, service, citizenship, and character. The criteria for selection to the AHS is as follows:

The student must:

- Have attended AVS for at least one trimester prior to application for membership
- Have and maintain a grade average of 92% or better in all graded subjects each trimester
- Have and maintain at least a 3.0 average in work study practices each trimester
- Not have exceeded three level one discipline infractions and two level two discipline infractions in an entire school year

Students who meet the above criteria will be invited to apply for membership in the Auburn Honor Society. Students who complete the entire application process to the appropriate standard will be inducted as members. Students must maintain all the above listed requirements in order to retain membership. Students must also complete service hours and maintain the highest standards of conduct to retain membership.

CO-CURRICULAR ELIGIBILITY REQUIREMENTS

ACADEMIC REQUIREMENTS:

All students involved in yearlong Auburn Village School co-curricular activities will be required to maintain passing grades and demonstrate appropriate effort to be eligible to participate. If a student receives **a failing grade on the previous trimester's report card**, that student is placed on academic probation.

Academic probation has three stages:

Stage one (Week 1):

- The student will not participate in meetings of the co-curricular activity and must demonstrate improvement.

Stage two (Week 2):

- If improvement has been demonstrated, the student may return to the activity.
 - The student will remain on probationary status.
- If improvement has not been demonstrated, the student has one more week to show improvement.

Stage Three (Week 3):

- If the grade has been brought into passing range (65 and above), **the student will be reinstated.**
 - The student will remain on probationary status.
 - At any time thereafter that academic performance is unsatisfactory; the student **may** be removed from the activity for the remainder of the school year.
- If the grade has not been brought into passing range (65 and above), **the student will be removed from the activity for the remainder of the school year.**

CONDUCT REQUIREMENTS:

All students involved in Auburn Village School co-curricular will be required to

exhibit proper conduct and good citizenship to be eligible to participate. If a student receives **three detentions during the course of a trimester or three month period for year long clubs**, that student will be placed on conduct probation. (Suspensions, internal or external, will be counted as two detentions per day.)

Good conduct by all members of a school co-curricular activity is required. Failure to exhibit appropriate conduct during co-curricular activities may result in consequences ranging from loss of participation privileges to removal from the co-curricular activity.

Conduct probation has three stages:

- **Stage one (Week 1):**
 - o The student will not participate in meetings of the co-curricular activity and must demonstrate improvement in conduct.
- **Stage two (Week 2):**
 - o If improvement has been demonstrated, the student may return to the activity.
 - The student will remain on probationary status.
 - o If improvement has not been demonstrated, the student has one more week to show improvement.
- **Stage three (Week 3):**
 - o If improvement in conduct **has occurred, the student will be reinstated**.
 - The student remains on probationary status.
 - Any time thereafter that conduct is unsatisfactory; the student **may** be removed from the activity for the remainder of the year.
 - o If improvement in conduct has not occurred, or if a fourth detention is received, **the student will be removed from the activity for the remainder of the year**.

Students and their parents will be notified of probationary status and removal from an activity in writing by administration.

ATHLETIC PROGRAM

The interscholastic sports program is an integral part of the school program. It is completely voluntary and all students in grades 5 through 8 are urged to participate. The program, which comes under the direction of the Athletic Director, has a three-fold purpose: the development of physical fitness and body control, the development of good sportsmanship and teamwork, and the provision for wholesome activities for students.

Students who wish to participate in the athletic program and their parents, must sign an interscholastic team contract prior to participation.

Those student athletes who take part in the interscholastic program have strong responsibilities as school citizens. As student athletes they must maintain a high set of standards. This is particularly true of academic requirements, school citizenship, and sportsmanship.

ATHLETIC ELIGIBILITY REQUIREMENTS

MEDICAL REQUIREMENTS

All students wishing to try out for an interscholastic sports team must have a current physical exam in order to do so. The physical exam done prior to entering the sixth grade will suffice. If there are any changes from said physical, a new physical **may** be required before the student can try out. A copy of the up-to-date physical must be returned with the permission slip before the student will be permitted to try out. In addition, a new health history form must be filled out and signed by the parent/guardian **every time** a student tries out for a sport.

Any injured student excused from athletic participation for three or more days while under a physician's care must provide written authorization from the physician, addressed to the athletic director, to resume participation.

ACADEMIC REQUIREMENTS

All students involved in Auburn Village School team sports will be required to maintain passing grades and demonstrate appropriate effort to be eligible to participate. If a student receives **a failing grade on the previous trimester's report card**, that student is placed on academic probation. Student grades will be checked twice per season. If a student has a failing grade, the student will be placed on academic probation.

Academic probation has three stages:

- **Stage one (Week 1):**
 - o The student will not participate in games, practices or any other team activity and must demonstrate improvement in academics.
- **Stage two (Week 2):**
 - o If improvement has been demonstrated, the student may return to practice, but is ineligible for games.
 - If attending a home game, the student may not suit up and sit with the team.
 - If attending an away game, the student may not ride the bus, suit up and sit with the team.
- **Stage three (Week 3):**
 - o If the grade has been brought into passing range (65 and above), **the student will be reinstated.**
 - The student will remain on probationary status.
 - At any time thereafter that academic performance is unsatisfactory; the student **may** be removed from the team for the remainder of the season
 - o If the grade has not been brought into passing range (65 and above), **the student will be removed from the team for the remainder of the season.**

Athletes and their parents will be notified of probationary status and removal from a team in writing by administration

CONDUCT REQUIREMENTS

All students involved in Auburn Village School team sports will be required to exhibit proper conduct and good citizenship to be eligible to participate. If a student receives **three detentions during the course of the season**, (which begins when the team roster is posted), that student will be placed on conduct probation. (Suspensions, internal or external, will be counted as two detentions per day.)

Conduct probation has three stages:

- **Stage one (Week 1):**
 - o The student will not participate in games, practices or any other team activity and must demonstrate improvement in conduct.
- **Stage two (Week 2):**
 - o If improvement has been demonstrated, the student may return to practice, but is ineligible for games.
 - If attending a home game, the student may not suit up and sit with the team.
 - If attending an away game, the student may not ride the bus, suit up or sit with the team.
- **Stage three (Week 3):**
 - o If improvement in conduct **has occurred, the student will be reinstated.**
 - The student remains on probationary status.
 - Any time thereafter that conduct is unsatisfactory; the student **may** be removed from the team for the remainder of the season.
 - o If improvement in conduct has not occurred, or if a fourth detention is received, **the student will be removed from the team for the remainder of the season.**

Athletes and their parents will be notified of probationary status and removal from a team in writing by administration.

SPORTSMANSHIP

Good sportsmanship by all members of an interscholastic team is required. Failure to exhibit proper sportsmanship will result in consequences ranging from loss of playing time to removal from the team. **Athletes removed from a game for unsportsmanlike conduct will be suspended for the next scheduled game.**

We invite students, parents and community members to attend as many athletic events as possible and enthusiastically support our teams. Good sportsmanship is also expected at all events from fans, both students and adults. To achieve this, we encourage following these guidelines:

- a. Never “boo” or verbally harass the school staff, student athletes, coaches or the officials.

- b. Let the coaches guide their own players without interference from the sidelines.
- c. Have respect for all participants and other spectators.
- d. When attending away games, be a courteous guest and observe the rules of the school visited.

Spectators may require a chaperone at the discretion of the administration. All spectators will be held to appropriate behavior guidelines. Those who fail to comply with these guidelines may forfeit their right to attend future events.

PROCEDURES FOR ATTENDING AFTER SCHOOL EVENTS

We encourage our middle school students to support their school teams and clubs through attendance at games and functions. However, due to staggered starts there is usually a period of “wait time” between middle school dismissal and the activity. **Grades 5-8 students may not be on school grounds unsupervised while the elementary school is still in session.** This would include skateboarding, bike riding in the parking lot, using the playground or the athletic field, or just “hanging around”. Students returning to use the fields, playground or blacktop must wait until the last elementary bus has been loaded (usually 3:30-3:35).

