

Swasey Central School

Student and Family Handbook

2026-2027



2023 NH ELEMENTARY SCHOOL OF EXCELLENCE



355 Middle Road
Brentwood, NH 03833
(603) 642-3487
<http://scs.sau16.org>

Swasey Central School Building Administration

Kathleen Hoppa, Principal
Elizabeth Dimick, Assistant Principal

Swasey Central School Office Staff

Carisa Anctil, Administrative Assistant
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Brentwood School Board

Kate Bonafede
Meghan Fitzgerald
Dan Hebert
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SAU 16 Central Office Administration

Dr. Chris Andriski, Superintendent of Schools
Alison Bryant, Assistant Superintendent for Systems and Operations
Renee Bennett, Assistant Superintendent/Chief Officer for Student Services
Jill Lizier, Chief Academic Officer
Heather Murray, Chief Human Resource Officer
Mollie O'Keefe, Chief Financial Officer
Arlynn Polletta, Chief Equity Officer

August 2026

Dear Swasey Central School Families,

On behalf of the entire Swasey Central School staff, we are thrilled to welcome you to the 2026–2027 school year! As your new administrative team, Liz and I look forward to spending this year listening, learning, and getting to know each of you while immersing ourselves in the unique traditions, daily routines, and shared values that make SCS special.

Thank you for taking the time to review this handbook to familiarize your family with our daily routines. For additional details regarding curriculum, instruction, assessment, school budgeting, and our commitment to equity and belonging, we encourage you to visit the Swasey Central and SAU 16 websites.

As a reminder, our district has fully transitioned to Infinite Campus as our primary Student Information System. Please take a moment to ensure your contact information is up to date in the system. Infinite Campus, alongside ParentSquare, will be our primary tools for sending home weekly newsletters, lunch menus, calendar updates, event announcements, and weather-related closures.

Thank you for your partnership and support as we work together to ensure a rewarding, growth-filled year for your children. If you have any questions, please feel free to reach out to our main office at (603) 642-3487.

Warmly,

Kathy Hoppa & Liz Dimick

Our Vision

Swasey is a safe and joyful school community that nurtures exemplary learning, belonging and empowerment.

Our Motto

Swasey CARES.

Our Mission

At Swasey, our mission is to create a joyful and safe learning community where every student feels a sense of belonging. We empower learners to become leaders who are confident, compassionate, and capable of making a positive impact in their communities. Through innovative and engaging academics, we foster a love for learning and provide our students with the skills they need to succeed in an ever-changing world. We believe in a collaborative education that encourages kindness, creativity, and critical thinking.

Core Values

Joy

We believe that learning should be a joyful experience. We create a positive and nurturing community where students are excited to come to school. We celebrate their achievements, encourage their curiosity, and provide opportunities for them to explore their passions.

Safety

The safety and well-being of our students are our top priorities. We maintain a secure and inclusive environment where students feel physically and emotionally safe. We have robust safety protocols in place and promote a culture of respect, kindness, and empathy.

Belonging

We believe that every student should feel a sense of belonging within our school community. We foster an inclusive environment where diversity is celebrated and all students are valued for who they are. We promote a culture of acceptance, understanding, and mutual respect.

Empowered Learners as Leaders

We empower our students to become leaders. We provide them with opportunities to develop leadership skills, take initiative, and make a positive impact in their classrooms, school, and beyond. We believe that every student has the potential to be a leader and we nurture their confidence and self-belief.

Academics that are Innovative and Engaging

We believe in providing our students with innovative and engaging academic programs that inspire a love for learning. We embrace new teaching methodologies and create hands-on learning experiences. We encourage critical thinking, creativity, and problem-solving skills to prepare our students for success in the 21st century.

Collaboration

We believe in the power of collaboration. We foster a collaborative style of education where students work together, learn from each other, and develop strong teamwork skills. We encourage open communication, active participation, and respect for diverse perspectives.

Parental Bill of Rights (Both student and staff handbooks)

The New Hampshire Parental Bill of Rights ensures that parents retain all rights related to the upbringing, education, and well-being of their minor children, without interference from schools. These rights include the ability to make enrollment choices, opt out of certain surveys and educational materials, access information about their child's academic progress, and be informed of any disciplinary actions or medical records. [Our school district's policy AB: Parental Bill of Rights is located here:](#)

Educational Services

Special Education

Special education is available to provide diagnostic, consultative, and remedial services for children who may qualify. This may include services to support learning from special education teachers, a psychologist, a speech pathologist, an occupational therapist, a physical therapist, or a trained instructional assistant depending on the results of the evaluation or a diagnosis identifying special learning issues. Children with special needs are defined as those children between the ages of three (3) and twenty one (21) who require alternative instructional approaches to those provided through the regular classroom program in order to appropriately access curriculum and instruction. A referral/placement team consisting of caregivers and school personnel determines this need.

Multi-Tiered System of Support (MTSS)

Support is available to students in all grades who may need additional instruction and reinforcement in reading to meet grade level expectations both academically and socially-emotionally. The need for this support is determined through the administration of a school-wide assessment at the beginning, middle and end of each year as well as staff recommendation. Children are offered short-term, focused, research-based instruction in areas of need. Progress monitoring is frequent and participation is adjusted based on the results. Caregivers of students who receive Rtl services will be notified of the student's qualification and progress throughout the process.

School Counselor - Pippi McNally

The School Counselor assists students in the areas of personal, social, emotional, and academic needs so that they may fully access the school experience. The counselor works closely with staff and caregivers to provide appropriate support for children and families. The counselor has a myriad of responsibilities including facilitating classes about safe technology use, acceptance, decision-making, and problem solving. Mrs. McNally's curriculum directly supports student's social-emotional learning in the classroom. She also helps individuals and small groups of children who may need support to be successful within the school setting.

Daily Schedule

We ask that caregivers arrive at the school within five minutes of drop-off or pick-up times and leave school property promptly in order to aid the administration and teachers in following the School Board Policy regarding the use of school grounds during school hours. This helps us to identify anyone on the property in a timely manner in order to provide a safe environment for all of our students. It also limits the distractions to students who are working in nearby classrooms.

Grades K - 5

- 8:35 a.m. Students enter the building to begin the school day. Students riding buses enter through the front doors. Those being dropped off by caregivers enter through the rear doors to the west of the library. (Students arriving after 8:50 are tardy and must report to the office for a late slip before going to their classrooms.)
- 3:12 p.m. Students who are picked up by caregivers are dismissed outside.
- 3:15 p.m. Students are dismissed to the front doors to board the buses.

Specials

Specials Schedule (K–5):

All K–5 classes participate in weekly sessions of art, library, music, STEAM, and physical education. Furthermore, students will have an additional STEAM or PE each week for half the year. This extra class will then switch to finish out the year. Each class has assigned days and times for each special. If a special falls on a day when school is not in session, it will not be made up and will resume the following week.

Technology Instruction:

In addition to STEAM class, technology instruction is integrated into classroom learning at all grade levels, aligned with the SAU curriculum and ISTE standards.

Physical Education Requirements:

To fully participate in PE, students must wear proper footwear (sneakers). If a student forgets appropriate shoes, they may borrow a pair. Generally, if a student is well enough to attend school, they are expected to participate in PE. A doctor's note is required to excuse a student from PE. For other concerns or temporary accommodations, families should contact the PE teacher or school nurse.

Before and After School Child Care

Before and after school child care has been offered onsite in the past, to families through the *Y.M.C.A. School's Out* Program. To get information about this program or enroll a child, please call the Southern District Y.M.C.A. directly at (603) 642-3361.

Bus Information

Students are provided bus transportation, and those routes are posted on our school website and the SAU 16 website. First Student is the company we currently use for this service. They can be reached at 778-6900. Students in Grades K-2 must have a caregiver at the bus stop to get students off of the bus. Students in Grades 3-5 are permitted to get off of the bus on their own. Please contact the building principal with questions regarding this practice.

Walking or Biking to and Home from School

Students may walk or ride bicycles to school and home from school with written caregiver's permission. A form (See Appendix B, page 31) must be completed annually and will be kept on file in the office.

Students must time their arrival for after 8:35 but before 8:45 a.m. They must place their bicycles behind the building and report immediately to the school lobby in order to be under adult supervision.

As the decision is made by the caregivers to allow a child to walk or ride a bike to school, please take into consideration that traffic is heavy at arrival and dismissal times. Children should be reminded about safety rules and, according to State law, must wear bike helmets.

