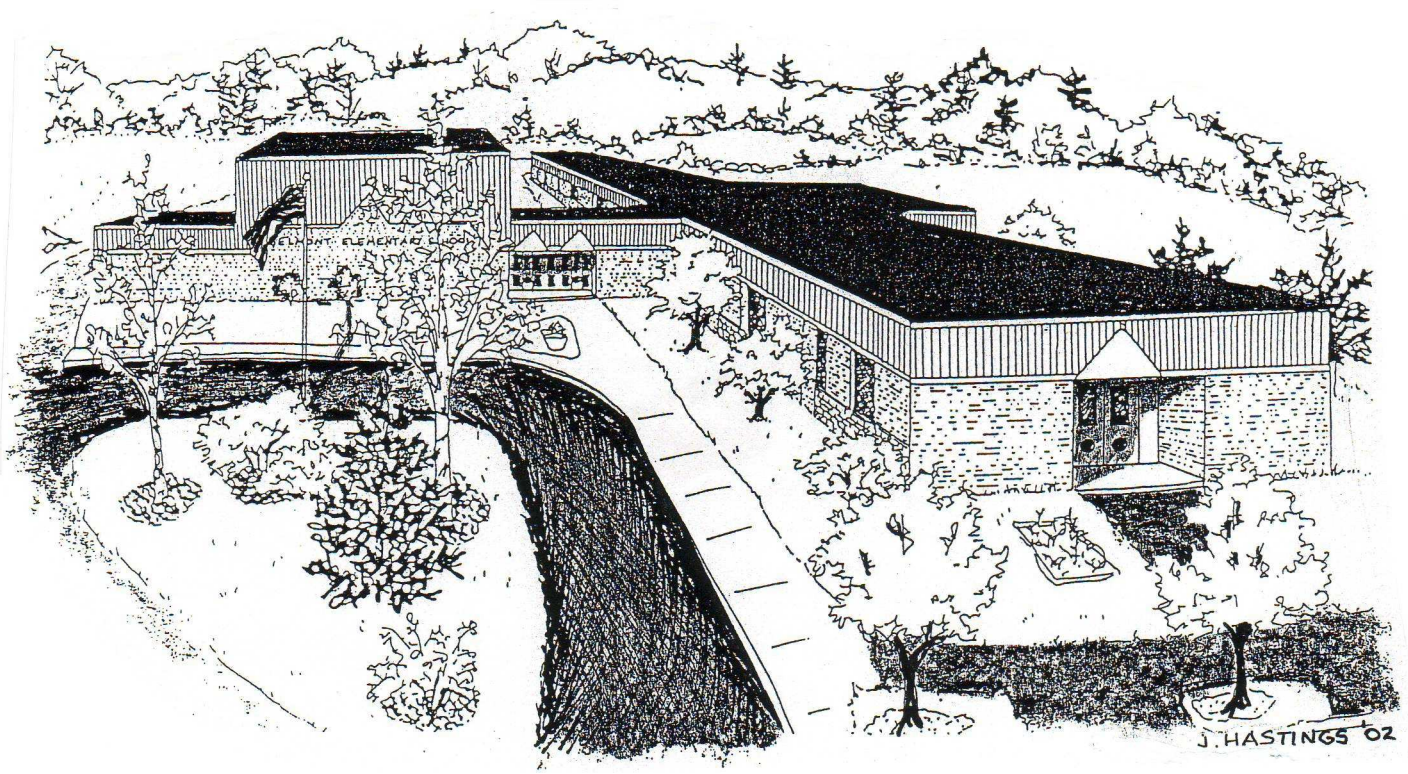
BELMONT ELEMENTARY SCHOOL

26 BEST STREET
BELMONT, NEW HAMPSHIRE 03220
267-6568 www.sau80.org



2016-2017

STUDENT HANDBOOK

(Approved by School Board July 12, 2016)

It is the policy of SAU 80 not to discriminate on the basis of color, religion, handicap, national origin, age marital status and/or sex, in admission to, access to, treatment in or employment programs and activities.

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Disclaimer

Please be advised that policies referenced in the student handbook may be amended or new policies adopted during the school year. For the recent amendments or new policy adoptions, please go to the Shaker Regional School District website at www.shaker.@sau80.org.

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SHAKER REGIONAL SCHOOL DISTRICT

BELMONT ELEMENTARY SCHOOL
2016-2017 STUDENT HANDBOOK

This handbook has been prepared for you as a reference of school policies and procedures. Please read it carefully and become familiar with its contents. If you have any questions, do not hesitate to call the school. (267-6568)

- -

Please detach and return this form to the school.

I have received and read a copy of the 2016-2017 Belmont Elementary School Handbook.

Date:________________________________

Student(s):____________________________________

Parent:_______________________________________

- -

EARLY DISMISSAL

On rare occasions it may be necessary to close school early due to weather conditions. It is important that children are aware of your plans for them in these instances. To help us assist the children, please fill out the following and return it to school.

In the event of early dismissal, my child____________________________________

______should be transported on his/her regular bus route.

or

_______will be picked up by____.

or

_______will take bus route #________to___________________________________.

Parent Signature:___________________________________

It is the policy of SAU 80 not to discriminate on the basis of color, religion, handicap, national origin, age marital status and/or sex, in admission to, access to, treatment in or employment programs and activities.

Shaker Regional School District

58 School St., Belmont, NH 03220
Phone: 603-267-9223 *Fax:* 603-267-9225
Website: www.sau80.org
School Year Office Hours: Monday – Friday 8:00 – 4:30
Summer/Vacation Week Office Hours: Monday – Friday 7:30 – 4:00

Michael Tursi	Superintendent of Schools	mtursi@sau80.org
Debbie Thompson	Business Administrator	dthompson@sau80.org
Terri Minogue	Instructional Design and STEM Coach	tminogue@sau80.org
Chris Roy	Accounts Payable/Food Service Clerk	croy@sau80.org
Alicia Sperazzo	Administrative Assistant	asperazzo@sau80.org
Doug Ellis	Director of Buildings and Grounds	dellis@sau80.org
Jason Hills	Technology Coordinator	jhills@sau80.org
James Bureau	Systems Engineer	jbureau@sau80.org
Brandon Patterson	Computer Technician	bpatterson@sau80.org
Tonyel Mitchell-Berry	Director of Student Services	tmitchell-berry@sau80.org
Meghan Delisle	Administrative Assistant	Mdelisle@sau80.org
Laurie Cowan	Payroll Clerk/i4See Coordinator	lcowan@sau80.org
Nancy Cate	Food Service Director	ncate@sau80.org
Kristy Waterman	Clerk	kwaterman@sau80.org

2016-2017 School Board Members

Gretta Olson-Wilder	2014-2017	golsenwilder@sau80.org	524-2782
Heidi Chaney	2015-2018	hchaney@sau80.org	765-200-0394
Robert Reed	2014-2017	rreed@sau80.org	783-9072
Sean Embree	2016-2019	sembree@sau80.org	528-1905
Patty Brace	2015-2018	pbrace@sau80.org	520-6255
Jodi Martinez	2016-2019	jmartinez@sau80.org	783-4497
Jen Sottak	2016-2017	jsottak@sau80.org	528-1072