If a grade 5-8 student wishes to stay in the school to attend an after-school function, that student must follow the procedure outlined below:

1. A staff member must agree to supervise the student while he/she waits for the activity to begin. (This would need to be arranged prior to the day of the activity.)
2. Written permission from the parent or guardian must be presented to the office.
3. If the student has written parental permission to leave school grounds (i.e. to go to the store), that student may not return to school until the activity begins.

Those students who have not pre-planned their after-school attendance at activities as described above will be required to go home according to their default plan.

EXTENDED DAY STUDY

Teachers volunteer to offer Extended Day Study to middle school students after school to provide a space for students to complete assignments in a quiet environment. Extended Day

Study is available for students Monday-Thursday until 3:15 pm. Students who stay for Extended Day Study may take the elementary bus home. **Because teachers volunteer to host Extended Day Study, there may be days that Extended Day Study is not available. Students need to be prepared with alternate plans on these days.**

While attending Extended Day Study, students are expected to adhere to the following

1. The classroom is expected to be silent and all students should be working independently.
2. Students are expected to arrive with all of the materials that are needed at the beginning of the period. Students cannot be wandering through the building during this time.
3. If students need to get a drink or to use the restroom, students need to do so before entering the homework room.
4. If a student does not have homework, be prepared with an independent reading book.
5. Use of cell phones is prohibited in line with our No Cell Phone policy.
6. Students are expected to listen to the announcements for dismissal procedures.

The use of Extended Day Study by students is a privilege. Many students use Extended Day Study as an essential part of their school success. Any disruptions affect the ability for students to remain focused. Students who are not respectful of the rules of Extended Day Study will lose the privilege of attending.

1. On the first offense, students will be sent to the office to await dismissal and will lose the opportunity to attend for one week.
2. On the second offense, students will be sent to the office to await dismissal and will lose the opportunity to attend for two weeks.
3. On the third offense, students will lose the opportunity to attend for the remainder of the school year.

STUDENT HEALTH

PHYSICALS

The following policy on medical examinations is established to comply with laws enacted by the NH General Court. Under RSA: 200, the superintendent shall exclude any student not meeting the physical examination requirements required by the district from school.

All students, prior to entering Auburn Village School, shall have a complete physical within

the past year. Parents/guardians of students transferring to the Auburn Village School must present proof of meeting physical examination and immunization requirements within thirty days of entrance.

The Auburn Village School Board requires a complete medical examination by a licensed professional six months prior to entrance into sixth grade.

No medical exam shall be required of a child whose parent or guardian objects to such examination in writing on the grounds that such a medical exam is contrary to family religious beliefs.

IMMUNIZATION OF STUDENTS

Diseases that can be prevented by immunization are an unnecessary hazard to the health of the children in the classroom, to their families, and to others in the community. It is the policy of the Auburn School Board that immunization requirements for the district will be carried out in accordance with **NH RSA #200.38 and #200.39:**

#200.38 Control and Prevention of Communicable Diseases

1. All the children shall be properly immunized prior to school entrance according to the current recommendations of the state public health agency.
2. Any child may be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization would be detrimental to his/her health. A child may be excluded from immunization for religious reasons at the discretion of the school board.

#200.39 Exclusion from School

Whenever any student exhibits symptoms of contagion or is a hazard to himself/herself or others, he/she shall be excluded from the classroom and his/her parent or guardian shall be notified as soon as possible.

IMMUNIZATION RECORDS

1. If 6 years of age or under: 4 or 5 doses of DTaP or DPT, given at acceptable intervals are required for school entry with the fourth or fifth dose given

on or after the 4th birthday.

2. If more than 7 years of age: 3 or 4 doses of DTaP, Tdap, or Td with the last dose given on or after the 4th birthday.
3. Grades 7-12: 1 dose of Tdap is required for entry into 7th grade. A Tdap vaccine given on or after the 7th birthday meets the school requirement for Grade 7.
4. 3 doses of an all IPV or OPV schedule with the last dose on or after the 4th birthday. If a combination of IPV/OPV schedule was used four valid doses must be given.
5. 2 doses of MMR, the first dose must be on or after the 1st birthday.
6. 3 doses of Hepatitis B given at acceptable intervals.
7. 2 doses of Varicella or laboratory confirmation of chicken pox disease.

STUDENT MEDICATION PROCEDURE

Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home other than during school hours.

In those instances, when medication must be taken during the school day, arrangements will be developed to accomplish this. Any prescription medication to be given must be accompanied by a parent's note, as well as a health care provider's order. The healthcare provider's orders for medicinal preparation for use by the student shall specify in writing the duration of the order, name of the drug, the dosage and the time. The prescribing health care provider will be responsible for the medical care of the student. The health care provider's orders shall be renewed each school year if a long-term dosage or time schedule is indicated.

Parents may give written permission for a child to receive short-term nonprescription (over-the-counter) medication at school (NH Department of Education administrative rule, Ed 311.02). A form granting this permission must be completed each year along with an updated parental health history.

All medication must be delivered in the original container, properly labeled with the student's name, name and strength of medication, and directions for taking the medication. In the case of prescription medication, the health care provider's name and the date of the original prescription must be present. At the school's discretion, a limited amount of stock over-the-counter medication may be available from the nurse for student use with the above parental permission. All medication will be delivered directly

to the school nurse or Principal by the parent or a responsible adult over the age of 18.

No medication may be dispensed or administered to any student by other school personnel unless they are under the supervision of the nurse. In the absence of the school nurse, a designee of the Principal may assist the student in taking the prescribed medication.

All medication shall be stored in a designated and secure place. Inhalers, EpiPens, and insulin pumps may be kept on the student with written health care provider and parent approval. The student will report to the school nurse after using the inhaler or EpiPen. The nurse or Principal shall be responsible for the key of a locked cabinet.

Not more than one month's supply of a prescribed medication shall be stored in the school. Unused medication shall be picked up by a parent or guardian within ten days or disposal by the school nurse will be carried out.

There is a computerized record of all medications taken by a student. It includes the date, time, dosage, and the name of the person assisting the child. If a student refuses to take the medication or if the medication has run out, such will be recorded.

PROTOCOL OF USE OF EpiPEN

In the event of a severe allergic reaction (anaphylaxis), the school nurse (or principal's designee) or the student, if self-administration is authorized, will administer an EpiPen. The child or adult will be given the injection and be transported by ambulance to a local hospital.

The signs and symptoms of anaphylaxis, which may occur within minutes, include the following: flushed skin, puffy face, difficulty breathing, coughing with wheeze, generalized swelling and hives. A victim may be in shock and the skin color mottled. They may appear apprehensive and may have an unobtainable pulse along with a decreased blood pressure. EpiPen Jr. will be used on children under 65 pounds. EpiPen will be used on children over 65 pounds and adults. If symptoms persist, a second dose would be given 15 minutes after the first dose.

WELLNESS POLICY

The Auburn School Board adopted a wellness policy (JLCF) in compliance with federal and state requirements. The purpose of the policy is to promote lifelong wellness practices. Auburn has a building wellness committee with staff, students and parent representation. The committee meets regularly during the school year to review nutritional choices with our school program and plan activities to promote physical activity and nutritional

education.

The policy establishes nutritional guidelines for all foods served at the school. All foods available on school grounds during the school day and at school sponsored activities will meet or exceed the current USDA Dietary Guidelines for Americans. Food offerings should be nutrient dense per calories, have low fat and sugar content, be of moderate portion size, and include a variety of fruits, vegetables and whole grains. Food and beverages offered for snacks, activities and/or fundraisers should encourage healthy choices and promote positive health habits. The nutrition standards are intended to model the practice of moderation as a component of a healthy lifestyle.