Caregivers Driving Children to School

Beginning at 8:35 a.m., students may enter the building through the doors in the back, just to the west of the library. A staff member will be present to supervise student drop-off and arrival. When dropping off children, caregivers should enter at the west end of the school property, drive to the rear of the building, stop, let students out of the vehicle, and proceed safely out of the area. If you need extra time to assist your child, be sure to park your vehicle to the right, under the basketball hoop and walk your child to a staff member. Please don't enter the rear parking lot until 8:35, to ensure all staff have had the time to park for work.

Please do not enter the bus area in the front of the building between 8:15 and 9:00 a.m. as this interferes with the arrival of the buses.

Visitors to the School

All volunteers and visitors (persons not acting at the time as an employee of the School District) to the school must ring the bell to the left of the front doors and, when allowed, enter through the left door and report immediately to the school office. Visitors will be asked to provide a driver's license upon arrival and provide their destination within the building. Visitor passes will be issued and must be worn at all times while in the school building or on school grounds. Anyone not wearing a sticker will be asked to return to the office immediately.

Please return to the office to check out prior to leaving the building. The school staff must know who is in the building at all times to ensure student safety as well as to account for all persons present in the event of an emergency.

Attendance and Dismissal Procedures

Using Pick Up Patrol for Attendance, Early Dismissals and Change in Plans

[Swasey uses the app Pick Up Patrol.](#) You will receive a Welcome Email for this system at the end of the summer. Please add all of your child's default or typical dismissal procedures once it is set up. We ask that you use this app to let us know your child will be absent, dismissed early or if there is a change for after school. Any pick up or drop off changes should all be added in Pick Up Patrol.

Parent Square Notification Service

Keeping everyone informed is a top priority of the SAU and The Brentwood School District, which is why the [Parent Square Notification Service has been adopted for use](#). This service allows us to send a telephone or email message to caregivers providing important information about school events or

emergencies. Parent Square will be used to notify you of school delays or cancellations due to inclement weather as well as to remind you of various school events.

The successful delivery of information is dependent upon the accuracy of contact information on file at school for each child. If any of your telephone numbers change during the school year, please notify the school office immediately. The phone number of the person indicated as the "caregivers or guardian to be contacted first in the case of an emergency" is the primary number.

School Attendance

School attendance is an important factor of learning. Children should be in school every day except in the case of personal illness, a death in the family, legal appearances, professional appointments that cannot be made at any other time, religious holidays, or family emergencies. All other absences are recorded as unexcused. If a child is well enough to attend school, s/he is usually able to fully participate in all daily activities. A doctor's note excusing a child from P.E. or recess for a brief time will be honored.

State law and school policy require the school to monitor and enforce attendance requirements. Parents/caregivers of students with more than five absences will receive a letter from the Principal. The state defines truancy as ten half-days of unexcused absence. If attendance continues to be problematic, the appropriate agency will be informed and asked to intervene on the child's behalf. The state monitors student attendance on an annual basis.

Family vacations should be planned to coincide with school vacation times or days missed will be noted as unexcused. Students who are absent from school will not be allowed to attend any after-school or evening activity or school performance on the day of their absence.

Absences

If a child will be absent, it is the caregiver's responsibility to use the Pick Up Patrol app to notify the office. If you don't use the app, please call the school office (642-3487) by 8:45 a.m. and leave a message that includes the child's name and reason for absence. There is a voice mailbox available from 4:00 p.m. to 8:30 a.m. to report absences or late arrivals. The office staff will answer calls during school hours. A note, signed by a caregiver or guardian, stating the reason for the absence must accompany each child upon his/her return to school. **No note is required when using the Pick Up Patrol app.

The children's safety is a priority for us. Swasey staff members carefully follow an approved administrative procedure if a child is absent and no notification has been received:

- Students arrive at school and report to their classrooms. Teachers take attendance within the first few minutes. The office reviews this as quickly as possible, usually by 9:30 a.m.
- The classroom attendance is carefully checked against the daily list of caregivers updates in Pick Up Patrol. When it is noted that the office has received no notification, the teacher is immediately contacted and asked if s/he knew the child would be absent.
- If these steps do not account for the student's whereabouts, a telephone call is made to the caregivers at home. If there is no answer, work and cell numbers are contacted.
- The police may be notified if an absence cannot be verified.

Prolonged Student Absences

When a child will be absent for a prolonged period of time due to illness, please notify the school office, the teacher, and the nurse. If s/he is able to complete schoolwork during this time, please make arrangements with the teacher to have his/her work available for pick-up at the office.

Children are required by law to attend school unless they are ill or there is an emergency. Vacations scheduled when school is in session will result in an unexcused absence. Students will not be provided with work prior to an unexcused absence. Teachers cannot be expected to keep children abreast of schoolwork if they are not present to participate in class. It would be beneficial to learning if a student, in this circumstance, continues reading on a regular basis, keeps a journal of his or her activities, and practices his/her math facts or uses our online resources through their Clever account/Google Classroom. Upon his/her return to school, s/he may be asked to make up missed work.

Tardiness

Parents/caregivers are responsible for their children's timely arrival to school. Tardiness is to be avoided as it causes children to miss out on beginning directions and the plans for the day. Please strive to have your child arrive on time and ready to learn as teachers often begin the day with a morning meeting that includes instructions and a preview of the day's agenda. Missing this time puts a student at a disadvantage for the remainder of the day and catching up one student takes teacher time away from those who arrived on time. The caregivers of any student tardy more than five days during a quarter will receive a letter from the Principal. The State of New Hampshire requires schools to track student attendance and provide a report on an annual basis.

Dismissal to a caregiver – Early and End of the School Day

Students are expected to be present at school for the entire school day. Early dismissal from school should be requested only when absolutely necessary because of an emergency or a medical appointment that cannot be made at any other time.

Early dismissal must be done through the school office. When taking your child out of school, please use the Pick Up Patrol app in the morning stating the reason for and time of dismissal. The caregivers of any student dismissed early more than five days during a quarter will receive a letter from the Principal. The State of New Hampshire requires schools to track student attendance and provide a report on an annual basis.

Prior to 3:15 p.m., parents/caregivers must come to the office to sign students out of school. Once the adult has arrived, the child will be called to the office for dismissal. An adult not known to the school must provide picture identification matching the name in the note from the caregivers. For safety reasons, no child will be allowed to meet anyone outside of the school office.

In an effort to ensure the safety of all children, records are kept indicating where children are going after school or who is picking them up at the end of the day. In situations where legal custody of a pupil is a serious matter, please be sure that the school office has a copy of the relevant court order so that school personnel may act accordingly. Contact the Principal with any concerns or special instructions

Students are dismissed from school beginning at 3:12 p.m. A caregiver will drive through the lot

behind the school beginning at 3:05 p.m. No car should enter this area prior to this time as children may be outside for P.E. or recess. Staff members will supervise the dismissal of students to caregivers. Parents/Caregivers should park their vehicle and wait for their child outside the library. For the safety of all students, please do not permit your child to enter your car while curbside; all students should wait with school staff until their caregiver has parked and exited their vehicle to meet them. Caregivers' cooperation and courtesy are appreciated by all of the staff. At 3:15, children will be dismissed to the front of the building to board buses. Children who are altering their usual dismissal procedure should update this in Pick Up Patrol.

Students who have a note to walk or ride a bike to and home from school will report to the designated exit for dismissal when the parking lot clears.

Dismissal Due to Illness/Injury in School

If a child becomes ill or is injured while at school, the caregivers will be contacted as quickly as possible. To expedite this process, it is important that current phone numbers for home, cell, and work phones as well as the emergency contact person(s) are on file. Please notify the school immediately if any of these numbers change. If the nurse determines that a child needs emergency medical care, she will call 911, request an ambulance for transport, and notify caregivers as soon as possible.

Altering Routine After-School Plans

Prior to the Student's Arrival at School

If a caregiver is requesting that a child alter his/her usual dismissal routine, please use the Pick Up Patrol app or send in a written note stating the change. If there are after-school activities that require a child to go to an alternative destination, caregivers will need to send a note to this effect to school. If an adult other than the caregivers is picking up a child, please be sure that the person has picture identification that matches the name in the note. If there is a question about the plans for a particular student, the caregivers will be contacted during the school day for clarification. If a caregiver cannot be reached, the child will be kept at school until alternative arrangements can be made or the Brentwood Police can be contacted.

School Cancellation, Delayed Opening, and Early Dismissal Procedures

If it becomes necessary to close or delay school because of weather conditions, you will receive a call via Parent Square. Closings and delays will also be announced by 6:45 a.m. on WERZ – 107 FM in Exeter, WHEB - 103.3 FM in Portsmouth, and WMUR TV (Channel 9). This information can also be found on the SAU 16 website (www.sau16.org) and at www.thewmurchannel.com. If the school opening is delayed, the bus schedule and student arrival will be delayed by two (2) hours. In this circumstance, there will be no snack time once the students arrive at school.