School Board Meeting Schedule

September 13, 2016	Belmont High School
October 11, 2016	Canterbury Elementary School
November 8, 2016	Belmont Elementary School
December 13, 2016	Canterbury Elementary School
January 10, 2017	Belmont Middle School
February 14, 2017	Canterbury Elementary School
March 14, 2017	Belmont High School
April 11, 2017	Canterbury Elementary School
May 9, 2017	Belmont Elementary School
June 13, 2017	Canterbury Elementary School

Meeting agendas and minutes are posted on the district website at
http://www.sau80.org/schoolboardinfo/meetingagendasandminutes.html

School Board Policy information is available at
http://www.sau80.org/Policy%20Manual/policymanual.html

Belmont Elementary Staff Directory

*Please remember, **confidential information should never be sent via electronic mail**, and you should never assume that the recipient has received the note. If the message is important, you should always confirm receipt.*

Name	***Position***	***Email Address***
Mary Antonucci	Special Education Teacher	mantonucci@sau80.org
Sheila Arnold	Principal	sarnold@sau80.org
Rachelle Ashey	Nurse	rashey@sau80.org
Judy Ball	Grade 1 Teacher	jball@sau80.org
Georganne Ballance	Assistant	mballance@sau80.org
Mary Blaire Barcelo	Classroom Assistant	mbarcelo@sau80.org
Annette Belanger	Guidance Counselor	abelanger@sau80.org
Elizabeth Boles	Grade 2 Teacher	eboles@sau80.org
Cynthia Brough	Assistant	cbrough@sau80.org
Katie Brown	Grade 3 Teacher	kbrown@sau80.org
Jolene Bryant	Assistant	jbryant@sau80.org
Cynthia Chenevert	Assistant	cchenevert@sau80.org
Paula Clairmont	Grade 2 Teacher	pclairmont@sau80.org
Karen Clifford	Grade 3 Teacher	kclifford@sau80.org
Julie Cluett	Assistant	jcluett@sau80.org
Curtis Colby	Guidance Counselor	ccolby@sau80.org
Cathi Cook	Assistant	ccook@sau80.org
Helen Corriveau	Library Assistant	hcorriveau@sau80.org
Elaine Corriveau	Assistant	ecorriveau@sau80.org
Katie Cotnoir	Art Teacher	kcotnoir@sau80.org
Leisa D'Amour	Grade 4 Teacher	ldamour@sau80.org
Katie Dalton	Classroom Assistant	kdalton@sau80.org
Kristin Desborough	Media Specialist	kdesborough@sau80.org
Jennifer Deware	Assistant	jdeware@sau80.org
Vicki Donovan	Grade 4 Teacher	vdonovan@sau80.org
Danielle Embree	Grade 3 Teacher	dembree@sau80.org
Michelle Filteau	Assistant	mfilteau@sau80.org
Lisa Flanagan	Assistant	lflanagan@sau80.org
Lisa Flynn	Food Service Manager	lflynn@sau80.org
Carole Foss	Kindergarten Teacher	cfoss@sau80.org
Lindsey Frazier	Grade 2 Teacher	lfrazier@sau80.org
Melissa Genakos	Pre-K Teacher	mgenakos@sau80.org
Carl Gillies	Custodian	cgillies@sau80.org
David Gingrich	Technology Integration Teacher	dgingrich@sau80.org
Karen Gingrich	Gifted & Talented Teacher	kgingrich@sau80.org
Carol Greene	Occupational Therapist	cgreene@sau80.org
Jill Hardison	Reading Specialist	jhardison@sau80.org
Sean Hayes	Grade 4 Teacher	shayes@sau80.org
Ben Hill	Associate Principal	bhill@sau80.org
Michelle Haddock	Classroom Assistant	mhaddock@sau80.org

Laurie Hodgman	Grade 1 Teacher	lhodgman@sau80.org
Cori Hooker	School Secretary	chooker@sau80.org
Amy Irons	Grade 1 Teacher	airons@sau80.org
Diana Johnson	ESOL Teacher	djohnson@sau80.org
Aaron Jones	Grade 4 Teacher	ajones@sau80.org
Jessica Ladd	Grade 2 Teacher	jladd@sau80.org
Denise LeMien	Assistant	dlemien@sau80.org
Kaitlin Levesque	Assistant	klevesque@sau80.org
Theresa McCauley	Assistant	tmccauley@sau80.org
Lisa McGuigan	Assistant	lmcguigan@sau80.org
Deb McLean	Special Education Teacher	dmclean@sau80.org
Katie Mitchell	Assistant	kmitchell@sau80.org
Dale Nims	Physical Education Teacher	dnims@sau80.org
Mary Obara	Food Service Staff	mobara@sau80.org
Andrea Parker	Speech Therapist	aparker@sau80.org
Rachel Orkin	Kindergarten Teacher	rorkin@sau80.org
Jillian Otto	Assistant	jotto@sau80.org
Janice Pelletier	Food Service Staff	jpelletier@sau80.org
Danielle Peper	Grade 1 Teacher	dpeper@sau80.org
Lynn Peterson	Assistant	lpeterson@sau80.org
Casey Powell	Assistant	cpowell@sau80.org
Cassandra Prescott	Special Education Teacher	cprescott@sau80.org
Christina Reynolds	Grade 1 Teacher	creynolds@sau80.org
Dale Robinson	Custodian	drobinson@sau80.org
Tari Selig	Psychologist	tselig@sau80.org
Jennifer Shaw	Music Teacher	jshaw@sau80.org
Kristin Smith	Kindergarten Teacher	ksmith@sau80.org
Jennifer Souza	Special Education	jsouza@sau80.org
Patricia Stitt	Assistant	pstitt@sau80.org
Lisa Tuthill	Secretary	ltuthill@sau80.org
Jody Vetter	Grade 3 Teacher	jvetter@sau80.org
Alan Vincente	Custodian	avincente@sau80.org
Amanda Vogeley	Assistant	avogeley@sau80.org
Annie Vomacka	Special Education Teacher	avomacka@sau80.org
Tim Walsh	Special Education Teacher	twalsh@sau80.org
Elizabeth Webster	Kindergarten Teacher	bwebster@sau80.org
Deborah Woodman	Food Service Staff	dwoodman@sau80.org

Who to Contact with Questions In Each of the Schools

Belmont Elementary School

26 Best Street. Belmont, NH 03220
Phone: 603-267-6568 *Fax:* 603-267-6136
Website: http://beselem.sau80.org/

Shelia Arnold	Principal	sarnold@sau80.org
Ben Hill	Associate Principal	bhill@sau80.org
Rachelle Ashey	School Nurse	rashey@sau80.org
Curt Colby	Guidance Counselor	ccolby@sau80.org
Annette Belanger	Guidance Counselor	abelanger@sau80.org
Lisa Tuthill	Secretary	ltuthill@sau80.org
Cori Hooker	Secretary	chooker@sau80.org

Canterbury Elementary School

15 Baptist Rd., Canterbury, NH 03224
Phone: 603-783-9944 *Fax:* 603-783-4981
Website: http://ceselem.sau80.org/

Mary Morrison	Principal	mmorrison@sau80.org
Mary Jo Reed	Nurse	mreed@sau80.org
Martha Madsen	Guidance Counselor	mmadsen@sau80.org
Sandi Dougherty	Secretary	sdougherty@sau80.org