These nutritional guidelines apply to the school lunch and breakfast programs, food and beverages sold in vending machines, snack carts, concession stands, at parties/celebrations/meetings during the school day, and as part of school fundraising activities. **Soda will not be served in the school at any function.**

RULES AND REGULATIONS

CONDUCT AND DISCIPLINE

The principal shall be empowered to establish rules and regulations for the conduct of students.

Discipline...

- is a learning process through which students are taught to adhere to the behavioral expectations of their community.
- is an orderly and structured environment.
- is achieved when everyone respects the rights of others and accepts responsibility for their own actions and inactions.

In order for teachers to teach, and students to learn, a positive and orderly school environment must be maintained. The school must protect the safety of its students and provide an effective learning environment. Students whose behavior inhibits this purpose will be held accountable for their actions.

In addition to consequences for behaviors, support strategies will be implemented as appropriate to address student behavior. These supports will include, but are not limited to

- **student reflection** - written or verbal as prompted by teacher or administrator
- **conflict resolution** - group meetings to address issues and possible solutions
- **restorative practices** - consequences aimed at restoring the harm that has been done
- **parent, student & teacher/administration meetings** - to include goal setting and other positive behavior expectations
- **school counseling services**
- **positive behavior plans** - written documents agreed upon and signed at parent, student & teacher meetings
- **behavior observations/assessment** - to identify function of student behavior

DISCIPLINARY PROCEDURES

Whenever possible, students will be notified of disciplinary consequences in as private a

situation as is possible.

Refusal to accept/serve appropriate discipline will result in an increased consequence.

In order to insure consistency in discipline, when misbehavior occurs at Level I (and some, but not all Level II's), the staff member will notify the student as to which behavioral category (*i.e. disruptive*) is being violated and the specific behavior (*i.e. speaking out without permission*) evidenced.

- o If the student complies, the issue is over.
- o If the student is addressed a second time for the same behavior during that class period, he/she will be asked to see the teacher after class and the behavior will be logged. When the student meets with the teacher after class, he/she will have an opportunity to respond (*Due Process*), and an appropriate consequence will be imposed.
- o If the student is addressed about the same behavior for a third time during the same class period, he/she will be instructed to report to the office. This then becomes a level II offense.

Note: This sequence is not employed for behaviors that are unsafe in any way or blatantly disrespectful.

DUE PROCESS

Students have the right to due process. Due process involves the following: notification of the charges, an opportunity to respond, and a fair hearing. This still allows for immediate questioning and disciplinary action for most infractions of school rules. Bringing minor infractions or violations of school rules to a student's attention constitutes notification. The student's response (acknowledgment or denial) provides an opportunity to respond. This exchange is, in effect, a hearing.

For more serious infractions, which may lead to a more severe punishment, more formal procedures are available. These procedures may include: notification of parents in writing, a formal hearing with representation, offering the evidence and witnesses for cross-examination. Students will be given the opportunity to respond both verbally and in writing before the principal or assistant principal determines an appropriate punishment. During the course of an administrative investigation, parents of students interviewed may be notified after the investigation has been conducted. Additionally, in order to maintain fidelity of any ongoing investigation, parents will not be invited to sit in on the interview process.

LEVEL I BEHAVIORS & CONSEQUENCES

Level I behaviors usually occur in the classroom or in other settings under staff supervision. Behaviors at this level will seldom result in the intervention of a building administrator.

Behaviors at this level include, but are not limited to:

Disruptive Behavior	Disrespectful Behavior	Irresponsible Behavior*
Talking during instruction	Responding inappropriately to a staff member	Tardiness
Disruptions		Abuse of restroom time
Excess noise in hallway	Inappropriate language	Roaming halls
Unethical Behavior	Unkind Behavior	Littering
Plagiarism	Teasing	Gum chewing
Copying homework	Hurtful language	Unsafe Behavior
Dress code violations		Horseplay
		Running in the hallway

**Not to be applied to late or missing homework.*

Consequences at this level include, but are not limited to:

- Support strategy
- Verbal reprimand and behavior will be logged
- Parent phone call
- Seat change
- Parent phone call from student with staff supervision
- Lunch detention(s)
- Teacher detention(s)
- Letter home from student with staff supervision
- Request to change clothing
- Time out of classroom
- Loss of Activity Privileges
- Loss of privilege

LEVEL II BEHAVIORS & CONSEQUENCES

Level II behaviors, for the most part, will be handled by staff but may also be referred to a building administrator.

Behaviors at this level include, but are not limited to:

Disruptive Behavior	Disrespectful Behavior	Irresponsible Behavior
Deliberately interrupting instruction	Inappropriate language/gestures directed at another student	Abusing school property
Inappropriately displaying affection	Inappropriate notes/drawing regarding staff	Inappropriate use of school computers/internet
Being non-compliant		
Arguing with Staff	Unsafe Behavior	Unkind Behavior
Cell phone usage during the school day	Tripping	Taunting (1st offense)
	Invading personal space	Physically intimidating (1st offense)
Unethical Behavior	Leaving assigned area without permission	Defiant Behavior (Refusal)
Lying	Throwing objects	Repeating Level I behaviors despite interventions
Cheating	Failing to follow building evacuation protocol	Refusing to do work
Plagiarism		
Forgery of parental signature	Forceful bodily contact	Refusing to comply with adult's instruction/request
Stealing	Verbal/written threatening	

Consequences at this level include but are not limited to:

- Support Strategy
 - Financial Restitution
 - Lunch detention(s)
 - Teacher detention(s)
 - ½ Hour PM detention
 - 1 Hour PM detention(s)
 - ½ Day Internal Suspension*
 - Full Day Internal Suspension*
 - Multiple Day Internal Suspension*
 - External Suspension* (3-5 days)
- * May only be imposed by a building administrator

LEVEL III BEHAVIORS & CONSEQUENCES

Level III behaviors will be handled by a building administrator.

Behaviors at this level include, but are not limited to:

Disruptive Behavior	Unethical Behavior	Irresponsible Behavior
Group Disruption	Theft	Purposeful damage to property
Unsafe Behavior	Spreading rumors	Harassment
Throwing objects with intent to hurt	False alarms-fire, 911	Destroying school property
Fighting	False reporting	Defiant Behavior (Refusal)
The purchase, possession, distribution or use of any tobacco product	Tampering with defibrillator	Refusal to leave an assigned area
Disrespectful Behavior	Unkind Behavior	Repetition of Level II Behaviors
Inappropriate language/gestures directed at a supervising adult	Bullying	
	Use of a racial slur or making racially motivated comments	
	Sexual harassment	

Consequences at this level include but are not limited to:

- Support Strategy
- ½ Day Internal Suspension
- Full Day Internal Suspension
- Multiple Day Internal Suspension
- External Suspension- up to 10 days
- Financial Restitution

LEVEL IV BEHAVIOR & CONSEQUENCES

Level IV behaviors are those behaviors covered in the **Memorandum of Understanding with the Auburn Police Department** (See appendix). These issues will be handled by a building administrator in conjunction with the Auburn Police Department.

Consequences at this level include but are not limited to:

- External Suspension
- Expulsion

DEFINITION OF CONSEQUENCES

LOG OF BEHAVIOR: The behavior will be recorded in PowerSchool by teacher and will accumulate towards a detention or loss of activity.

LOSS OF ACTIVITY: The student will be ineligible to participate in an upcoming school sponsored activity (i.e. School Dance, Field Trip)

TIME OUT: Student will be isolated from peers for a period of time.

LUNCH DETENTION: The student will spend his/her lunch period in an assigned area (i.e. a classroom or the office) under adult supervision.

DETENTION: Students will be assigned a detention by any staff or faculty member if their behavior warrants it. A detention is defined as time after regular school hours (8:00 a.m. to 2:30 p.m.), which is spent under the supervision of a staff member. Parents will be notified prior to the time the detention is to be served. Students shall report on time and will be subject to further disciplinary action if they fail to keep their detention. The parents will be given at least twenty-four (24) hours' notice and shall be expected to provide or arrange transportation from the school to home. **(Students staying for detention may not ride the elementary bus home.)** (With parental permission, the 24-hour time frame may be waived.)