In the case of an unscheduled early dismissal due to inclement weather or a situation that could impact the students' health or safety, a decision to dismiss will be made by 11:00 a.m. and the radio and television stations will be notified. The Parent Square service will be activated as well (please see below for a detailed description of this service). Dismissal will take place as soon as possible following the announcement and after student destinations have been verified. Parents/caregivers should discuss the possibility of this happening with their children and ensure that arrangements for their care are in place and known to them. These procedures should be frequently reviewed so that every child

will be comfortable if the need arises to send him or her home at a time different from the usual dismissal. Please complete the 'Emergency Dismissal Pick-up Procedure' portion of the school on the 'School Information' form that is sent home at the beginning of each school year. It is very important that you keep this current and that the information included is familiar to your child. Be sure to get permission from any person that you are listing on this form as eligible to pick up your child(ren).

If there is any question as to the destination of a child in the event of an emergency dismissal, the child(ren) will remain at school under adult supervision until it can be resolved. If a caregiver has a question about his/her child's whereabouts, s/he should call the school immediately. Please remember that the Y.M.C.A.'s 'School's Out' program is canceled in the event of a delayed opening or unscheduled early dismissal.

Caregiver's Response to a Critical Incident-Reunification

It's important to remember that during a critical incident, teachers and administrators are dealing with the crisis and trying to keep everyone safe. Therefore, they are not able to respond to phone calls and messages.

Do not go to the school or try to call the school as these actions have the potential to cause additional problems for the school in terms of escalating a situation. You WILL be in the way as emergency workers are moving about and will hinder their operation. As part of the communication strategy, all parents/caregiver will be informed as soon as possible through the SAU 16 Parent Square. Messaging will be in the form of a phone call and an email from the Superintendent's Office. It's far better to get up-to-date, accurate information from the source.

Our school has a clear caregivers-child reunification plan that is located on the school website. This plan designates PHILLIPS EXETER ACADEMY as the site where you can go to pick up your child. The best way to help schools deal with a crisis situation is to stay tuned for official information from the school district. If you have any further questions please contact your building administrator.

EMERGENCY DRILLS

Our school conducts regular Safety Drills (i.e. Evacuations, Lock-Downs, Reverse Evacuations) with all of our students. We work closely with the Brentwood Fire Department, Brentwood Police Department and the SAU Safety and Security Coordinator to ensure that our Emergency Procedures are current and efficient.

Emergency Evacuation Plan

In the event of an emergency that requires the evacuation of the Swasey Central School, the following procedures will be followed:

- Rockingham County Dispatch, the Brentwood Police Department, or another agency will notify the Principal of Swasey Central School of an emergency or the Principal of Swasey Central School will declare an emergency.
- The Principal will notify classroom teachers as well as other school staff and will prepare staff and children for an orderly evacuation.
- The Principal will supervise the orderly evacuation of students to a designated site. The Principal will ensure that the school enrollment roster and the individual teacher's rank books accompany the evacuation.
- As students are readied for dismissal, and upon arrival at the designated

site, the Principal will supervise teachers in taking attendance and accounting for every child listed as present on that day.

Rockingham County Dispatch, the Brentwood Police, or the Principal will notify the SAU #16 offices. The SAU 16 will:

- Notify the Bus Company of the immediate need to evacuate students.
- Notify the receiving site(s) that the Swasey students will be arriving and the estimated time of arrival.
- Facilitate the calls to notify caregivers of the need to evacuate, the nature of the emergency, and the site to which students have been taken.

Simultaneously, the SAU #16 office will:

- Notify the Chairman of the School Board
- Notify the police in the jurisdiction of the receiving site of the estimated time of arrival and location to which the students are being transported.
- Notify local radio and cable TV stations (listed below) of the evacuation of students and the steps being taken to ensure student safety.

WMUR-TV (channel 9) WBZ-TV (channel 4) WERZ FM 107.1 (Exeter)
WHEB FM 100.3 (PORTSMOUTH)

Transfers to Other Schools

If you anticipate moving, please notify the school as soon as possible either via a telephone call or with a note. This provides the teachers with adequate time to update student information included in the cumulative folder. Before moving, a caregiver or guardian will need to come to the school office to complete required paperwork that includes a signing of a 'Record Release Authorization'. Student records will not be released to caregivers but will be mailed directly to the receiving school.

Homework

The purposes of homework are: solidifying learning through practice, fostering responsibility, time management, and pride in learning, as well as enhancing family engagement in a student's learning journey.

Homework is a learning opportunity that increases in complexity with the maturity of the child. Homework provides teachers with valuable feedback on student progress, enabling them to identify areas where additional support may be needed. Directions and information for any homework assignment should be clear and specific. Homework will not require the use of reference materials not readily available in most homes, school libraries, or the public library, and will require the use of those materials only after the pupil has received instruction in their use.

The caregiver(s) should provide a conducive homework environment that is quiet, organized, and free from distractions, allowing students to focus and engage deeply with their assignments. When guardians create such an atmosphere—equipped with necessary supplies, appropriate lighting, and minimal interruptions—they not only help students concentrate better but also instill positive study habits. Guardians should refrain from completing assignments for the child unless it is a family project by assignment. Teachers cannot accurately assess student understanding if a caregiver completes the work. If a child has difficulty completing an assignment in a reasonable amount of time or becomes

frustrated, the caregiver should allow him or her to stop, and write a note to the teacher explaining the situation.

Homework Standards

Homework will be meaningful, varied, and related to current or past work based on individual and class needs. Each teacher will provide the caregiver with an explanation of the homework standards for his/her class, what is expected of the students, and maintain a homework schedule.

Since children know the background and the assignment, the homework is the child's responsibility and not the caregiver's. Students will be responsible for returning their assignments unless unusual circumstances arise. If this is the case, the caregiver should write a note to the teacher explaining the situation.

Since homework is an opportunity for students to practice what they have learned and for teachers to see how well students have understood an assignment, it is not usually graded or averaged in with daily assignments. Teachers will note exceptions to this. Generally, homework completion impacts their CARES and work study habit grades.

Approximate Expectations for Homework at Each Grade

Please note: teachers may exceed these guidelines as appropriate

Kindergarten: Students should practice their sight words and read with their guardian daily. Classroom newsletters include activities for math and student wellbeing that guardians can do at home.

Grade 1: Students should practice their phonics words, sight words, and math facts throughout the week for 15-20 minutes per week. We always recommend reading with your student for 15 minutes per day.

Grade 2: Students should read with their guardians and engage in conversations about what they are reading. Students should be practicing addition and subtraction math facts on the computer or flashcards nightly. Grade 2 may send home smaller projects that should be worked on with a guardian at home.

Grade 3: Third graders should complete the assigned poem or short article each night. When completing the short article reading, students will be expected to answer questions that may be attached to the article. In addition, students should complete a daily math practice page until we begin our work on multiplication. As we learn our multiplication and division facts, students will be expected to complete practice problems and review multiplication and division facts daily.

Grade 4: Read nightly for 20 minutes, math skills review including fact fluency practice for multiplication and division, and/or language arts skills. Students receive their homework at the beginning of the week and turn it in by the end of the week. Teachers expect fourth graders to gradually accept all responsibility for completing regular weekly homework. Grade 4 may send home projects that should be worked on with a parent/guardian at home. Timetables are carefully developed and tasks broken down to enable the students to successfully complete all steps of the assignment.

Grade 5: Read nightly for 20 minutes and complete a full summary each night, math fact practice for multiplication and division nightly. There will be a math worksheet that supports the work being done

in the classroom, as well as a language arts assignment. This could be a reading passage with comprehension questions or a writing prompt. Students will receive a packet on Monday (beginning of the week) and turn it in at the end of the week. We expect all students to take the responsibility to complete their homework each week. Grade 5 may send home projects that should be completed at home. There will be timelines of expectations sent home as well as check ins at school to help successfully complete the project.

Technology

We view technology as a powerful tool to enhance and extend student learning. It supports access to curriculum, fosters communication, allows students to share their progress, and brings the wider world into the classroom.

We are fortunate to provide 1:1 devices for all students. Our approach ensures technology is used meaningfully, in support of learning outcomes, and with appropriate supervision.

Please review the Responsible Computer, Network, and Internet Use policy in the Appendix below.