Belmont Middle School

38 School St., Belmont, NH 03220
Phone: 603-267-9220 *Fax:* 603-267-9228
Website: http://middle.sau80.org/

Aaron Pope	Principal	apope@sau80.org
Timothy Saunders	Assistant Principal	tsaunders@sau80.org
Irene Mackes	Nurse	imackes@sau80.org
Annette Blake	School Counselor	ablake@sau80.org
Julia O'Brien	School Counselor	jobrien@sau80.org
Cherri Drake	Secretary	cdrake@sau80.org
Stacy Kruger	Secretary	skruger@sau80.org

Belmont High School

255 Seavey Rd., Belmont, NH 03220
Phone: 603-267-6525 *Fax:* 603-267-5962
Website: http://highschool.sau80.org/

David Williams	Principal	dwilliams@sau80.org
Chris Tebo	Assistant Principal	ctebo@sau80.org
Susan Rubbe	School Nurse	srubbe@sau80.org
Lisa Ransom	Guidance Director	lransom@sau80.org
Julie Casico	Guidance Counselor	jcasico@sau80.org
Louise Pridham	Secretary	lpridham@sau80.org
Angela Conway	Secretary	aconway@sau80.org

BELMONT ELEMENTARY SCHOOL
2016- 2017 DAILY SCHEDULE

The school building opens at 8:35 am to parents and students, unless prior appointments have been made with BES staff members.

Classes begin at 8:55 am and end at 3:15 pm. If your child is driven to or walks to school, please see that he/she arrives **no earlier than 8:35 am**. This will ensure that the children are properly supervised upon their arrival.

8:35	Children may enter the building
8:55	Classes begin

11:15 – 11:40	Lunch - Kindergarten
11:35 – 12:00	Lunch – Grade 1
11:55 - 12:20	Lunch - Grade 4
12:15 – 12:40	Lunch – Grade 3
12:35 – 1:00	Lunch – Grade 2

11:40 - 12:00	Recess - Kindergarten
12:00 – 12:20	Recess - Grade 1
12:20 - 12:40	Recess - Grade 4
12:40 – 1:00	Recess - Grade 3
1:00 – 1:20	Recess – Grade 2

3:15 End of School Day

3:15 - 3:40 Bus Dismissals

PREK-AM 8:35 – 11:05
PREK-PM 12:15 - 2:45

SHAKER REGIONAL SCHOOL DISTRICT
STRATEGIC PLAN

District Mission Statement

Engaging All Learners to Succeed in Their Ever-Changing World.

Core Values

Shaker Regional School District will work together with: Integrity, Excellence, Acceptance, Teamwork, Accountability, Courage, Citizenship, Growth Mindset.

Beliefs and Guiding Principles

About Students and Learning, we believe/understand that:

1. All students like to learn, can learn and will learn
2. Students learn in different ways.
3. Students learn in different timeframes.
4. Mistakes are inherent in learning.
5. Students learn when they feel safe, physically, emotionally and socially.
6. Success breeds success and influences attitude, esteem and motivation.
7. Students' interests and aspirations effect engagement in their learning.
8. Real world contexts, challenging applications and social interactions enhance learning.
9. Personalized goals and effective feedback enhance learning.
10. Prior knowledge impacts the learning of knowledge.

About Teachers and Teaching, we believe and understand that:

1. Teachers are uncompromisingly learner-centered.
2. Teachers inspire, motivate and empower learners.
3. Teachers are models of continuous improvement.
4. Teachers reflect on, monitor and adjust their practice.
5. Teaching reflects the current research on learning and cognition.
6. Teachers are authentically passionate about teaching.
7. Teachers relate to and connect with all students.
8. Teachers set the conditions for a safe and productive learning environment.
9. Teachers collaborate with colleagues to meet the individual needs of learners.
10. Teachers engage in professional learning with colleagues.

About Learning Communities, we believe that:

1. All Stakeholders in the community are partners in educating the students in the Learning Community (LC).
2. The Learning Community has a clear, shared mission and vision.
3. The Learning Community is inclusive and embraces diversity of roles, needs and ideas.
4. Communication in the LC is honest, transparent and interactive.
5. All members in the LC are involved in and committed to achieving the mission/vision.
6. The LC encourages and supports risk taking and innovation.
7. The LC expects and monitors results.
8. The LC aligns policies, procedures and resources to support the mission and vision.

PHILOSOPHY

A child's education is a team effort. It is one that requires the dedicated efforts of our staff, students, parents, and the community as a whole. The staff of Belmont Elementary School recognizes each child as a unique individual. We strive to provide each student with the opportunities to learn, develop, and succeed to his or her fullest capacity. Our goals are that through quality instruction and curriculum Belmont students will master skills that are basic to life, develop responsible attitudes, develop a sense of self-respect and a respect for those around them and display continuous academic and social growth.

The support of the entire community is essential to quality education. In our school students are expected to make the most of all learning opportunities, and as a staff we feel that constant communication between parents and the school is an important factor in our total educational program.

It is our goal to make learning a positive, interesting and rewarding life experience for the children of our school.

PROGRAM

Belmont Elementary School offers students a broad and well-balanced curriculum. Instruction at all grade levels includes: language arts, reading, mathematics, science, social studies, art, physical education, music, health and technology.

Curriculum Support

Enrichment

Student groups and individuals participate in special instruction and special projects to help them develop their talents and creative abilities. A goal of this program is to include as many children as possible with the understanding that all children possess particular strengths. Talents can be enhanced and developed when children are given guidance and an opportunity to express their abilities.

Guidance

Counselors meet with student groups and individuals to provide guidance and support for children as they grow through normal developmental stages. Counselors also provide classroom instruction in problem solving, decision making, self-esteem, and social skills.

Reading

Language arts skills are the foundation of the elementary school curriculum. All other learning is, in some way, dependent upon competency in this area. Along with classroom instruction, we provide the support of a reading specialist and a reading tutor. The reading specialist provides resources for effective and innovative instructional strategies. The reading tutor provides individual or small group instruction for students who need extra support to develop their reading skills.

Computer Classes
Students are offered many opportunities to use computers and other technology. Students and parents must agree to follow the District's Acceptable Use Policy, which will be sent home in a separate document.

Media Center
Our media center staff teaches library skills and help students with research and media selection. All classes have at least one lesson scheduled in the Center each week. Other visits are scheduled as needed. Students may check out titles at these times. It is the student's responsibility to return the library material in good condition by the due date. Media that is lost, damaged or destroyed must be paid for by the student who signed the items out.

Special Education Programs for Handicapped/Disabled Students
The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals With Disabilities Education Improvement Act (IDEIA), Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEIA. For students eligible for services under IDEIA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state statues that govern special education. For those students who are not eligible for services under IDEIA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students ' identification, evaluation, and educational placement. This system shall include notice, and opportunity for the student's parent(s)/guardian(s) to examine relevant records, and impartial hearing with opportunity for participation by the students' parent(s)/guardian(s), and representation by counsel, and review procedure. A copy of the NH Procedural Safeguards Handbook for Special Education may be obtained by calling the Shaker Regional School District, Department of Student Services, (603) 267-9222 (ext. 5306); or may be found on the NH Department of Education website.