TEACHER DETENTION: Time after regular school hours (8:00 am to 2:30 pm) which is spent under the supervision of a staff member. During this time, teachers can conference, reteach expectations or problem solve behavior with students. Students shall report on time and will be subject to further disciplinary action if they fail to keep their detention. Students staying after for a teacher detention may ride the elementary bus home.

RESTITUTION: Student will pay for or replace damaged property.

INTERNAL SUSPENSION: The student may be assigned to an internal suspension, which would be held at school during regular school hours. He/she will be isolated from his/her peers and supervised by school personnel while he/she completes daily assignments.

EXTERNAL SUSPENSION: Students may be suspended externally from school at the discretion of the principal or assistant principal, as authorized by the superintendent. These external suspension periods would not exceed ten (10) school days, unless the severity of the student's behavior, as determined by the Superintendent of Schools, warrants a longer stay out of school. Schoolwork will be assigned and due upon the student's return. **(Students are not allowed on school grounds during an external suspension.)** If a student with an Individualized Education Plan is suspended for 10 days or more, the Special Education team will meet to determine if the behavior is a manifestation of the student's disability. When the behavior is determined to be a manifestation of the child's disability, the district's procedure is to review the IEP and consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior. Upon return to school, students will participate in a reintroduction meeting and potentially receive a referral for school counseling services.

PLAYGROUND RULES

- Obey the adults on duty.
- Respect each other's rights and personal space.
- Stay within the designated areas for your grade level.
- Do not eat or drink on the playground. Finish your lunch before coming to recess.
- Do not play games that involve body contact, pulling of clothes, or roughness. Football may only be one hand touch.
- Tag, football and soccer games are only to be played on the grassy areas, not the blacktop.
- Do not fight- real or imaginary.
- Equipment:
 - o No hockey sticks, tennis rackets, baseball bats, hard balls, batons or recorders are to be brought to recess.
 - o Safe equipment like Nerf balls, tennis balls, jump ropes and yo-yo's are permitted.
- Use all playground equipment as intended. Do not try gymnastics or stunts on the

equipment.

- Play fairly, follow the game rules, and take turns.
- Stay a safe distance from all equipment in use and all games in progress.
- Students must be wearing proper winter apparel to play in the snow during winter months. Students will be strongly encouraged to wear warmer layers when the weather falls below 30 degrees fahrenheit.
- Students without proper footwear may not walk in snow covered areas.
- Stay out of “Off Limits” areas: the trees next to the playground, along the side of the school building not adjacent to the grass. Do not climb on or crawl under fences.
- **Above all, don’t intentionally hurt another student. Be a friend to everyone on the playground.**

Act safely, responsibly, and respectfully to the adults on duty and the other students sharing the playground with you. Then everyone will have fun!

EIGHTH GRADE END OF YEAR ACTIVITIES

Eighth grade students participate in several special activities during the final months of the school year. Those activities include class field trips, the 8th Grade Celebration (dinner and dance) and the graduation ceremonies. Participation in all of these activities is a privilege dependent upon appropriate behavior during the school hours and events. Student conduct during the last trimester of school can mean the difference between attendance and non-attendance at the planned functions. The final months at AVS are a time of high energy, great expectations and celebration. We want all graduating students to participate fully and appropriately.

DRESS FOR SCHOOL

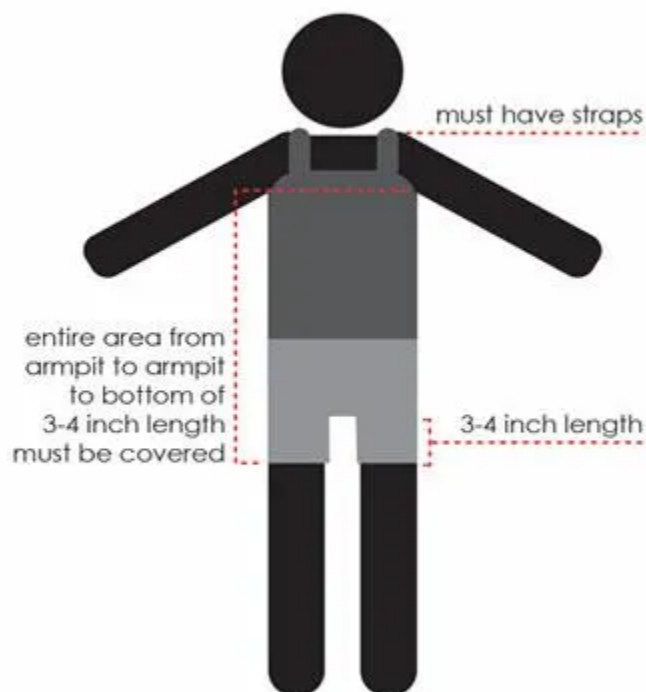
While the dictates of fashion may pressure students to wear certain items of clothing, these items may, in fact, be disruptive in a school setting. Clothing should also be age appropriate to a classroom setting, especially in warmer weather. The administration will issue additional directives on inappropriate apparel as the need arises. Parents are urged to assist and support the school’s monitoring of clothing. We must strive to maintain an appropriate educational environment. The dress code is in place for meeting state and federal health and safety regulations and setting a professional tone for students to achieve academically. It is not the intent of the dress code to infringe upon the expression of culture, race, or identity of any individual or group. The enforcement of the following

regulations is at the discretion/interpretation of building administration. The following are **restricted** items:

1. Clothing that does not cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image below).
2. Clothing that displays language or images that are inappropriate, hateful, or promote alcohol, tobacco or illegal substances.
3. Hoods, hats, bandanas and sunglasses.

Further guidance for acceptable dress:

4. Tops must have shoulder straps.
5. Rips or tears in clothing should be below the acceptable length for shorts.
6. Undergarments must not be visible, not including straps.
7. Skirts or dresses must reach mid thigh (fingertip length) or have appropriate length shorts underneath.
8. Sneakers must be worn during PE class.
9. When worn during the school day, all athletic uniforms must adhere to the dress code.



Students shall be required to change if they arrive at school dressed inappropriately. Parents may be asked to bring appropriate clothing to them. A student who wears an article of clothing to school after it has been deemed inappropriate will be subject to disciplinary action. **Judgments related to unacceptable clothing shall be made by the administration only, and those judgments are not subject to arbitration.**

DRUGS AND ALCOHOL

The taking and/or possession of illegal drugs or alcohol, in any form, is not permitted at any time. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Board and other proper authorities. Any student in possession of or under the influence of drugs or alcohol will be immediately suspended from school for at least five days.

Prescription medication may only be taken by the student to whom it is prescribed, pursuant to Board Policy JLCD on administering medication in school. The misuse of prescribed or over-the-counter medications in the school will result in disciplinary action.

BULLYING

Bullying is conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Conduct constituting bullying will not be tolerated. (See appendix for complete policy.)

HARASSMENT

The school district maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees are forms of sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which produce an intimidating or hostile environment will not be tolerated under any circumstances.

PHYSICAL EDUCATION

Physical Education is offered to each K-4 student on a weekly basis and for one half trimester to all grade 5-8 students. Students may be excused from participation in Physical

Education classes under the following conditions:

1. Short-term illness or injury requires a note from either the student's parent and/or physician. Short-term is not to exceed two consecutive physical education classes.
2. Extended illness or injury requires a note from the student's physician. This note is required should the student not be expected to participate in more than two physical education classes.
3. Proper dress, including non-marring sneakers, is expected for each class.

ASSEMBLY BEHAVIOR

Assemblies are held periodically during the school year. Attendance at an assembly is a privilege. Everyone is expected to be courteous and polite to all guests of the Auburn Village School. Our behavior reflects not only upon us individually, but also upon all the staff and students of Auburn Village School.

Talking, unnecessary movements, whistling, booing, and exaggerated applause are all considered inappropriate assembly behavior.