Cell Phone and Smart Watches

Unauthorized Communication Devices

SAU 16 prohibits students from using personal communication devices (e.g., cell phones, tablets, laptops) during the school day, from the first bell to the dismissal bell. These devices should be kept off and stored in a student's assigned locker, backpack, or designated area. Exceptions may be approved by the Superintendent or designee with respect to student medical need, disability, or language proficiency need. Personal devices may only be used for approved academic purposes when district-provided devices are unavailable. Violations of this policy may result in disciplinary action, as outlined in the Student Handbook.

[Our school district's policy JICJ: Unauthorized Communication Devices is located here:](#)

Using AI Tools Responsibly

Artificial Intelligence is a branch of computer science that has created systems capable of functioning like the human brain like writing stories, making pictures, or solving problems. AI tools, such as SchoolAI, use this technology to help you with specific tasks like brainstorming ideas or getting writing tips.

Since AI is everywhere now, it is important to know how to use it the right way. This guide explains how to spot AI, when it is okay to use it for school, and how to stay safe and honest while using these new tools.

Thinking About AI

- Bias: AI can sometimes be unfair because of the data it was fed. Always double-check if the information seems one-sided or incorrect.
- Data Privacy: Do not enter personal or sensitive information into AI tools, as data entered may not be fully private or secure.

- Hallucinations: AI can make up facts that sound true but are actually wrong. Always verify AI facts with a trusted book or website.
- Environmental Concerns: The computers and data centers that run AI use huge amounts of electricity and water. This energy use can create carbon pollution and put stress on local water supplies. Use AI thoughtfully to help reduce this impact.

Educational Implications of AI Use

- Be the Learner: Using AI to understand a hard topic is helpful, but if you let it do your work, you won't learn. Use it to help you learn, not to do your schoolwork for you.
- Grow Your Skills: AI can help you get better at finding information, thinking deeply, and being creative. You still need to do the work yourself to build your own skills.
- Innovation in Learning: When used responsibly, AI can open doors to new ways of learning and exploring topics. It can encourage curiosity and allow students to approach subjects from unique perspectives, enhancing their educational experience.

Guidelines for Responsible Use of AI in SAU 16

- How to Spot an AI Tool
 - Look for tools that say they use "AI" or that can "write," "guess," or "make things" for you.
- When Can Students Use AI Tools?
 - Grades K-2: Students in these grades are not permitted to use AI tools.
 - Grades 3-5: Students may only use AI with specific teacher permission and under heavy monitoring.
- Ways You Can Use AI (With Teacher Permission)
 - Drafting Ideas: AI can help with idea generation, but students are expected to create the final content themselves.
 - Learning Tool: Use AI to clarify complex topics or practice skills, as long as it's within approved contexts. Examples include: text to speech, translations, and spelling checks.
- Unacceptable Uses of AI (Follow Academic Honesty and Integrity policy(IKL)
 - Plagiarism: Submitting AI-generated text, images, or other work without proper citation or permission is dishonest.
 - Unauthorized Assistance: Using AI to directly complete tests, quizzes, or assignments requiring independent work is not allowed.
 - Always Be Honest About Who Did the Work: Do not say that work made by AI (even with your help) is 100% your own work.

Consequences of Improper Use

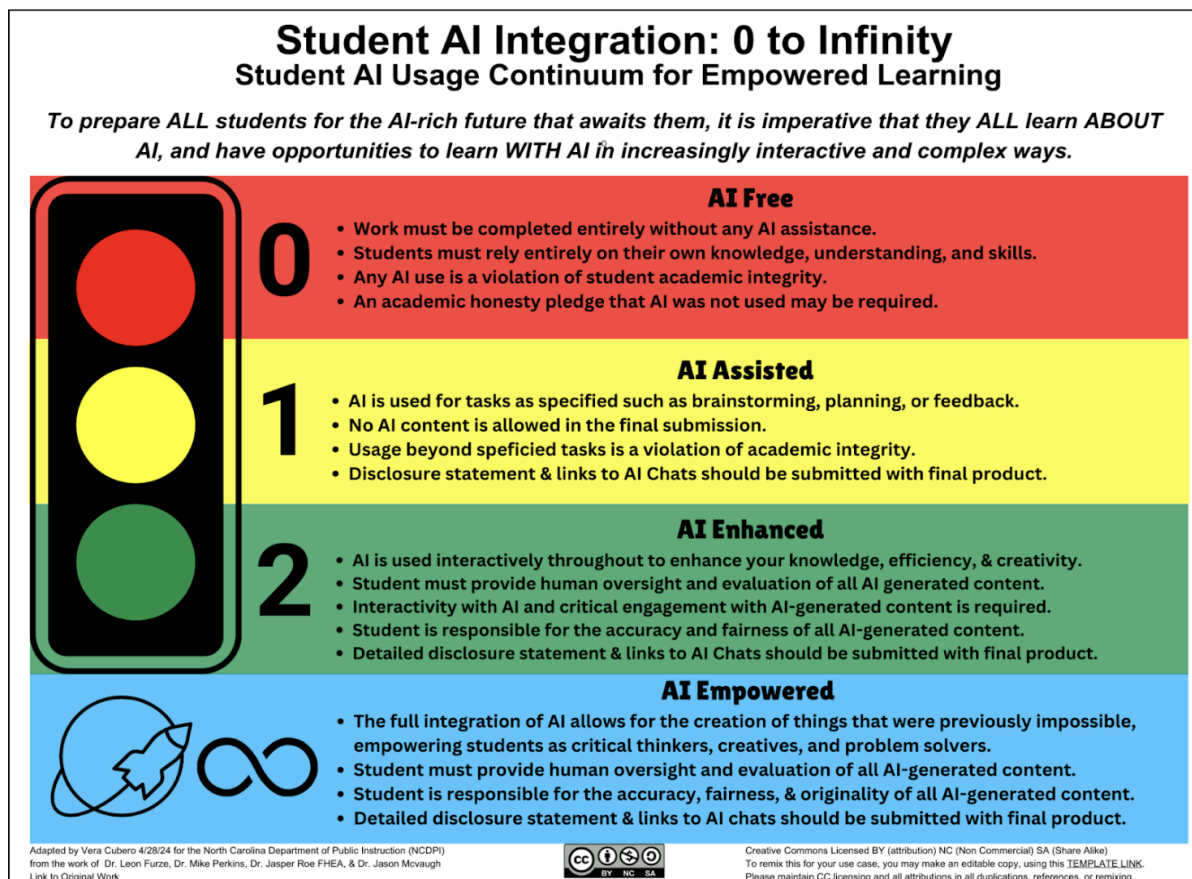
The use of AI tools must align with school expectations for honesty, safety, and responsible learning. AI should support learning, not replace original thinking, effort, or academic responsibility. Improper use of AI may also violate SAU 16 policies related to academic honesty, including Board Policy IKF and school handbook expectations. When AI is used improperly, consequences will be determined based on the situation, intent, and the impact on learning.

Possible consequences may include:

- A conversation with the teacher to review expectations for responsible AI use and academic integrity.
- Parent/guardian communication when appropriate.
- Redoing or revising the assignment without the use of unauthorized AI support.
- A written reflection or statement explaining how AI was used and identifying steps for more responsible use in the future.
- A referral to a school administrator for repeated or serious misuse.

The use of AI to harass, intimidate, or bully any member of the school community is strictly prohibited. This includes but is not limited to:

- Creating or distributing deepfake images, audio, or video of any student, staff member, or community member.
- Using AI to generate threatening, demeaning, or sexually explicit content targeting an individual.
- Using AI-generated content to impersonate, humiliate, or harm another person.



This document was developed with assistance from Gemini to support drafting and organization. All final content was created, reviewed, and edited by the SAU 16 AI Committee.

Recess

Students will be out-of-doors every day during scheduled recess times, weather permitting. Students should be appropriately dressed and prepared to participate in recess activities, as there is no supervised alternative available during this time. They should wear sturdy shoes (flip-flops and Crocs are strongly discouraged as they often lead to injury) that are safe and comfortable for play that includes running around a playground and climbing on equipment.

A doctor's note excusing a child from recess for a short period of time due to injury will be honored. Under normal circumstances, if a child is well enough to attend school, s/he is able to go outside for fresh air and exercise. Appropriate equipment is provided for play. Any item brought from home must meet the safety standards in place for the school and be clearly labeled with the child's name. Any equipment brought to school is solely the responsibility of the student; the school will assume no liability if it is damaged or lost. On those occasions when it is raining or it is deemed to be too cold, supervised recess activities will take place inside the classrooms and school building.