ASSESSMENT

Each child's progress is continually evaluated throughout the school year. This is done through observations, projects, curriculum tests, portfolios and a standardized testing program.

Report Cards
Student progress is recorded on trimester reporting system. This includes two scheduled parent-teacher conferences, one in November and one in March. Written reports are sent home in December, March, and June.
If you have any questions, or concerns about how your child is doing, please let us know right away. The earlier we can address a problem together, the better we can work out a solution. Feel free to request a conference, e-mail or call school staff at any time.

Annual Testing
All grades participate in some form of formal assessment during the school year. Reading progress is monitored in grades K through 4 with the STAR, which is administered in the winter and spring of each year. Our state test, the Smarter Balanced Assessment is administered in the spring. Third and fourth graders are asked to demonstrate their abilities in reading and math. Fourth graders take the state science test, (New England Common Assessment), in May.

It is important to remember that each individual test is only one piece of information that must be considered with many other sources of information and types of assessment before decisions are made about a child's abilities or progress level.

Promotion and Retention of Students – Shaker School Board Policy Code IKE
At BES a student shall be promoted on the basis of academic achievement and demonstrated proficiency at the grade level. A student is not entitled to promotion. Normally, students will progress annually from grade to grade. Exceptions may be made based upon the judgment of the professional staff and after taking into consideration the child's chronological age, academic progress and potential, mental development, social adjustment, physical well being, emotional stability, and school attendance. The final administrative decision rests with the school principal.

RELEASE OF INFORMATION

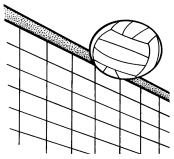
"Directory information" may be publicly released without the permission of the parents. Parents or legal guardians of a student who do not want this information released must notify the school system in writing, each year, if any of the directory information is to be withheld. Shaker Regional School District designates the following as directory information:

- Student's name
- Address
- Telephone number
- Date of birth
- Participation in activities and sports
- Photograph
- Weight and height of members of athletic teams
- Diplomas, honors and awards received

See Student Records and Access, Shaker School Board Policy Code JRA-R.

CO-CURRICULAR

.



Sports
Students may participate in several after-school sports programs: In order for a student to participate, parents must give written permission and arrange for transportation.

Drama
The school presents at least one program each year. Students from grades 3 & 4 are encouraged to participate.

Field Trips
Each classroom teacher schedules various field trips to interesting and educational locations. These trips are an integral part of the learning experience. Parents are encouraged to chaperone such school activities, but are asked not to bring younger children due to liability issues. Any person transporting students must provide the school district with proof of a **current driver's license and a minimum liability insurance coverage of $100,000/$300,000. Proof of driver's license and insurance coverage needs to be resubmitted yearly. In addition, chaperones are required to complete an annual affidavit, be fingerprinted and have background checks, and be approved by the school board prior to the activity.**

Field trips, excursions and co-curricular travel, as school activities, are considered an extension of the school campus. **Therefore, all school district policies and school rules shall apply for all students, as well as chaperones.**
See Field Trips, Shaker Regional School Board Policy Code IJOA.

Homework Club
Children are able to take advantage of school resources and instructional support as they complete weekly homework assignments. The club meets for one hour once each week right after school.

Student Council
Students in grades three and four have the opportunity to be elected to the Student Council. Student Council members participate in school activities, provide input on school matters, and promote school spirit and unity.
Other clubs include Vocal Ensemble, Garden Club, Computer Club & Art Club.

ATTENDANCE

Absences
Regular attendance is critical for school success. Children need to attend as many school days as possible. Personal illness, family emergency, and other urgent reasons affecting the child may necessitate absence. If your child cannot attend school, please call the office between 7:30 and 9:00 a.m. A NOTE WHICH VALIDATES THE ABSENCE MUST ACCOMPANY HIS/HER RETURN. This note explaining the reason and date or dates of the absence should be presented to your child's classroom teacher. If you feel that the absence may be prolonged, please feel free to contact the office for assignments and books. If your child is absent for only one day or so, he or she can easily make up the work upon return to school. If it is necessary for a child to be absent for five or more consecutive days, the child should return to school with a note from his/her doctor.

Dismissal
If you wish to have your child dismissed early, you must notify his/her teacher **IN WRITING**. He or she will be in the office at the designated dismissal time waiting for your arrival. For safety reasons children are not allowed to wait for dismissal outside of the building.

Tardiness

Any student arriving at school after 8:55 must report to the office and sign in before going to his or her classroom. The student will be marked as tardy on his/her report card and permanent record. Chronic tardiness negatively affects a child's education program and disrupts the classroom schedule. Parents are asked to make every effort to ensure that children arrive on time, thereby helping students begin to establish good work habits that will last a lifetime.

Truancy

Truancy is defined as an unexcused absence from school or class. **See Shaker Regional School Board Policy Code JH.** Truant students shall be subject to school discipline in accordance with **Shaker Regional School Board Policy Code JIC.**

ADMISSION

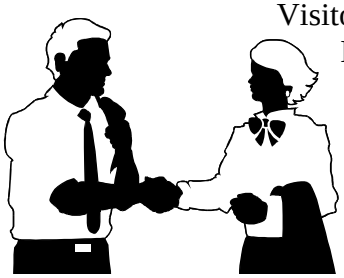
All children ages 6 through 18, whose parents are residents of the Shaker Regional School District, must attend public school unless enrolled in approved non-public schools, or otherwise legally excluded. Students seeking admission to public school must present a physician endorsed form indicating the completion of the set of prescribed immunizations. **See Admission Procedures, Shaker Regional School Board Policy Code JFAA**.

Residence Defined: Only students who reside in the town of Canterbury or Belmont NH are considered residents of the Shaker Regional School District. It is **NOT** legal for non-residents to attend school in this district. **NH RSA 193:12**

SCHOOL EVENTS

At the beginning of each month, a calendar of school events and the lunch menu are sent home with each student. This information can also be found on our school web page, (**www.sau80.org**). Students are given individual notices in reference to special events, field trips and school projects. Please check with your child at least once a week to see if he or she has received any notices. Belmont Elementary has a parent e-mail group. Those who choose may give the school an e-mail address, and then all notices, calendars, newsletters etc., will be sent via electronic mail as well a in hard copy form.

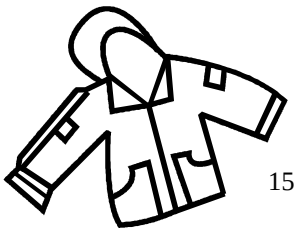
SCHOOL VISITORS



Visitors are always welcome at BES. As part of our Emergency Management Plan we require visitors to report to the office and sign in when they arrive and sign out when they leave. This procedure allows us to monitor the safety of everyone in the building in the event of an emergency. We regret that school-age friends or relatives are not allowed to attend classes.

STUDENT BELONGINGS

Each year many found items are never claimed. **PLEASE LABEL** all of your child's outerwear, (coats, hats, snow pants, gloves etc.). We request that children **do not** bring toys or electronic media to school.



Favorite items might be lost or broken. Such objects also tend to distract children from academic activities.