FOOD AND BEVERAGES IN CLASSROOMS

At the teacher's discretion, students may be able to eat or drink in the classrooms. Students may drink water, but must avoid beverages with high sugar or caffeine content (sodas, coffee, coolatas, etc.).

HALL PASSES

Middle school students are required to sign in and out of classrooms if they leave them at any time during an instructional period. Further, they are to carry a hall pass provided by the classroom teacher if traveling through the halls during scheduled class time.

TARDY PASSES

Students who are late for class without teacher permission must report to the office for an **unexcused tardy pass** before being allowed into class. Repeated tardiness during the school day will result in disciplinary action.

TELEPHONES

Except in case of an emergency, students are discouraged from making telephone calls from school. The office telephone is available for emergency use with permission from a teacher or administrator. After school arrangements are to be made prior to the start of the school day. Parents are asked not to contact their children on their cell phones during school hours. Student cell phone use during the day is prohibited.

The use of recording devices, cell phones and similar communication devices by any student in a school building or while in transit under the authority of the school or while attending any function authorized by the school is prohibited unless specifically authorized by school personnel.

Cellular phone and electronic device (iPods, Mp3 Players, handheld video games, smart watches and devices) use is not allowed during school hours and should be stored while at school. Some middle school classrooms will have a designated spot in their classroom to store cell phones. Cell phones must be on silent and may not be checked during class time. If a student chooses not to store their cell phone in the classroom, they must be powered off and stored in their backpack/lockers and not accessed throughout the day. If school or bus staff becomes aware of unauthorized cell phone usage, the cell phone will be confiscated immediately.

First offense –The device may be retrieved by the student at the end of the day from the Main Office.

Second offense – The device will only be returned directly to the child's parent or legal guardian from the Main Office.

Third offense – The student will be unable to bring their electronic device to school for the remainder of the school year. Possessing a device on school property during school hours after a third offense will result in disciplinary action.

The Auburn School District will not be responsible for loss, damage or theft of any cell phones or other electronic devices.

BRING YOUR OWN DEVICE (GRADES 5-8)

Auburn Village School is a 1:1 school with each student having access to a Chromebook. Therefore, Auburn School District does not support the use of additional devices by students. BYOD may be considered on a case by case basis with school administration

approval.

COMPUTER USAGE

It is a privilege to use school computers and students will act according to the expectations set by district policy.

The following rules governing usage must be adhered to:

1. Students will obey all rules listed in the Auburn School District Acceptable Use Policy (see appendix).
2. Students will use materials and equipment responsibly.
3. Students will not send or receive anything over the computer that violates the District's policy.
4. Students will respect the privacy and property of other users.
5. Students will never disclose their real name, address, phone number or other personal information over the Internet.
6. Students will use programs and equipment only as directed by a teacher.
7. Students will not waste school computer resources.
8. Students will not attempt to bypass security systems.
9. Students will not harm or destroy data of another user residing anywhere on the school network or on the Internet.
10. Student access may be limited by the supervising teacher/adult.
11. Headphones used in conjunction with computers must be wired. Wireless earbuds will not be permitted.

SOCIAL MEDIA GUIDELINES (NEW)

To maintain a safe, respectful, and academically focused learning environment, the use of social media by students is strictly prohibited during school hours and on school premises, including classrooms, hallways, restrooms, and school buses.

Students may not access, post, or engage with any social media platforms (including but not limited to Instagram, Snapchat, TikTok, X/Twitter, Facebook, and similar services) using personal or school-issued devices during the school day. This policy applies to all forms of social media activity, including posting content, messaging, commenting, or browsing. Violations of this policy may result in disciplinary action, including but not limited to warnings, confiscation of devices, parent conferences, detention, or suspension, depending on the severity and frequency of the offense.

Interaction with School Staff on Social Media

Students are strictly prohibited from initiating or maintaining any social media communication or connection with school staff, including teachers, administrators, and support personnel. This includes:

- Sending friend or follow requests
- Messaging or commenting on staff posts
- Tagging staff in student content
- Sharing or reposting staff content

Staff members are likewise prohibited from engaging with students on personal social media accounts. All necessary communication between students and staff should occur through official school platforms such as school email or learning management systems (e.g., Google Classroom, Schoology, etc.).

COMMUNITY USE OF SCHOOL GROUNDS

Auburn School Policy KFA addresses the responsible use of school property. An individual on school property needs to be cognizant of state law in respect to use of tobacco (RSA 126-K-7) and school policy prohibiting the use of alcohol. All individuals using the school property are responsible for safe and appropriate behavior/conduct. School property needs to be respected. All individuals present on school grounds need to be treated with

courtesy.

The community may use the playground and sports field when it is not being utilized for authorized functions or activities. Use of these areas is restricted to intended purposes and should not be used during school hours.

Loitering is prohibited on school property. All activities are prohibited within 25 feet from any school building, including the portables. The parking lot should not be utilized for unsupervised recreational use during the school calendar year. Supervision is defined as an adult being present and responsible for the behavior, conduct and safety of individuals participating in the activity. Mini-bikes, all-terrain vehicles, go-carts, motorized scooters and snowmobiles are not permitted on school grounds. Disregard of this policy will be subject to school disciplinary code and/or town ordinances and state laws.

TRANSPORTATION

BUS TRANSPORTATION

A student's bus route is determined by his/her residence. Any request for a change of bus route or stop must be submitted in writing by the parent or guardian to the school principal. If a student is not planning to use the provided transportation, a note from the parent should be on file in the school office. Pupils may not transfer to a different bus route without the express written permission of the principal or assistant principal. **It is the student's responsibility to board the correct bus.**

School administration and the bus company cooperate to maintain the safety and student conduct on the buses. Once bus routes are established, pick-up and drop-off times should be predictable, but bus drivers cannot confirm that parents are home before drop-off in the afternoon. Supervision at the bus stop is a family responsibility; the school does not have jurisdiction beyond school property.

Pupils may not use the school bus to arrange for transportation for multiple students to go to another child's home. Multiple addition of students to a bus can cause it to go over capacity. Families should make other arrangements to transport students in these cases.

BUS CONDUCT

Bus conduct is an important safety related issue. Students are expected to behave in a manner that does not jeopardize the safety or welfare of themselves or others.

Students will:

1. Follow the driver's directions
2. Take their seat in an orderly manner
3. Remain in their seat until the bus comes to a complete stop
4. Speak in a polite/quiet manner
4. Keep their hands, feet and objects to themselves and out of the aisle
5. Keep the bus clean
6. Treat others with respect

When necessary, the bus driver will issue a transportation disciplinary report, which will be sent to the school administration where the appropriate action will be taken. Video cameras are used on the buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on the buses in accordance with the provision of RSA 570-A:2(k)(1). The following should not be interpreted to be all-inclusive list, but merely serve as examples of unacceptable behavior:

1. Standing or changing seats while the bus is in motion.
2. Any act of vandalism.
3. Profanity, vulgar remarks or gestures.
4. Use of tobacco, alcohol, or narcotics.
5. Disobedient or abusive remarks or actions to the bus driver, students, pedestrians or drivers of other vehicles.
6. Causing loud noises or disturbances that could distract the bus driver's attention from the road.
7. Fighting or pushing or roughhousing upon entering the bus, while on the bus, or leaving the bus.
8. Throwing objects of any kind on the bus or from the bus.
9. Any action which is dangerous or disruptive.
- 10. There will be no skis/poles, hockey sticks, baseball bats, large musical instruments, or any other large objects allowed on the bus that cannot be carried on the student's lap.**
11. Students are not allowed to bring pets, skate boards and large sports equipment on the bus.
- 12. Cell phones or any other electronics should be turned off and stored in the student's backpack while on the bus.**

Students whose conduct on the school bus is unsatisfactory may be denied the use of bus transportation by the building principal as per NH RSA 189:9-A. The first offense will generally result in a warning. A parent conference to include the student and the bus driver may be required. In a circumstance where a student's behavior constitutes a safety hazard, suspension will be considered immediately after necessary due process.