Accident Insurance

The Brentwood School District does not assume financial responsibility for the expense of medical or dental treatment required by students as a result of accidents while at school or going to or from school. Therefore, a voluntary insurance plan is made available for purchase to caregivers who desire such protection. The adoption of this plan of insurance was made by the SAU as a public service. The first week of school, each child is given an application form to take home. Forms are also available in the school office at any time during the school year. *All insurance applications must be sent directly to the company.*

Telephone Calls

If there is an emergency situation requiring you to leave a message for a child, it will be relayed to him or her as soon as possible. All instructions should be given to the child before s/he leaves home in the morning. Children will be allowed to use the telephone for certain reasons and with the permission of a teacher, an office staff member, or an administrator. Calls to caregivers regarding student illness or other concerns related to an early dismissal, will be made by the nurse or an administrator.

Teachers may be reached fifteen (15) minutes before students arrive and fifteen (15) minutes after they are dismissed. The teachers may inform you of other times during the school day that they are available for telephone calls. A message may be left on voice mail or email (firstinitiallastname@sau16.org) at any time for a teacher. Unless there is an emergency, the teacher will not be called to the phone while in class with students.

Please respect every staff member's privacy by contacting him or her via school phone numbers, voice mail, or email. NEVER place a call to a teacher's home or cell phone or access his/her personal email account. All communication must be directed to professional staff or administration.

Student Dress

Students should be dressed in a manner appropriate to school. *Some current clothing styles should be*

reserved for family time or recreational purposes. Short skirts or shorts, tops such as halters, crop-tops/ half-tops or those with very thin or no straps, and other similar items are not allowed during the school day.

Students may not wear clothing that advertises alcohol or tobacco, contains profanity, or promotes the use of an illegal substance.

Footwear must be safe (i.e., no 'flip-flops' or sandals,). Sneakers are required for P.E. Should a difficulty arise due to a child's attire that cannot be immediately handled at school, his/her caregivers will be notified and asked to bring a change of clothing.

Lost and Found

A 'Lost and Found' area is located in the hallway near the nurse's office. Please sign in at the office, get a pass, and take a few moments while at the school to check for missing clothing and belongings. Every effort is made to return lost items to their rightful owners. Identification is facilitated when clothing and all personal belongings are clearly marked with the child's name. Unclaimed 'Lost and Found' articles are periodically donated to local charities.

Wellness, Nutrition, and Physical Activity Policy

The federal government has required all school districts to implement a comprehensive 'Wellness, Nutrition, and Physical Activity Policy' (refer to www.sau16.org, Brentwood School Board Policies JLCE and JLCF-R or to Appendix F, page 41 of this Handbook). Students are presented with educational opportunities regarding healthy choices in nutrition including formal instruction in health and physical education classes.

School lunches reflect the policy's intentions. Foods available through the school meet or exceed the District's nutrition standards. Food brought from home for individual consumption is excluded from the policy guidelines. Food provided to students [other than by caregivers for their own child(ren)] must be nutrient dense per calorie, have low fat and low sugar content, be of moderate portion size, and include a variety of fruits and vegetables.

In our school, the greatest impact has been on birthday and holiday celebrations. Please take the guidelines into consideration as you think about how your child's class can recognize his/her birthday. Although healthy snacks (fruit/vegetables/yogurt) are permissible, they are discouraged. This is the perfect time to discuss alternatives with your child. Avoiding sending food to school has become even more important due to the number of children with serious food allergies that must be considered. Most teachers would welcome you into their classrooms to read a story or to share something special about your family or child.

We all need to work together. Please do not put your child's teacher into the awkward position of having to tell him or her that s/he cannot share the snack you provided.

Lunch and Snack Routines

Forms to apply for free or reduced lunches are sent home at the beginning of the school year. These forms are available on the school website or may be requested through the school office at any time. All information is strictly confidential. [More information can be found at this site.](#)

Monthly lunch menus and forms are posted on the Swasey website. Counts are taken and the

information is used to plan the number of hot lunches to be prepared each day. This is figured closely as there is no profit margin within the food service budget.

Cafeteria

The students and staff want the Swasey cafeteria to be a calm place to eat where there is quiet conversation, cooperation, and everyone takes responsibility for his or her self and area. Rules have been collaboratively created by the students and staff. They will be reviewed and possibly revised at the beginning of this school year:

- Enter and leave quietly so that directions may be heard.
- Choose your seat and remain in it.
- Talk quietly and respond to the hand signal.
- Use good manners. Touch and eat only your own food.
- Clean up your area when you are finished eating.

Health Services - Rebecca Doucet

The school nurse is responsible for the first aid care of children who are injured or become ill while under school jurisdiction. This is defined as assistance that will protect the life and comfort of a child until professional care is secured and it is limited to first aid treatment only. Our school nurse also facilitates hearing and vision screenings each year.

The nurse keeps emergency information for every child on file. This information is necessary and is used in case of illness or injury. Parents/caregiver should immediately notify the office of any change of telephone number(s), addresses, or places of work for themselves or their emergency contacts.

The nurse must be informed by the caregivers/guardians of any child who has special medical needs, such as allergies. A child must be kept home if s/he has a temperature, sore throat, earache, cough, contagious rash, or other illness that can be spread to other children. In circumstances where a physician's report requires a student to stay indoors or not participate in P.E., the school will request a copy of the report.

Children who come to school with contagious conditions will be sent home immediately. It is the responsibility of the caregivers to provide transportation. The nurse or principal, in conformance with school policies, may excuse an ill or injured child. The nurse will check on all re-admissions to school following any of the above-mentioned conditions or accept a report from the family physician that states that the child is ready to return to school. The nurse may prohibit the child's return if the condition of the child is not satisfactory or in the absence of a physician's release.

Administering Medication to Students (RSA 541:A)

The following procedures must be followed for prescribed medication to be administered to a student during the school day:

- An adult must bring the medication and correct forms (see Appendix A, page 29) directly to the school nurse or office. For his/her safety and that of the other children, **MEDICATION MUST NEVER BE SENT TO SCHOOL WITH A STUDENT.**

- Children are never to handle medication at school or going to or from school.
- The medication must be in a container with a properly completed pharmacy label including the student's name, the physician's name, the date of the original prescription, the name and strength of the medication, and the dosage directions.
- caregivers must complete a 'caregivers's Request Form for Giving Medicine at School' (see Appendix A). This indicates that they request the school to assist the pupil in the manner set forth in the physician's statement, including a 'hold harmless' release signed by the caregivers or guardian.
- caregivers must provide a written statement from the prescribing physician detailing the administering of the medication (see Appendix A, page 29).

Guidelines Concerning Medication at School

- Prescribed medication should not be given at school if it is possible to achieve the medical regimen at home.
- Students at school may not use over-the-counter medication unless prescribed by a physician and administered by the school nurse or principal.
- No non-prescribed oral medication will be made available to students by the school authorities.
- A record of medications administered at school including the name of the student, the name of the medication, the dosage, and who administered it, will be kept in the health office.
- Medications will be set up weekly by the school nurse with the child's name, medication, and dosage to allow a designee to assist in administering medications to the child in the absence of the nurse.
- The school staff is authorized to take temporary custody of any unauthorized medications, including items such as cough drops and aspirin.

Field/Class Trips

The School Board recognizes the educational value of student field/class trips. School control must be exercised to protect the interests of the school and the students involved. Student attendance is expected for all field/class trips as they are designed to support and enhance curriculum.

All field/class trips must:

- Be approved by the Principal.
- Be sponsored by and under the control of the school.
- Have educational value and support the general grade level curriculum.
- Be arranged by a classroom teacher.
- Have a permission slip for each student signed by a caregivers/guardian prior to the trip. If permission is not attained or is refused, arrangements will be made for the student to attend school with alternative assignments during the time of the trip.
- Parents, caregivers, and chaperones are expected to pay for their own admissions. *caregivers who are chaperoning field trips must make alternative day care arrangements for any siblings during the time of the trip.* A chaperone must be able to give his/her full attention to the safety of the students under his/her supervision.
- Have a Swasey Central School teacher in charge of each trip.
- All chaperones must review a copy of chaperone expectations (found below)
- Have student fees collected prior to the trip. Contact the Principal if consideration for a scholarship is needed.

- Be covered by school insurance.
- Use SAU approved transportation.
- Fall within a one-hundred (100) mile radius of the school; any trip beyond one-hundred (100) miles must have prior Board approval.

It is helpful if the caregivers, or designee, of a child in need of medical accommodations should plan on attending the field trip. If necessary, the school will hire a nurse to accompany students with health issues. The school nurse must remain at school with the majority of students.

Field Trip -Student Transportation/Dismissal

Students must report to school, be transported with the class via bus, and return to the school via the bus in order to attend a field trip.