Cell phone use by students is prohibited during school hours. If brought to school, they must be turned off during school hours. The phones will be confiscated if used during school hours.

HOW PARENTS CAN HELP

PREPARE YOUR CHILD FOR A GOOD DAY BY:

- Seeing that he or she has sufficient rest and sleep, complete meals and time for eating.
- Review any special activities for the next day i.e. Tomorrow, Tuesday, Scouts, come home with Mr. Jones (write a permission slip).

BECOME ACQUAINTED WITH YOUR CHILD'S PROGRAM BY:

- Visiting the school.
- Becoming acquainted with his or her teacher.
- Attending scheduled conferences.
- Joining the parent organization in your school.
- Helping with school activities.

PARENT TEACHER ORGANIZATION – PTO

Teachers, parents and other interested community members meet the first Wednesday of each month at 6:00 P.M.to present informational programs, discuss school related issues, and to plan projects that benefit the children. Everyone is welcome and encouraged to participate.

2016-2017 PTO Board

Lisa Ober, President
Melissa Pucci, Vice President
Ashley Nialetz, Treasurer
Ann Rochenski, Hospitality

VOLUNTEER PROGRAM

The school volunteer organization is an integral part of the educational program. Volunteers are parents, grandparents, senior citizens and community members who are interested in becoming an important part of our children's educational experience. For more information, please contact the school. No special skills are necessary, only the desire to help.

*Volunteers are required to complete a volunteer affidavit form annually. (**See form in back pages of this handbook**) Those volunteers working directly with children must be fingerprinted, have a criminal background check prior to the activity and be approved by the school board.* See pages 30 & 31.

DRESS

Student dress is the responsibility of the student and his or her parents. Students are expected to wear comfortable, seasonal clothing that is appropriate for elementary school. Any clothing that is offensive, endangers the health and safety of the student or distracts from the educational process will not be allowed. Parents will be called and asked to bring appropriate clothing if the principal determines that it is necessary. Hats may not be worn inside the building. **See Dress Code for Students, Shaker School Board Policy Code JICA.**

PETS

Pets may not be brought onto the school grounds. The intent of this policy is to protect our children's health and safety. **See Animals on School Property, Shaker Regional School Board Policy Code IMG.**

STUDENT HEALTH AND SAFETY INFORMATION

The Shaker Regional School District requires that all students comply with NH State Law RSA 200:38.

> "All students shall have a routine physical examination by a licensed physician prior to school entry."
> "All students shall be immunized prior to school attendance according to the current recommendations of the State Health Agency."
> (Current recommendations are available from the school nurse.)

School Nurse

Belmont Elementary School has a full time registered nurse. If a student is injured or becomes ill during school hours, the nurse will assess him or her. Throughout the school year the (elementary) school nurses will conduct various health screenings. Please contact your school nurse whenever you have questions or concerns about your child's health. **See Student Health Services, School Board Policy Code JLC-R&P**

Emergency Information

Emergency information will need to be completed by parents/guardians for each student who enrolls at our school. The information includes the address, telephone number, cell numbers, doctor, daycare providers, and persons to contact in the event of an emergency.

Parents/guardians are requested to keep this information up-to-date by notifying the school if there are any changes.

Emergency First Aid

School personnel will provide only emergency first aid. More serious injuries such as fractures and lacerations that require sutures will be treated with emergency first aid and support measures until a parent/guardian can be contacted. When neither parent can be reached nor the alternate responsible person(s) listed on the emergency card, the child will be referred to his or her family doctor or, if unavailable, the ER physician on call at the hospital.

See Emergency Medical Care, Shaker School Board Policy Code JLCE-R

Medication

The school nurse or a designated staff person will administer medication according to school district policy. NO STUDENT SHOULD CARRY MEDICATIONS ON THEIR PERSON, except an inhaler for asthma or an Epi-pen for severe allergic reactions. The school nurse may require a student to receive training and to sign a contract to ensure that the students, as well as other students, are safe from accidental ingestion. The appropriate parent /physician authorization form must be on file with the School Nurse.

1. PRESCRIPTION MEDICATION must be brought to school by a parent in the original pharmacy labeled bottle. Every new school year the school nurse must receive a new physician's order and signed parent authorization form in order to administer medications at school. Forms are available from the school nurse or printed by the medical provider's computer.

2. NON-PRESCRIPTION MEDICATION may be given by the nurse with the parent's written authorization. Any medication must be in the original professionally labeled packaging.

See Medications in School, School Board Policy Code JLCD & JLCD-R

Illness

Students with symptoms of illness such as fever, frequent productive cough, nausea and/or vomiting, excessively runny rose should not be sent to school. If a child arrives at school exhibiting symptoms, the nurse will assess the child and may dismiss the child from school, and it shall be the parent's responsibility to pick up him or her. Should it be necessary for an ill child to go home at any time during the school day, he or she may not go home alone. The child will be released only to a parent, guardian or other authorized adult.

If the doctor has prescribed an antibiotic for your child, he or she should be kept home for at least 24 hours after beginning the medication or until he or she would be considered non-contagious. All communicable diseases are subject to the restrictions of the State of New Hampshire Public Health Department, and students may be excluded accordingly.

See Communicable Diseases, Shaker School Board Policy Code JLCC-R

Recess

Because recess is an important part of a student's physical and social education, weather permitting, all students are required to go outside. Exceptions are made only with a doctor's note restricting outside play.

The decision to have outside recess during cold weather depends on the temperature and wind chill factor. Shorter recess times are scheduled on very cold days. It is the parents' responsibility to see that their child comes to school dressed appropriately for the weather each day; i.e.

mittens, boots, warm jacket, snow pants, etc. during the winter months. Boots should not be worn in the classroom; therefore, a change of footwear is necessary and may be left at school.

Nutrition

As educators, it is our responsibility to reinforce proper nutrition habits and choices with children. Breakfast really is the most important meal of the day and enables children to concentrate, co-operate, and learn better. Any foods from the five food groups can be an acceptable breakfast, even if it is on the run.

If for some reason your child can not eat at home, breakfast is also offered at school every morning. Snack time provides your child with an opportunity to eat something nutritious that can replenish energy and support his or her best performance throughout the day. Milk may be purchased at snack time also. We seek your help in eliminating unhealthy snacks, i.e. soda and sweets, and ask that you send the healthier snacks to school with your child.

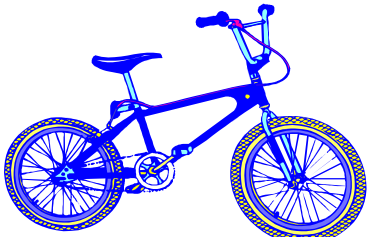
Head Lice Prevention

We recommend that parents check their child's hair weekly for head lice. Please contact the school nurse if any are found so other children in the class may be checked. The school nurse shall conduct periodic examinations of student's heads at appropriate times. Such exams may be of an entire class or of selected students. If it is found that a student has head lice or nits (eggs), the parent/guardian will be informed. The child's hair must be treated with a lice killing product, and all nits should be removed. The student may return to class as soon as this procedure has been completed, and the school nurse has confirmed that no lice remain.

TRANSPORTATION

Bicycles

Students taking bicycles to school must have written permission. We encourage students to wear helmets and lock bikes in the bike rack. The school is not responsible for bicycle theft or damage.