DISCIPLINARY ACTIONS

First Write Up:

Consequences will range from a written/verbal notification to parents, up to a three (3) day suspension of school bus privileges.

Second Write Up:

Consequences will range from a three (3) – five (5) day suspension of school bus privileges.

Third Write Up:

Consequences will range from a five (5) – ten (10) day suspension of school bus privileges.

Fourth Write Up:

Consequences will range from a ten (10) – twenty (20) day suspension of school bus privileges.

In accordance with [RSA 189:9-A](#), the suspension shall not begin until the next school day following the day of parent/guardian notification. A bus suspension is not to be interpreted as dismissal from school. Should a bus suspension occur, transportation to and from school becomes the responsibility of the parents.

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

Students who continue to behave inappropriately may be suspended for the remainder of the school year in accordance with the provisions of RSA 189:9-A.

In this event, the student's parents may request to meet with the superintendent to appeal the decision within forty-eight hours. Should the principal's decision stand, the suspension will go into effect as scheduled. The parent may request to appear before the Auburn School Board to seek a restoration of bus privileges, but not before a minimum of twenty school

days have passed since the suspension of riding privileges. **Should privileges be restored, and another write-up occurs, bus privileges will be revoked for the remainder of the year.**

BICYCLES AND WALKERS (GRADES 5-8)

All bicycle riders and walkers are required to:

1. Have written parental consent on file in the school office. These forms are sent home and can also be found in the office.
2. Sign-out with a staff member in the office before leaving school.

In addition, bicycle riders are required to:

1. Observe safe biking procedures entering and leaving school property.
2. Always walk the bike while on school property.
3. Place and secure the bike in the racks provided as soon as the student arrives at school.
4. Exercise extreme caution at all times.
5. Not ride on the school property until the last elementary bus has left.

NH state law requires all children under the age of 16 to wear a helmet. The students are strongly encouraged to use a bike lock. The Auburn School District is not responsible for lost or damaged bicycles. Out of concern for the safety of our students, we discourage riding skateboards, scooters or rollerblades to school.

MISCELLANEOUS INFORMATION

FACILITIES AND MATERIALS

Students are expected to exercise care in their use of all school facilities and equipment. Damage to any of these will be reported to the office. Purposeful damage to AVS facilities and equipment will not be tolerated. Students responsible for such damage will be subject

to disciplinary action that will include, but is not limited to, restitution in the form of replacement or funds to repair the damage done.

Textbooks and Chromebooks are furnished free of charge to students and must be returned in their original condition. Students, or their parents, will be held responsible for books or equipment lost, destroyed or damaged.

PARENT RESPONSIBILITIES

The home-school relationship is a critical factor in the success of all students. Although there may be moments of disagreement between parents and teachers or staff, all parties involved are expected to maintain appropriate conduct both on and off school grounds. We require all families to use school issued methods of communication (i.e. Bloomz, email, etc.) to communicate with staff regarding school concerns. Staff and family interactions should be respectful and focused on the best needs of the student while acknowledging school rules and environment as a whole.

LOCKERS

Some grade levels will utilize lockers to store student materials throughout the day. Each student in these grade levels will be issued a locker. Students may choose to bring in a lock to use with their locker. It is the student's responsibility to know the combination. Students are expected to secure their personal possessions and school supplies in their locker during the school day. Backpacks are to be left in the lockers and not carried from class to class. Students will be given time to visit lockers and get the supplies they need for upcoming classes. They are expected to plan ahead and refrain from disrupting a class to visit their lockers.

The student lockers are the sole property of the Auburn School District and are made available for the convenience of students and are not their private property. Consistent with this policy, they are subject to search for any reason without prior warning to the students who use them.

PERSONAL PROPERTY

The Auburn Village School is not responsible for lost or stolen property. Students are discouraged from bringing distracting items to school. Radios, MP3 players, smart watches, electronic games, rollerblades, toys, skateboards, and other such expensive equipment

should not be brought to school unless they are being used for a classroom project and have the approval of a teacher. Such items, if used during school time, will be taken by the teacher and returned to the student at the end of the day. Parents will be contacted if this behavior is repeated and may be required to pick up the items at school. Appropriate and safe playground balls may be brought to school for recess but must remain in the child's backpack on the bus and in the classroom.

Toys resembling weapons of any kind (guns, knives, swords, etc.) are not allowed in school at any time. If a toy resembling a weapon is brought to school and used in a threatening manner, even playfully, the student may be subject to disciplinary action up to and including external suspensions.

Students who use fidgets as a mode of concentration must have a prior arrangement with the teacher or administrators before use in class. Fidgets can be useful tools, but if they are used inappropriately as toys, or are passed around to other students, they can become a distraction and as such may be confiscated and returned at the end of the day. All toys (Rubix cubes, Pokemon cards, etc.) should remain at home to allow students to focus on academics during the school day.

Aside from the third grade Market Day showcase, or other school-sponsored fundraising events, students should not bring goods to school with the intention of selling them to their peers. This includes crafted items, such as friendship bracelets, as well as food or beverage items

LOST AND FOUND

Lost and Found is located in the back lobby by the cafeteria for easy access during off school hours. Due to the amount of lost and found items, we encourage parents to label all student belongings. Auburn Village School is not responsible for items that have been misplaced or stolen. Students are urged to check regularly for lost items. Unclaimed items will be donated to charity three times during each trimester.

DANCES

Dances are scheduled throughout the year for students in grades 6 to 8. Attendance at a dance is a privilege. Student conduct can impact a student's eligibility to attend dances. All dances will start at 6:30pm and will end promptly at 9:00pm. The date for each dance will be announced at least one week in advance. **Students must be in attendance at school on the day of a dance in order to attend.** Students who are absent part of the day due to a

previously arranged appointment may request permission to attend the dance by submitting a note from their parent or guardian to the administration for consideration. All school rules regarding conduct and appropriate dress are in effect during these events. An administrator, teachers, and parents will be chaperones for all dances.

All students must have a signed permission slip and transportation to and from the dance. Students attending the dance will enter the cafeteria immediately upon arrival to check in at the desk and are required to remain in the gym or cafeteria throughout the event. No student will be allowed outside of the school during the dance. Parents must come into the cafeteria to get their child/children at the end of each dance. Students will not be allowed to leave the building without an adult to accompany them.

The dances are restricted to Auburn Village Middle School students. **In the event that an AVS student would like to bring a guest from another school, the following steps need to be taken:**

1. A written request must be made to the Assistant Principal at least three days prior to the event. (Usually by 2:15 on Wednesday afternoon for a Friday dance.)
2. The request must be approved by the administration. (Making a request does not guarantee approval.)
3. The parent of the student making the request must be present as a chaperone.
4. The guest must have signed permission from their parent to attend the dance.
5. The guest must be of Middle School age. (Elementary and High School students are prohibited.)

FIELD TRIPS

Field trips are a means of helping students learn as much as possible about the world in which we live. Field trips represent part of the overall academic program. Teacher and student preparation and follow-up are essential to each trip's success in order to translate experiences into learning.

Before each trip, authorization forms will be sent home to the parents/guardian. These are to be completed, signed, and returned to the school before a student can be allowed to go on a trip. Teachers and parent chaperones are assigned to each trip to provide adequate supervision.

Participation in a field trip is a privilege. Should a student fail to adhere to the rules of

conduct on the trip, that student will be sent home at the expense of the parent and will lose the right to participate in the next school-sponsored event.

PARTY INVITATIONS

In respect to all students, to protect privacy and ensure safety and security, invitations to private parties cannot be distributed on school grounds. Staff cannot release the address and/or telephone numbers of our students. In addition, we recommend that parents refrain from sending special deliveries (ex: balloons, flowers) to their children at school. Deliveries such as this interrupt the classroom and the learning environment.