In the rare occasion, a caregivers chooses to transport his/her child to the site, the caregivers *must get permission from the principal, in writing, prior to the trip. The student will be considered absent from school for the entire day and the caregivers may join the class at the site maintaining total responsibility for his/her child for the duration of the trip.

No child, who goes with the school to the field trip destination, will be dismissed to a caregivers until s/he returns to school. In the rare occasion a caregivers must dismiss their child from a field trip site, *a written request must be provided to the principal prior to the trip.

**Please do this by email or on paper, do not use Pick Up Patrol for these requests.* If a child is injured on a field trip, the teacher will contact the school. If the injury is mild, the child will return to school with the class. If it is more serious, the teacher or school will contact 911 and request transport of the child to the nearest hospital. Caregivers will be notified immediately.

Field Trip Chaperone Expectations

Thank you for reviewing these field trip expectations prior to attending any Swasey field trip.

- Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
- Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
- Teachers reserve the right to assign and/or reassign students to groups.
- The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
- Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
- Be on time for designated meeting places and departure.
- School district policies apply to district sponsored, off-site activities. As a volunteer chaperone you:
 - May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-alikes in any form
 - May not possess articles that can be used as weapons
 - May not administer medications to students

- Keep your assigned group of students with you throughout the field trip. Never allow individuals to leave the group, except in emergencies and then only with a partner.
- You have the responsibility to enforce the rules and appropriate behavior. The responsibilities for assigning consequences rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
- For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
- Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
- Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
- To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
- Please be aware that some students have photo restrictions; this means their caregivers have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.

Rules and Behavioral Expectations

Swasey Central School Discipline Code

The Brentwood School Board, administration, and staff are committed to providing a quality education in an environment that is safe and secure. All members of the Swasey community are expected to behave responsibly and be respectful of the school rules and policies as well as the persons and environment around them. Students know what is expected of them behaviorally. If inappropriate behavior occurs or language is used, logical consequences will be initiated to ensure that the behavior will not be repeated. The vast majority of our students are serious about wanting to take full advantage of the time they spend in school. They are conscientious about their academic endeavors and their school behavior. Most behavioral mistakes are approached as learning opportunities. The child is asked to identify the problem and make a plan to approach future situations differently. It is our goal to keep communication open between the home and school. If an incident of a serious nature takes place, caregivers will be notified. Please refer to Appendix E, page 35 for the Pupil Safety and Violence Prevention Policy).

Expected Behavior

The school has an obligation to provide an academic and social setting that allows all who participate in the educational process to enjoy a productive and positive experience. The student program at Swasey Central School is based on the belief that a well-disciplined school provides greater opportunities for students to master academic skills, make choices, broaden their general knowledge of the world around them, and engage in positive social interactions.

Among the basic assumptions included in our discipline program are the following:

- Children should be able to identify their hopes and dreams for the school year.
- Children should be a part of the process of establishing classroom and school rules and consequences.
- Children are capable of knowing, understanding, and complying with all classroom and school rules.
- Everyone, children and adults alike, are expected to be respectful of each other and their surroundings.

- Teachers, administrators, and other school staff are expected to implement the discipline program in a fair and consistent manner.
- caregivers are encouraged to support the school rules and expectations and reinforce the importance of discipline.

Teachers and students will work together the first few weeks of school to develop a classroom discipline program that everyone is able to understand and apply. The teacher and the children will practice appropriate behavior and learn about logical consequences. All members of the school community have the opportunity to 'take a break' to regroup and then rejoin an activity. It is the staff's responsibility to maintain good discipline in the classroom, the school building, and on the playground. It is the students' responsibility to behave appropriately and to help others do the same. Examples of possible classroom rules include but are not limited to the following:

- Use polite language.
- Be respectful of others and school property.
- Always strive to do one's very best.
- Show initiative and responsibility in the completion of assignments.
- Enjoy each learning opportunity.

The school rules are based on the classroom rules and apply in the common areas and on the playground.

If a child has difficulty with a classroom or school rule, the supervising adult who observed the behavior will normally intervene. The teacher will report repeated minor offenses to caregivers. All serious infractions will be referred to the office for action by the principal.

At Swasey School, we believe that each person should treat others as s/he would like to be treated. We care about other people, our environment, our learning, and ourselves. The *Responsive Classroom*® philosophy is in place to teach and reinforce community, respect, and responsibility. The Purposeful People program provides students with strategies to help them identify their feelings, solve problems, manage anger, and control their impulses. Appropriate and expected behavior will be acknowledged. Discipline is an opportunity for learning about making good decisions and better choices; it is not punishment. Logical consequences result whenever possible.

Examples of Misconduct

The list below identifies types of behaviors that are unacceptable anytime during the school day including bus transportation to and from school, anywhere on school property, or at any school sponsored function outside of the school grounds.

This list is not all-inclusive but rather an attempt to provide examples of things that children do that may require disciplinary intervention. The associated responses are guidelines to help faculty and staff provide a fair and consistent response to a discipline problem. The intent of this list is also to provide clarification for students and caregivers as to the expectations and consequences of behavior.

- Behavior that interferes with the positive school environment. Some examples of this are: Littering, disrespect to classmates or adults, failure to follow school rules, disrupting instruction, pushing/shoving, running/yelling, or cheating.
 - Consequences may include but are not limited to the following: A verbal explanation/warning from an adult; a class meeting; taking a break in the classroom; eating lunch in a setting other than the cafeteria; spending time with an adult at recess; an assigned seat on the bus; or making reparations for damaged materials.
- Any frequent, repeated, or serious behavior that disrupts the learning environment or climate of the school. Some examples of this are: Inappropriate language, reckless behavior, teasing or taunting of others, defiance or willful disobedience, verbal abuse, or

repeated incidences of behaviors such as those listed above.

- Consequences may include but are not limited to the following: A conference with the school counselor or principal; a behavior plan that designates logical consequences for continued misbehavior; a phone call to or a conference with a caregiver; detention; and/or, in-school suspension.
- Any intentional behavior that causes harm to property or endangers the safety of others. Some examples of this are: Threats, verbal abuse, theft, damaging or destroying property, harassment, bullying, disrespect to others, smoking or possessing smoking materials, or fighting.
 - Each incident will be fully investigated by the Principal or her designee. Consequences will follow Brentwood School Board Policies and Administrative Procedures. This may include but is not limited to the following: A phone call to a caregiver; a plan for restitution; a conference with all involved parties; in-school suspension; detention; notification of the Superintendent; notification of the police; suspension; and/or, the involvement of outside agencies.
- Any behavior that poses an immediate threat or danger. Examples of this may include a verbal or written threat of physical or psychological harm, possession of a controlled substance {a drug or other substance identified under Schedules I, II, III, IV, or V of Section 202 (c) of the Controlled Substances Act [U.S.C. §812 (c)]}. “Illegal drug” has the same definition as “controlled substance” but does not include such a substance that is legally possessed or under the supervision of a licensed health care professional or is legally possessed or used under the other authority under the Controlled Substance Act or other provision of Federal Law}, possession of a weapon (weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury).
- Each incident will be fully investigated by the principal. Consequences will follow Brentwood School Board Policies and Administrative Procedures. This may include but is not limited to the following: The student’s removal from the situation and to the office; an interview of the student and any witnesses by the principal or her designee; the notification of the student’s caregivers and a request for them to come to school to pick up the child; notification of the Superintendent of Schools and the Brentwood police; suspension from school pending an emergency evaluation by the school psychologist to determine that the individual is not a threat to himself or others (if the school psychologist is unavailable, the school or police will make arrangements for an evaluation to be completed by an outside mental health professional or agency); a determination by the principal of under what conditions the student may return to school based upon the information gained from the evaluation consultation and report; and/or, outside placement for educational purposes. All school personnel will honor the student’s right to confidentiality.
- All weapons will be taken from any person on school property. The Superintendent of Schools, the Brentwood Police Department, and caregivers will be immediately notified. The student shall be suspended from school until such time as said student and his/her caregivers/guardians meet with the Superintendent, Principal, and the School Board. The Board will decide to reinstate the student, suspend the student for an extended period of time, or expel the student.
- Weapons under the control of law enforcement personnel are permitted. The Principal may authorize persons to display weapons that are registered and handled in a legal manner for the purpose of education. The Principal may prescribe special conditions or procedures to be followed before giving such authorization.