Private Transportation

Students who are being transported in private vehicles should be dropped off and picked up by adults at the designated area at the end of the walkway into the building near the parking lot.

Transportation Changes

Any student who wishes to change his or her normal means of transport home **MUST HAVE WRITTEN PARENTAL PERMISSION.** This permission needs to be given to the classroom teacher in the morning before classes begin. **WITHOUT WRITTEN PERMISSION FOR ALTERNATE PLANS, ALL CHILDREN WILL TAKE THEIR REGULAR MEANS OF TRANSPORTATION HOME.**

Walkers

We encourage all parents of students who walk to school to review with their children positive safety and conduct rules.

School Cancellation

The decision for school to be delayed or cancelled due to unsafe driving conditions will be made as early as possible.

The following stations will announce such information.
Please note that a cancellation for BES may be listed as Belmont Elementary School or The Shaker Regional School District.

Radio: **WJYY, WEMJ, WGIR, WLKZ, WFTN, WLHN, WOKQ, AND WKXL**
Twitter :@SchoolElem
Television: **WMUR Channel 9** **www.thewmurchannel.com**

Please be sure that you have completed the early dismissal form at the end of this handbook.

BUS SAFETY

All students transported within the Shaker Regional School District, or outside the district when traveling for school sponsored activities, shall behave in a manner, which is conducive to the safety and welfare of all passengers, including the driver. The following regulations are set forth to that end:

SHAKER REGIONAL BUS RULES

General

- Children assigned to a particular bus are not permitted to ride on any other bus without written request by a parent and the approval of the principal.
- Students riding buses may not be discharged at a stop other than their own without written permission of a parent and the approval of the principal.
- Elementary and middle school students who typically ride on district buses, but do not wish to ride home on the bus on a particular day must have ***written*** permission of their parents.
- Elementary and middle school students who typically ride on district buses and who are leaving the school grounds by means other than their regular bus must have the written permission of a parent and the approval of the principal. School authorities assume no responsibility for pupils leaving school grounds with or without permission, instead of taking district transportation.

Conduct prior to Loading

- Be on time at the designated school bus stop.
- Stay off the road at all times while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a full stop before attempting to enter.
- Bus riders should not move toward the bus until the driver signals them to do so.

While we recommend these regulations for the safety of our students, the District does not accept the responsibility of monitoring student behavior, or providing consequences for misbehavior, prior to boarding the bus.

Conduct while on the bus

- Students are expected to treat the driver and other students with respect.
- Students must follow the directions of the driver at all times.
- Students riding District buses must stay in their seats at all times.
- Students must keep hands and head inside the bus at all times.
- Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in an accident.
- Students shall assist in keeping the bus safe and sanitary at all times.
- Students riding the bus should never tamper with the bus or its equipment.
- Students shall keep books, packages and other objects out of the aisles.
- Students shall not throw anything out of the window.
- Students shall not participate in horseplay on or around the bus.
- Students shall be quiet when the bus is approaching a railroad crossing.
- In case of road emergency pupils are to remain in the bus until they are informed what to do.

  Students riding the buses are not allowed to eat or drink on the bus.
- No gum, tobacco, smoking or smoking materials are allowed on the bus.
- No objects that may endanger the health or safety of the passengers are allowed on the bus.
- Students shall not damage or deface any equipment on the bus, including seats and windows.
- Students riding the buses are expected to take all articles that they bring on the bus with them.

After Leaving the Bus:

- Be alert to a danger signal from the driver.
- If crossing the road is necessary after getting off, do so several feet in front of the bus after looking carefully in each direction.
- Older pupils should look after the safety of the younger children.

Violation of Bus Conduct Regulations:

Students shall follow **SRSD Policy JK** – Student Discipline while en route to and from school by bus or other transportation provided by the school system, or while in any vehicle used in connection with a school function or activity. Students who violate bus conduct rules may be suspended from the privilege of bus transportation under **Shaker School Board Policy EEAEC – Student Conduct on School Buses.** Students may also be subject to suspension or expulsion from school for violations of bus conduct rules. See **Student Conduct on School Buses, Shaker School Board Policy Code EEAEC-R.**

As we strive to insure the safety of all children, the Shaker regional School district will be using video cameras and/or audio recordings on the buses on a rotating basis. These tools will be utilized to aide in the management of student behavior.

First Student Bus Company 800-924-8734.

BEHAVIOR/SCHOOL RULES

We expect each student to respect authority, respect the rights of others, establish a sense of self-discipline and self-respect, and accept individual responsibilities. Students must be aware of the school rules and the consequences that will occur when these rules are violated. Discipline will be handled in a firm and consistent manner.

In all systems, there are rules that are unwritten but equally important. We expect our students to conduct themselves in a responsible and orderly manner. It is important that our students develop a sense of pride in our school and its activities. Proper student conduct and positive work habits are attitudes that we feel are important in a student's growth.

We appreciate your cooperation and reinforcement in any discipline problem that may occur. By working together we are assured that we can create a sound educational environment for our students.

BEHAVIOR PROGRAM

School Behavior Goals

B-Be Responsible
E-Everyone Respectful
S-Safety First

Behavior Program Objectives:

- To help students develop positive attitudes toward behavior and responsibility.
- To help students realize that they are responsible for their actions.
- To help students see the effects of their actions on themselves and on others.
- To help students set goals that are related to their self-improvement.
- To provide avenue to discuss these goals and give support.

Important Behaviors

- The student will develop a respect for others.
- The student will share with others.
- The student will not push, fight or engage in rough play.
- The student will be responsible for his or her conduct.
- The student will deal with conflict without violence.
- The student will display proper sportsmanship when involved in games.
- The student will not call others names or use offensive language.
- The student will respect the rights of others.
- The student will be considerate in his or her actions.
- The student will respect school property.
- The student will follow classroom rules.
- The student will listen attentively.

- The student will work well in independent and group activities.
- The student will develop an attitude of responsibility and cooperation.

Rules and Expectations

Playground

- Be kind to others.
- Share equipment with others.
- If you take school equipment outside you must return it to the building.
- Act, do not react, and play without pushing and shoving, kicking and karate movements, tackling or touching others, throwing things, inappropriate language, fighting, and throwing snow or snowballs.
- Stay outside unless an adult gives you permission to enter the building.
- Do not bring bats or hard balls to school.
- Line up quickly and quietly when the bell rings to signal the end of recess.
- Use playground equipment appropriately.

The slides

- Sit when sliding, feet first.
- Wait until the person ahead of you is out of the way.
- Slide **down** the slide. Do not climb up the side.

Blue and Red Play Structure

- Move safely on the play structure.
- Do not push or shove another student.
- Do not use the structure when it is wet or snow covered.

Swings

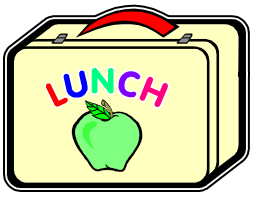
- Sit when swinging. Do not stand or kneel on swings.
- You may push others from behind but may not run under the swing.
- Swing back and forth. Do not spin or swing sideways.

Dome

- These structures are for climbing, however, do not sit or stand on top or jump off of this play equipment.