PRINT/VIDEO/MEDIA

Parents of students in the Auburn Village School should be aware that students in the school are, on occasion, featured in newspaper articles and/or in photographs, or shown on tape for purposes of television, videotape, or photographic presentations. **If you do not wish your child to be featured in any print or video media presentation, please be sure to make this known to the school through the form provided.**

MEDIA CENTER

The school Media Center is a wonderful place to do research, study, and seek information for use with school projects. It has a wide selection of reference materials and books for your reading pleasure. We encourage all students to take advantage of the print and electronic resources available.

During the school year, students will receive a copy of library guidelines and rules. Students are required to treat Media Center materials with respect. These materials are to be returned in a timely fashion and in the same condition as when they were borrowed. Students are responsible for, and will be required to make restitution for, materials lost or damaged.

PTA

The Auburn Village School has a very active PTA. One of the most important aspects of the PTA is to have open communication with parents, teachers, and the community. The money the PTA raises enhances the lives of the children attending AVS. Members of the community

are welcome to attend the meetings and participate in the activities and functions.

VOLUNTEER PROGRAM

In affiliation with our PTA, we have an active school volunteer program. Our volunteers are required to complete a volunteer form and participate in a criminal check at the school's discretion. Community volunteers help staff and students in many ways – in the classroom, in duplicating instructional materials, in the library and computer lab, in coordinating school functions and fundraisers. If you are interested in participating in our volunteer program, please contact our PTA or your child's teacher.

OPEN HOUSE/PARENT INFORMATION NIGHT

Auburn Village School will conduct an open house on **Thursday, September 12th for grades PreK through 4th**. The intent of the open house is to afford parents the opportunity to become acquainted with Auburn Village School, its programs of instruction, and the staff. Personal conferences should be scheduled at a separate and mutually convenient time to discuss your child's progress. Parents will receive more information and a schedule prior to the event.

Middle school (Grades 5-8) will offer a Parent Information Night on **Thursday, September 19th**. The intent of the information night is to afford parents the opportunity to become acquainted with Auburn Village School, its programs of instruction, and the staff. The teachers will provide a brief presentation to each group. Parents will receive more information and a schedule prior to the event.

USE OF MOTOR VEHICLES ON SCHOOL PROPERTY

Operation of motor vehicles on school property while school is in session shall be limited to school buses and private cars involved in school business. Private cars are excluded from bus routing areas between the hours of 7:45-9:15 am and 2:00-3:15 pm. Snowmobiles, motor scooters, go carts, etc. are not to be used on school property at any time without specific written permission from the Superintendent of Schools.

Regardless of the time of day, but especially at arrival and dismissal time, we would ask you to exercise extreme caution whenever, or wherever you are driving on or near school grounds.

ASBESTOS STATEMENT

All buildings in School Administrative Unit #15 have been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the central office of the local education agency at SAU #15, 90 Farmer Road, Hooksett, NH 03106, and at the school's office of the principal during regular office hours. Copies may be made upon request at a cost of ten cents per page.

APPENDIX

RELATIONS WITH POLICE AUTHORITIES

MEMORANDUM OF UNDERSTANDING BETWEEN AUBURN SCHOOL DISTRICT & AUBURN POLICE DEPARTMENT

It is the intention of the local Auburn Police Department and the Auburn School District to work in a joint cooperative effort to provide a safe and healthy environment for the students, staff and visitors. We intend to do this in compliance with New Hampshire RSA 193-D, Safe School Zones, as amended.

Communication and sharing of information is the initiation of any cooperative effort. As required by law, it is agreed that every school employee who has witnessed, or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the School Principal who shall file it with the local law enforcement authority. Such report shall be made by the Principal to the local law enforcement authority immediately, by telephone or otherwise, and shall be forwarded within 48 hours by a report in writing.

As a result of NH RSA 192-D:7, school employees are relieved of concerns regarding confidentiality. It states:

Notwithstanding any other provision of law, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

The report required above shall include:

- A. Identification of the act of theft, destruction, or violence as defined in RSA 193-D:1 that was allegedly committed.
- B. The name and address, if known, of any witness to the act of theft, destruction or violence in a safe school zone.
- C. The name and home address, if known of any person suspected of committing an act of theft, destruction, or violence in a safe school zone.

The written report required above may be waived by law enforcement officials when there

is a law enforcement response at the time of the incident which results in a written police report.

"Acts of theft, destruction, or violence" means acts set forth in the following, regardless of the age of the perpetrator and shall be reported as required above:

a. Homicide under RSA 630

Any death shall be immediately reported to law enforcement officials, regardless of suspected cause.

b. Any first or second degree assault under RSA 631

This will include injury to a person caused by another person. Investigation may reveal that not all of these incidents constitute an actual crime. Reporting will allow an investigation to be conducted.

c. Any felonious aggravated felonious sexual assault under RSA 632-A

Although going beyond the legal requirement, all acts of sexual penetration occurring within safe school zones will be reported.

d. Unlawful possession or sale of a firearm or other dangerous weapon under RSA-159

Due to the tremendous potential for serious injury or death when firearms are present, any person in possession of a firearm within Safe School Zones will be reported. The exception will be recognized Law Enforcement personnel. Some of those reported may not be in violation of the law, but should be reported.

e. Arson Under RSA 634:1

Any person who knowingly starts any fire or causes any explosion which results in injury, or damage to the property of another, or is done with intentional disregard for the safety of others, is included in this section.

f. Burglary under RSA 635

Any person who enters a building, or separately secured section of a building, with a purpose to commit a crime inside.

g. Robbery under RSA 636

This includes any theft that is accomplished by the use of physical force or the threat of imminent force

h. Illegal sale or possession of a controlled drug under RSA 318-B.

Although going beyond the legal requirement, reports will be made on any substance, other than food, that affects the way your mind and body work, excepting legally prescribed medications, which should be recorded with the appropriate administrative school personnel.

As a parent of a student at Auburn Village School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

Whether the NH Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

Whether the NH Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.

Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the building principal.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)- NOTICE OF RIGHTS

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

1. The right to inspect and review the student's education records within 45 days of the day the School 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 School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Superintendent of Schools, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA, requires that the Auburn School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Auburn School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Auburn School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

(In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.)

If you do not want the Auburn School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **Sept. 15th**.

The Auburn School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Degrees, honors, and awards received
- Dates of attendance
- Grade level

THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment requires the Auburn School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that contains one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent;
- Mental and psychological problems of the student or student's family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as those of lawyers, physicians, or ministers;
- Income (other than that required by law to determine program eligibility)

This requirement also applies to the collection, disclosure or use of student information for

marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

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

GENERAL POLICY – RIGHTS OF PERSONS WITH DISABILITIES

It is the policy of the Auburn School District that no otherwise qualified person shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or service sponsored by the district.

As used in this policy and any implementing regulations, a “person with a disability” means a person who has, or has had, is regarded as having or was regarded as having, a physical or mental impairment that substantially limits one or more of a person’s major life activities. This term includes all students identified as educationally disabled under the Individuals with Disabilities Education Act.

Notice of the Auburn School District’s policy on non-discrimination in employment and education practices shall be stated in the School Board Policy Manual, posted throughout the district, and published in any district statement regarding the availability of employment positions or educational services. Student handbooks shall contain a statement of nondiscrimination and the procedural safeguards under the nondiscrimination policy.

EMPLOYMENT

The US Department of Justice defines an “individual with a disability” as someone who “with reasonable accommodation,” can perform the essential functions of the employment position that such individual holds or desires. No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of his/her disability.

No candidate for employment shall be required to answer a question regarding a disability that is not directly related to the essential function of the position for which he/she has applied. No such candidate will be discriminated against on the basis of a disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable modifications in scheduling and the allocation of duties, not directly affecting the instructional program, shall be made to accommodate employment conditions to the needs of persons with disabilities.