Playground

- All students should come to school with appropriate clothing and ready to go outside to recess. Flip flops and Crocs can be dangerous when on the playground; sturdy shoes are recommended. Students may only remain inside the building if there is a doctor's note.
- Students will exhibit physically safe, respectful, and responsible behavior at all times and will use the playground equipment appropriately.
- Students will remain outside and within the playground boundaries unless given permission by an adult to re-enter the building to use the bathroom or see the nurse.
- Only approved team games are allowed (games/play that involve 'pretend' violence or weapons, i.e., "war" or "cops and robbers", are prohibited).
- Hardballs, skateboards, roller skates/blades, and sneakers with roller blades are not permitted at recess or school. Appropriate equipment for play is provided. Students should leave personal items at home.
- When the whistle is blown, students will line up promptly and wait quietly for staff instruction. When directed, students will enter the building quickly to return to their classrooms.

Bus

While on the bus:

- Students will exhibit physically safe, responsible, and respectful behavior at all times.
- Students will remain seated during the bus ride. They will keep their hands and feet inside the bus and out of the aisle.
- Students will talk in appropriate, modulated voices at a conversational level to those nearest to them.
- Students may read a book or participate in another quiet activity.
- Students will not eat or drink on the bus. This is especially important due to the prevalence of food allergies among the children.
- Students will follow the bus driver's instructions and directions.

A complete listing of the bus company's rules may be obtained from First Student. The bus driver will provide a written report of any infraction of the bus rules to the principal. The principal will discuss the incident with the student and decide on an appropriate consequence. This may include but is not limited to issuing a warning, contacting caregivers, or assigning a seat on the bus. If a student is involved in three (3) or more incidents or one (1) incident of a serious nature, the principal may remove the student from riding the bus for one or more days. The School Board must approve any suspension that lasts more than twenty (20) days. Caregivers have the right to appeal a suspension within ten (10) days of notification. It is important to note that if a student is suspended from the bus, s/he is still required to attend school and it becomes the caregivers' responsibility to transport him or her.

Cameras on the School Bus

School Administrative Unit 16 and the Brentwood School District value safety as the most important aspect of the student transportation program. In support of this priority, camera equipment (recording video and audio) may be installed on the school bus to monitor student behavior and assure safety for all students. A notice will be posted on all buses that "this bus uses video and audio equipment to monitor student behavior." The school district's use of this equipment will be governed by school board policy EEAJ - Video and Audio Recording on School Buses.

The Swasey Central School Website

The school is fortunate to have a terrific website (<https://scs.sau16.org/en-US>) that is kept current by Swasey and SAU technology personnel as well as all Swasey staff members. Please take the time to check it often as there is frequently changing and updated information. The SAU site (www.sau16.org) also has calendars of events, the SAU curriculum, and many other items of interest. These are excellent sites to add to your personal favorites!

Student Records

Student files are maintained according to federal, state, SAU, and District requirements. Caregivers may request to review these files by making an appointment through the principal. Caregivers may request copies of documents that are contained therein at a cost of 25¢ per page. This fee is to cover the costs associated with making the copies.

Caregiver's Notice of Rights and Policies

The SAU has created a form, the Annual SAU #16 caregivers Notice of Rights and Policies that has been distributed to families separate from this handbook. Please refer to the form or the SAU website, www.sau16.org, to access this information. [The link is here.](#)

School Board

School Board Members

Meetings are typically held on the first Monday of each month, in the Swasey Central School library. This can be accessed through the rear doors. Please check the SAU Events Calendar for possible changes. The Agenda is posted prior to the meeting. Meeting minutes can be found on the SAU website under the Brentwood School Board tab as well as at the SAU offices and at the Mary E. Bartlett Library in Brentwood.

Parent-Faculty Group (P.F.G.)

The caregivers-Faculty Group exists to help with special projects and fund-raising as well as to support and facilitate educational initiatives, offer advice and feedback, and work with the school staff and Board to create a positive school community. The meetings are open to everyone and are generally held in the Swasey Central School library at 6:00 p.m. on the third Monday of each month. Please check the SAU 16 Activity Calendar of Events for possible changes. If you have questions about the P.F.G., please call the school office for the names and phone numbers of the current officers.

PHYSICIAN'S REQUEST FOR MEDICATION ADMINISTRATION

Student's Name: _____

Medication: _____

Route of Administration: _____

Dosage of Medication: _____

Frequency or Time Schedule: _____

Adverse Reactions or Side Effects: _____

Diagnosis: _____

Specific information you feel would be beneficial to the school: _____

Signature of Physician

Date

Address

Telephone Number

APPENDIX B

THE BRENTWOOD SCHOOL DISTRICT
PERMISSION FOR CHILD TO WALK OR RIDE BICYCLE TO AND HOME FROM SCHOOL

I/We, _____, the caregivers(s) or guardians of _____ give my/our permission for my/our child to walk or ride his/her bicycle to school and from school to our home. I/We understand that this is voluntary on our part and that our child has access to bus transportation.

By signing this permission form, I/we acknowledge the following:

- That this activity may have inherent risks for injury for my child.
- The School District cannot supervise or ensure the safety of my child as s/he travels from home to school or school to home.
- My/Our child has a responsibility for his/her own safety and the safety of others.
- My/Our child must adhere to all the rules, regulations, and instructions pertaining to walking or riding one's bike to and from school as outlined in the Swasey Central School Family Handbook
- My/Our child must arrive at school between 8:35 and 8:45 a.m., park his/her bike in the bicycle rack, and immediately report to the lobby of the school where adult supervision is available.
- I/We acknowledge and understand the risk and requirements for our child to walk or ride his/her bike to and home from school.

RELEASE

In consideration of permission for my/our child to walk or ride his/her bike to and home from school, I/we knowingly and voluntarily release and waive and further agree to indemnify and hold harmless The Brentwood School District and its officers, agents, employees, volunteers, and representatives both individually and in their official capacities from and against any claim which I/we, my/our child or any relative or next of kin of mine/ours, or any other person, firm or corporation, may now or hereafter have or claim to have (know or unknown), seen or unseen, directly or indirectly, for or on account of any losses, damages, personal injuries, pain and suffering, death, or property damage resulting from or arising out of my/our child's walking or riding his/her bike to and home from school.

This "Release" shall be construed to be as comprehensive as is allowed by law and as severable. The validity of any portion of this Agreement shall not affect any other portion or establish a legal or other relationship between or among those released which does not in fact exist.

I/WE HAVE READ AND UNDERSTAND THIS RELEASE AGREEMENT.

Caregiver/Guardian Signature

Date: _____

Caregiver/Guardian Signature

Date: _____

APPENDIX D

Policy EGA Responsible Computer, Network and Internet Use

Overview

The Brentwood School District provides its students and staff access to a multitude of technology resources. The District believes that these resources provide incredible opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access comes great responsibility for students, teachers, staff and families. The District expects all community members to exercise appropriate personal responsibility in their use of these resources. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. The District makes every effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

Being a Digital Citizen

In the Brentwood School District we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- Respect One's self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respect Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protect One's self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce.

Expectations

Responsible use of the District's technology resources is ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District managed networks are the property of the School District and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The District may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act Public Hearing

Date Adopted: August 18, 1999

Revision Dates: February 2007; May 4, 2010

Last Review Date: May 4, 2010

APPENDIX E

Policy JICK Pupil Safety and Violence Prevention

I. Definitions (RSA 193-F:3)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - (1) Physically harms a pupil or damages the pupil's property;
 - (2) Causes emotional distress to a pupil;
 - (3) Interferes with a pupil's educational opportunities;
 - (4) Creates a hostile educational environment; or
 - (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.
2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
5. Employees. Employees include employees of the District and employees of companies with the District who have significant contact with students.
6. caregivers and Legal Guardians. Any reference in this policy to “caregivers” shall include caregivers or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District shall address bullying and, if necessary, impose discipline or other consequences ranging from behavioral intervention through expulsion for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws.

III. Statement prohibiting retaliation or false accusations (RSA 193-F:4, II(b))

False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from behavioral interventions through expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation

The District shall take appropriate action against any student, employee or volunteer who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding relating to such bullying.

The consequences and appropriate remedial action for a student, employee or volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.

1. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline or other consequences ranging from behavioral intervention through expulsion.
2. Any employee or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.

3. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation. Suggestions include, but are not limited to, re-arranging student class schedules to minimize contact, warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. Protection of all Pupils (RSA 193-F:4, II(c))

This policy shall apply to all pupils in the District regardless of their status under the law.

V. Disciplinary Consequences For Violations of This Policy (RSA 193-F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, and conflict resolution.

VI. Distribution and Notice of This Policy (RSA 193-F:4, II(e) and 193-F:5, I(b))

Distribution

All staff, students, caregivers and regular volunteers will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, website, etc.)