Cafeteria

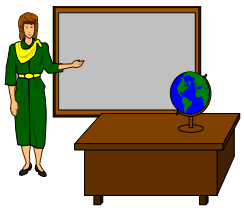
- Be nice to other people.
- Use appropriate table manners.
- Always speak in a moderate voice.
- If you need help, raise your hand.
- Remain seated while eating.



- Do not make loud noises (popping bags, banging on tables, etc.)
- Clean up after yourself. Do not leave any paper or food at your place.
- Walk at all times.
- Do not leave the cafeteria without permission from the supervising adult.

Assemblies/Classroom Guests

- Be polite and attentive. Remain seated.
- Show appreciation with applause only.



- Do not ask to leave a presentation unless it is absolutely necessary.

Classroom

- Be respectful of other students and your teacher.
- Treat others as you would like to be treated.
- Follow the directions of your teacher.

General

- Always move in a safe manner when inside the building. No running, skipping or jumping.
- Stay in line when passing with your class.
- Talk quietly. Do not disturb other classes.
- Gum, lollipops, and hard candy are not allowed.
- Always speak in a polite manner.
- Follow the directions of school staff.

DISCIPLINE

The Shaker Regional School District shall use educationally sound discipline practices. The purpose of discipline is to promote acceptable student conduct to the end of providing an effective and safe learning environment. **See Student Discipline, Shaker School Board Policy Code JK**.

Positive Behavior	Negative Behavior
Awards	Warning/reprimand
Praise	Time out/in or out of classroom
Extra recess/activity time	Loss of recess privilege
Responsible jobs for students	Office referral
(Classroom aide, tutor, office work, etc.)	Parent contact
Letters to students and parents	Parent/Teacher/Principal Conference
Use of positive reinforcement ideas/materials	Before/after-school detention
	Suspension

SCHOOL MEALS PROGRAM

Belmont Elementary School serves meals each school day. Children may buy lunch and breakfast. Milk is part of the lunch meal. Children who bring their own lunch may purchase milk at school**.** *Please refer to the district web site for current school meals prices.* Most children bring a snack and drink from home for the mid-morning snack break. Milk may be purchased at this time. ***PLEASE***, pay for the milk and meals your child wishes to purchase for the following week and if possible place an amount on account that your child can draw from as necessary. This procedure eliminates much bookkeeping time and helps the food service program run more efficiently. A report of balances can be obtained anytime by calling Chris Roy at the SAU office, 267-9223. **Policy Code EFDA and EFDA-Rules and Procedures**

VIII. A school lunch meal payment policy which is implemented by a school board either before or after the effective date of this section shall ensure that all students have access to a healthy school lunch, that the parent of each student receive and acknowledge receipt of the policy, and that no student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures. The department of education or the state board of education, upon

request of the local school board, may provide communication assistance to school districts and parents of school children regarding the school lunch meal payment policy.

School Meals

Students must take the required number of meal components in order for the meal to be counted as a complete reimbursable meal and to be counted as a free or reduced price meal for those students who qualify. Any meal taken that has fewer than the required number of components will be charged as a la carte based on each item selected.

No cash refunds from a student's food service account will be made to the student. When a child moves out of the district or graduates the parent must request a refund by calling the SAU at 267-9223 ext. 5308. The refund will be processed and the check will be mailed from the SAU Office

Meal Prices

Student Breakfast-$1.65 Student Lunch-$2.60 Snack Milk-$.40 Adult Lunch-$3.50

(Prices are subject to change.)

Free and Reduced Meals

Families whose income falls below standards set by the Federal Government are eligible for free and reduced price meals. Applications and qualification guidelines are sent home with the student the first week of school. You may apply for free and reduced meals anytime during the school year. If during the school year you have a decrease in household income, an increase in household size; if you become unemployed, get food stamps or AFDC for your children, then you may wish to file an application for free or reduced meals. Applications are always available in the office. If a student is approved for Free and Reduced Lunches, he/she also qualifies for Free or Reduced breakfast. Snack Milk is not included in the Free or Reduced Program and must be purchased.

HOMEWORK

A normal homework assignment is intended to accomplish course goals outside the classroom without immediate teacher supervision. The term "homework" does not include make-up assignments, remedial work which requires expert instruction and supervision, or extra credit work. Homework provides the student with the opportunity to apply learning on an individual basis and to develop self-discipline and a positive attitude toward education. **See Homework, Shaker School Board Policy Code IKB.**

1. School/Staff Responsibilities

- **a.** Be sure students understand and know how to complete assignments successfully.
- **b.** Review concepts of completed assignments.
- **c.** Monitor, collect and include it as at least 5% of the grade.
- **d.** Provide daily homework assignments.
- **e.** Expect students will spend an average of 10-20 minutes on homework in grades1-2, 20 – 30 minutes in grades 3-4.
- **f.** Avoid extensive assignments over weekend, holiday and vacation periods.
- **g.** Assign homework according to age, maturity level, individual needs and interests of the students.
- **h.** Consider the availability of resource materials when creating assignments.

2. Parents' Responsibilities

It is the belief of the district that the parent involvement in, and in support of, a homework plan is beneficial to a child's academic growth and achievement. It is the responsibility of the parent to:

a. Read and discuss the district's homework policy with the child.
b. Provide necessary assistance and a positive, supportive attitude for completing assigned tasks.
c. Promptly communicate any concerns or questions regarding homework assignments to your child's teacher.
d. Provide an appropriate time and environment for study and learning. We ask that you look at their homework and show an active interest in it.

3. Student's Responsibilities

In order to foster independent study habits, it is the responsibility of the student to:

a. Make sure you understand the homework assignment(s) before leaving school.
b. Take home all necessary homework and materials you need to complete your assignment.
c. Have an organized means of keeping and carrying homework to and from school.
d. Arrange with parent/guardian for a place to work.
e. Schedule time for homework that is compatible with family and or after-school activities.
f. Do your homework with a minimum of parental help.
g. Do homework assignments as carefully and neatly as in-school work.
h. Complete all homework assignments and pass them in on time.
i. Budget your time for long-term projects.

EMERGENCY DRILLS

Belmont Elementary School has a detailed Emergency Management Plan that includes preparations and the procedures to follow in the event of a safety hazard. Throughout the school year children will participate in several evacuation drills and practice other emergency safety procedures. Copies of our Emergency Management Plan are available for review in the school library.

SEXUAL AND OTHER HARASSMENT

General Statement of Shaker School Board Policy Code GBAA

The Shaker Regional School District (SRSD) will not tolerate the harassment of any student, employee or visitor on the basis of sex. This policy prohibits all such activities whether engaged in by an administrator, principal, supervisor, agent of the SRSD coworker, student or other non-employee who is on SDRS premises or who comes in contact with SRSD employees or students. In addition, the Shaker Regional School District will not tolerate harassment on the basis of race, color, religion, gender, national origin, age disability or for any other unlawful reason.

Sexual Harassment Defined

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical or non-physical conduct of a sexual nature when:

*Submission to such conduct is made explicitly or implicitly a term or condition of employment.

*Submission to, or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual or for the awarding or withholding of favorable employment opportunity, evaluation or assistance.
*Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to unwelcome offensive comments, jokes and innuendo, other sexually oriented statements, and unwelcome advances emphasizing sexual identity. Sexual harassment may be indirect and even unintentional.