FACILITIES

The educational program of the Auburn School District shall be equally accessible to all students at each grade level. Barrier-free access to school facilities shall be provided to the extent that no person with a disability is denied an opportunity to participate in a district program available to persons without disabilities.

A free appropriate public education shall be provided for each child determined to be in need of services. Such services or programs shall be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for students without disabilities.

No otherwise qualified student with disabilities will be denied participation in co-curricular, intramural or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of this district.

The due process rights of students with disabilities and their parents will be safeguarded.

REHABILITATION ACT OF 1973- SECTION 504

Compliance Statement

In compliance with the implementation of Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of a handicap.

All provisions of Section 504 of the United States Rehabilitation Act of 1973 apply to all school districts receiving federal funds. These provisions, as amplified by regulations promulgated by the United States Department of Health, Education and Welfare (HEW)

1. Prohibit discrimination against qualified handicapped persons in all aspects of school district employment solely on the basis of a handicap.
2. Require that a facilities program or activities of a school district be accessible, usable, and open to qualified handicapped persons.
3. Require that free appropriate public education at the elementary and secondary level is provided each qualified handicapped person, including nonacademic and extracurricular services and activities.
4. Prohibit exclusion of any qualified handicapped person solely on the basis of handicap from participation in any pre-school education, day care program or activity, adult education, or vocational program or activity offered by a school district.

5. Require that each qualified handicapped person be provided the same health, welfare or social services as a school district provides other persons.

The school districts of Auburn, Candia Hooksett and School Administrative Unit #15 receive federal financial assistance. In order to continue receiving such federal financial assistance, they must comply with Section 504 of the US Rehabilitation Act of 1973 and the regulations implementing Section 504 promulgated through the US Department of Health, Education and Welfare. If any program or activity of these districts and administrative unit fail to comply with Section 504, public hearings would be held by the federal government, which could result in the termination of federal funds to these school districts and administrative unit.



2025-2026 School-Home Compact

Dear Parents/Guardians of AVS Students,

As we embark on a new school year, AVS administrators and teachers ask for your help in supporting our effort in establishing a positive and productive tone with our students for the upcoming school year. The education of our youth extends beyond the four walls of any classroom and can be reinforced in the community and at home. To help outline designated responsibilities, we introduce our first School-Home Compact.

What is a School-Home Compact?

The purpose of this document is to outline the shared responsibilities between teachers, parents/guardians and administrators, as we work together to ensure all students receive the support they need in order to be successful. These shared responsibilities are designed to help students meet grade level expectations through a strong partnership built on consistent communication between home and school.

AVS Core Values

It takes a village to raise a child, and collaboration is key. We are dedicated to creating an inclusive, respectful environment for all students with the support from parents and families at home. By creating a positive school climate, students will be more likely to reach our high expectations as we deliver our rigorous curriculum while meeting the needs of 21st century learners.

As a parent/guardian of a student, I will...

- Support the school's academic efforts at home
- Communicate with staff around any questions or concerns
- Guarantee regular attendance and promptness to school
- Send my child to school 'ready to learn'
- Support the school's code of conduct

Parent/Guardian Signature & Date

As a student, I will...

- Treat others with dignity and respect
- Follow school-wide expectations and rules
- Work towards my fullest potential
- Share my learning experiences with my parents/guardians
- Come to school 'ready to learn'

Student Signature & Date

As part of the AVS staff, I will...

- Provide a caring and safe learning environment
- Initiate and maintain school to home communication
- Differentiate instruction to meet the needs of all learners
- Use data to inform instruction

Staff Signature & Date

By signing, I acknowledge that I have read and understand the outlined expectations of the school-home compact, and will work with my student/family to meet these expectations.

STUDENT CHROMEBOOK CONDITION FORM

Chromebooks are an integral classroom tool and are provided for students in grades K-8 for use at school. This form is to be completed by each student at the beginning of each new school year immediately upon receiving a school owned Chromebook. Each student has the responsibility to care for their individual, school issued Chromebook. If damage to your Chromebook is determined to be caused by abuse or intent, payment for the cost of repairs will be the responsibility of the student and/or their household. In addition to financial restitution, students may incur additional consequences for abusing school property as outlined in the parent/student handbook. New Chromebooks have a 1 year warranty which covers manufacturer defects and wear. It does not cover damage from accidents or abuse.

Answer each question below with as much detail as possible so that you will not be held responsible for any apparent damage to your Chromebook when you receive it.

Student's First and Last Name: _____

Advisor/Homeroom Teacher: _____

Year of Graduation: _____

Chromebook Make/Model: _____

Serial Number (On silver label): _____

Condition of Chromebook: (Observe the current condition of your Chromebook and place a checkmark beside each item that needs repair, or print and attach a photo)

- ☐ Keyboard _____ (list missing keys here or photograph the keyboard)
☐ Screen ☐ Touchpad Other _____ (Explain damage)

If damage to Chromebook is determined to be caused by abuse or intent, payment for repairs will be the responsibility of the student or their household.

Parts Pricing:

- Screen \$50
- Keyboard Assembly \$30 (note that individual keys will NOT be replaced)
- Charger/Adapter \$25
- Replacement Chromebook \$250 (subject to change based upon continued research)

Student's Signature

Date

Parent's Signature

Date

AUBURN VILLAGE SCHOOL

STUDENT & PARENT / GUARDIAN SCHOOL ISSUED DEVICE AGREEMENT

This agreement represents an outline of the Auburn Village School's School Issued Device Use Guidelines & Procedures. By signing this Agreement, students and parents/guardians agree to abide by the Auburn Village School Device Guidelines & Procedures.

Student Responsibilities

- I have received and agree to abide by the Auburn Village School Device Use Guidelines & Procedures and abide by all local, state, and federal laws.
- I agree that my use of Auburn Village School technology is for educational purposes only.
- I agree that use of Auburn Village School technology is a privilege. I am responsible for the proper care of my school issued device, as well as any other Auburn Village School technology equipment I use.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access and other school systems.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents/guardians, teacher and/or Auburn Village School staff member.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I agree that I will not install, download and/or otherwise utilize any software (this includes Apps and Extensions) that is not authorized by the Auburn Village School Technology Department.
- I understand that all files stored on my school issued device will not be private. Auburn Village School personnel can review devices and/or files at any time.
- I will not remove programs (Apps or Extensions) or files from my school issued device.
- I will not attempt to repair my school issued device nor will I attempt to clean it with anything other than a soft cloth.
- I will report any problems with my school issued device to the Auburn Village School Academic Advisor.
- I will treat my Auburn Village School issued device with care by not dropping it, leaving it outdoors and/or using it with food or drink nearby.
- I will carry my device responsibly when it is in motion or being moved.
- I will return my school issued device when requested. Upon my withdrawal from Auburn Village School, I will return the issued school device and power cord.

Student Printed Name

Homeroom

Parent Signature

Date

SCHOOL BOARD POLICIES

[School Board Policies and Administrative Procedures](#)

[Grading System](#)

[Annual Notice of Student Education Records and Information Rights](#)

[Student Education Records and Information –Administrative Procedure](#)

[Student Education Records and Information](#)

[Student Rights and Responsibilities](#)

[Student Due Process Rights](#)

[Student Conduct](#)

[Student Conduct, Discipline and Due Process](#)

[RSA 193:13 - Suspension and Expulsion of Students](#)

[Out of School Actions](#)

[Student Fees, Fines and Charges](#)

[Wellness Policy](#)

[Hazing](#)

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[Pupil Safety and Violence Prevention - Bullying](#)

[Video Recording on School Property](#)

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[Promotion and Assignment of Students](#)

[Non-Discrimination, Equal Opportunity Employment and District Antidiscrimination Policy](#)

[Teaching About Religion](#)

[School District Internet Access for Student](#)

[Acceptable Internet Use Policies - Students](#)

[Tobacco Products Ban](#)

[Attendance, Absenteeism & Truancy](#)

[Background Investigation and Criminal Records Check](#)