Training

The Superintendent will ensure that all school employees and regular volunteers receive annual training on this policy and related District policies. The District shall provide educational programs for pupils and caregivers in preventing, identifying, responding to, and reporting incidents of bullying or cyberbullying. Such programs shall be presented in age appropriate language.

The Board/Superintendent may, from time to time, host or schedule public forums which will address the anti-bullying policy and/or discuss bullying in the schools and may consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f) (g))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

1. Any student who believes he or she has been the victim of bullying should report the incident(s) immediately to the Principal, any School District employee, or regular volunteer
2. Any school employee or regular volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal or designee as soon as possible.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Independent verification of the anonymous reports shall be necessary in order for any disciplinary action to be applied.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for N.H. Department of Education Reporting Requirements (RSA 193-F:6, I)

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying.

IX. Notifying caregivers of Alleged Bullying (RSA 193-F:4, II(h))

The Principal shall report to the caregivers of a student who has been reported as a victim of bullying and to the caregivers of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the caregivers of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j) and (m))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. Initial interviews shall be conducted privately or separately.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or caregivers to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. The Principal shall complete the investigation and notify the caregivers within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation and notifies the caregivers, the Superintendent may grant an extension. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
5. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
6. Students who are found to have violated this policy may face discipline in accordance with other applicable Board policies through expulsion. Students facing discipline will be afforded all due process required by law.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- caregivers conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(I))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Appeal

1. For non-disciplinary remedial actions where no other review procedures govern, the caregivers of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform caregivers of any appeal rights they may have to the New Hampshire State Board of Education.

XV. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVI. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policy EEAJ.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Law Reference: RSA 193-F:3, Pupil Safety and Violence Prevention Act; RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed; NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Appendix Reference: JICK-R

Date Adopted: November 14, 2005

Revision Dates: December 11, 2006; April 5, 2010; January 10, 2011

APPENDIX F

Policy JLCF Wellness, Nutrition and Physical Activity

Introduction

SAU 16 is concerned with student physical well being. Scientific research indicates a positive relationship between adequate nutrition and physical activity as they relate to academic success. Poor nutrition and lack of physical activity can place students at a higher risk for diseases such as diabetes, obesity, and other health ailments. Federal and state laws mandate that school districts provide students with healthy food choices while in school, whether the students are obtaining food and/or beverages from the Food Service Program, school stores, vending machines or other sources.

SAU 16 schools will provide students and families with educational opportunities regarding healthy choices in nutrition. Educational opportunities will include formal academic instruction in health, physical education, family and consumer science and science classes. Other opportunities could include individual counseling by school nursing personnel, dietary direction by athletic coaches and an explanation of food choices provided by the school food service. Acceptable carry-in food guidelines for entire classes is addressed in this policy's appendices. Food brought from home for individual consumption is excluded from this policy.

Nutrition

All foods available during the school day will meet or exceed the district's nutrition standards. Such offerings will meet or exceed the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense per calorie, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure that students will participate in consuming high quality meals. Students shall be provided with adequate time to consume meals in accordance with the *New Hampshire Department of Education Minimum Standards Section 306.11*. During the school day, the New Hampshire School Nutrition Guidelines will apply to the school lunch and breakfast programs, all food and beverages sold in vending machines, school stores, classroom parties/celebrations, communal snacks, meetings, fundraising activities or any school sponsored activities on school grounds. The Culinary Arts Program at the Seacoast School of Technology, which serves the community, is exempt from this policy (see Appendix).

Physical Activity

The purpose of the SAU 16 physical activity policy is to promote daily participation in physical activity for all students. The goal is to promote and maintain physical fitness and to provide students with the opportunity to gain the knowledge and skills needed to understand the short and long term benefits of physical activity. Physical activities offered may include, but are not limited to, recess periods, physical education classes, walking programs, the integration of physical activities into the academic curriculum and after-school programs, including intramurals and interscholastic athletics and physical activity clubs.

SAU 16 recognizes that sixty (60) minutes of moderate to vigorous daily exercise is a reasonable goal for students. This goal may be accomplished through a combination of the following:

- A. A sequential physical education program;
- B. Time in the elementary school day for supervised recess with physical activities encouraged;
- C. Opportunities and encouragement for students to initiate and voluntarily participate in before-and-after-school physical activity or programs, such as intramurals, clubs, etc; and
- D. School support for community recreation and youth sports programs and agencies that complement physical activity programs.

Wellness Advisory Committees

Each school district may establish a District Wellness Advisory Committee (District WAC) with representation from caregivers, students (at grade levels where appropriate), food services, school boards, building administration, school nurses, classroom teachers and health/physical education teachers that will report to their school boards.

The District WAC will encourage compliance with all nutrition, wellness and physical activity components of this policy. The District WAC will publicize activities, events and programs that support healthy lifestyles, nutrition education, and physical activity. These activities should include, but are not limited to:

- 1) Quarterly outreach to caregivers/guardians that provide tips for living healthy, active and nutritionally sound lifestyles;
- 2) Programs that provide caregivers/guardians with strategies to support their children and to model healthy lifestyles;
- 3) Ensuring that student/caregivers/guardian handbooks contain specific reference to this policy;
- 4) The District WAC will establish and disseminate a list of healthy snacks and party ideas.

A SAU Wellness Advisory Committee (SAU WAC) will be comprised of the chairs of each of the District Wellness Advisory Committees and representation from each of the following groups: The SAU 16 Central Office, school boards, food service directors, nurses, building level administrators, elementary teachers and a secondary teacher from one of the following: health/physical education or FACS (Family and Consumer Sciences), and a representative from a community health organization. The purpose is to promote continuity and compliance in the application of this wellness policy.

Law Reference: RSA 189:11-a; Food and Nutrition Programs; NH Code of Administrative Rules, Section Ed 306.04(a)(15), Daily Physical Activity; NH Code of Administrative Rules, Section Ed 310, Daily Physical Activity

Appendix Reference:

Date Adopted: June 12, 2006

Revision Dates: December 11, 2006

Last Review Date: December 11, 2006

Please visit the Brentwood School Board website to review: Policy JLCF-R, Wellness, Nutrition and Physical Activity Policy Appendices

ANNUAL NOTIFICATION - STUDENT RELATED POLICIES

Every year, the school district is required to share specific school board policies with students and families. These policies, and others, are crafted to support our commitment to creating a safe, respectful, and inclusive atmosphere where every child can thrive academically and personally. We encourage students and parents to familiarize themselves with these policies to help us work together in making our school a wonderful place for learning and growing.

To access a specific policy follow this link www.sau16.org/policies. Select the school district you wish to search.

You will be directed to that school district's page of policies (see example below). Click the associated policy you wish to review, and a page will come up with that policy only. Each "box" or category of policies has a scroll bar to the right of the box. To view additional policies, scroll down in each category.

Below are policies that require annual notification. Always refer to the district website, as this list is a fraction of the policies adopted by the school board.

POLICY IDENTIFIER	POLICY NAME
Section A	Foundations and Basic Commitments
AC	Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan
ACAC	Title IX Sexual Harassment and Grievance Process
ACE	Procedural Safeguards: Non-Discrimination on the Basis of Disability
ADB	Drug Free Workplace & Drug Free Schools
ADC	Tobacco Products Ban
Section E	Support Services

EEAA	Video and Audio Recording on School Property
EEAJ	Audio and Video Surveillance on School Buses
EFAA	Meal Charging
EHAA	Computer Security, Email and Internet Connections
Section I	Instruction
IHAMA	Teaching about Alcohol, Drugs and Tobacco
IHBH	Extended Learning Opportunities
IKA	Grading System
IKE	Promotion and Retention of Students
Section J	Students
JH	Attendance, Absenteeism and Truancy
JIC	Student Code of Conduct
JICC	Student Code of Conduct on School Buses
JICD	Student Discipline Due Process
JICFA	Hazing
JICH	Drug and Alcohol Use by Students
JICI	Weapons on School Property

JICK	Student Safety and Violence Prevention - Bullying
JICL	School District Internet Access for Students
JLCD	Administering Medication to Students
JLDBB	Suicide Prevention and Response
JLFF	Reporting Child Abuse
JRA	Student Records and Access (FERPA)
Section K	School, Community and Home Relations
KEB	Public Complaints about School Personnel, Employees, Students or Administrators

In addition, the information below can be found by clicking on this link - <https://www.sau16.org/en-US/student-services-e5d20795>:

- Procedural Safeguards for Students with Disabilities
- Information on Student Safety
- Federal Education Records Protection Act
- Child Find
- Title IX – Sexual Harassment and Grievance Process
- Title I: Parents Right to Know
- 504 Policy and Grievance Process