Retaliation against an individual who makes a complaint about sexual or other harassment is a violation of SRSD's policy and is prohibited by both state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of harassment.

Reporting Procedures
Any student who has witnessed or has reliable information that harassment, in any form, has occurred shall report such harassment to the building principal or to the Personnel Manager in the office of the Superintendent.

Unlawful harassment of any sort is violation of SRSD's policy and it is prohibited by both state and federal law. A student who believes that he or she has been subjected to sexual or unlawful harassment should report the incident to a guidance counselor, teacher or school administrator. The incident shall be referred to the school principal.

Investigation Recommendation
Upon receipt of a report, the Principal shall notify the Superintendent of Schools immediately. A written report shall be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. The principal shall conduct an investigation and present the findings, in writing, within 10 working days to the Superintendent. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.
Discipline
Upon a finding that harassment has occurred, the Superintendent shall take action as appropriate based on such findings. Students in violation are subject to discipline under **Shaker School Board Policy JK**. The findings of the investigation and the disciplinary action resulting shall be recorded and provided to all involved parties.
Right to Alternate Complaint Procedures
Any individual with a sexual harassment complaint may choose to bypass this policy and proceed directly to the NH Commission of Human Rights, 2 Chenelle Drive, Concord, NH, 03301, telephone number (603)271-2767 or Office of Civil Rights, Health and Human Services, Region #1, Room 2403, JFK Federal Building, Government Center, Boston, MA, 02203, telephone number (617)565-1340. **See Sexual and Other Harassment Shaker School Board Policy Code GBAA**.

SAFE SCHOOL ZONE

The Belmont Police Department, and the Canterbury Police Department, and the Shaker Regional School District have joined in a cooperative effort to provide a safe and healthy environment for the students, faculty, and staff at our schools. We intend to do this in accordance with Shaker Regional School Board policy.
Everyone deserves the right to feel safe at school. In no way should a student threaten anyone

nor should he or she be threatened. We must work together to make our schools as comfortable as possible. People are entitled to be protected from criminal activity both on and off school property.

Rights and Responsibilities

It is required by law, that any school official who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report the information to a school authority, who shall then contact the police. The safe school zone is identified as an area inclusive of any school property including school buses. Although not all inclusive, by law the following acts must be reported: "Act of theft, violence or destruction"

Confidentiality

The school administration can exchange information with police relating only to the acts of theft, destruction, or violence in a safe school zone. The police and school can have open communication. Behaviors or acts witnessed at school may help the police better understand a situation allowing them to get students the help they may need. There are many services the police use to assist juveniles which include, but are not limited to, anger management, conflict resolution, and truancy prevention.

Parental Involvement

Parents are an important part of the effort to have a safe and healthy school. School officials and law enforcement officers intend to inform and to involve parents during these investigations. We encourage parents to be actively aware of all the activities of their children.

If you have any questions about this policy or how it will be enforced, contact any school's principal or the local law enforcement agency.

Neglect and Abuse Reporting

New Hampshire RSA 169:C is the law written to mandate reporting of suspected child abuse and neglect to the New Hampshire Division for Children and Youth Services (1-800-458-5542). Specifically, RSA 169-C29 requires school officials, or any person having reasons to suspect that a child has been abused or neglected, shall make a report to the Division.

See Safe Schools, Shaker School Board Policy Code ADD.

TITLE IX – GRIEVANCE PROCEDURE

A grievance is a complaint by an employee, student, parent or groups of individuals who feel there has been discrimination based on sex, which would be an alleged violation, misinterpretation or misapplication of Title IX provisions. The District has established grievance procedures. The Superintendent of Schools may be contacted concerning grievance procedures. **See Non-Discrimination, Shaker School Board Policy, Code ACE.**

NO SMOKING/NO TOBACCO PRODUCTS

The use of tobacco products is strictly prohibited. No person shall use any tobacco product in any facility maintained by the School District, on any of the grounds of the District, or in any vehicles or property engaged in service to and for students. **See Tobacco Products Ban Shaker School Board Policy Code ADC.**

PUPIL SAFETY AND VIOLENCE PREVENTION

The Shaker Regional School District provides a safe and non-violent environment for all students. Conduct that constitutes bullying, whether verbal or physical will not be tolerated. **See Pupil Safety and Violence Prevention Shaker School Board Policy Code JBAAA.**

NON-DISCRIMINATION POLICY

The District shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion or handicap. Neither shall the District discriminate in its practices of employment as governed by State law. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools. **Non-Discrimination, Shaker School Board Policy Code AC.**

CHILD FIND NOTICE:CHILDREN WITH DISABILITIES

The Shaker Regional School District provides special education, related services and accommodations to eligible children with disabilities who reside within the district. The district has a duty to identify, locate, and provide notice of its responsibilities to every child with a disability or every child suspected of having a disability in its jurisdiction, including those who are not receiving a public education. If a child living within the boundaries of the school district, ages 3 through 21, is a child identified with a disability or is suspected of being disabled, the parent/guardian is encouraged to contact one of the individuals listed below. The district will work with parents/guardians to evaluate the child, determine if he/she qualifies for special education and/or special education and related services under the Individuals with Disabilities Education Improvement Act (IDEIA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or the Americans with Disabilities Act of 1990 (ADA), and provide a free, appropriate public education to the children to the extent he/she is eligible under these laws. Upon referral, the district will provide parents/guardians with notice of procedural safeguards under the applicable law(s).

On an annual basis, the Shaker Regional School District contacts all approved nonpublic private schools(including religious elementary and secondary schools) within its geographic boundaries. The district shall conduct a consultation meeting and advise school officials of the district's responsibilities to identify and evaluate all students who are suspected of or known to be a child with a disability enrolled in such schools, regardless of where the children reside. The district shall conduct Child Find activities that ensure equitable participation of private school students with disabilities and provide an accurate count of those students. All Child Find activities conducted for children enrolled in private schools by their parents/guardians shall be similar to those activities conducted for children who attend public schools in the district. Referrals from approved nonpublic schools shall be forwarded to an appropriate special education team for further consideration. Since the State of New Hampshire does not recognize parent-provided home schooling as a private school, federal and state regulations do not apply. In situations where parents have provided notification of intent to provide home instruction, as permitted under RSA 193-A, a school district's responsibility is limited to Child Find. Annual notification must be provided to inform parents providing home schooling that Child Find services are available, should parents wish to access them.
Tonyel M. Berry, Director of Student Services, Shaker Regional School District, 58 School Street, Belmont, NH 03220, (603) 267-9222.

SHAKER REGIONAL SCHOOL DISTRICT BACKGROUND INVESTIGATION, CRIMINAL RECORDS CHECK AND FINGERPRINTING POLICY

The District shall conduct a background investigation and criminal records check of all applicants for employment. All offers of employment are conditioned upon submitting to, and

the satisfactory results of a background investigation and criminal records check, including fingerprinting, as more fully described below.

In addition, all District employees and all other persons who have regular contact with students, such as volunteers, coaches, student interns and student teachers, and those agencies/individuals who provide contracted services to our students, as the District deems appropriate, shall be subject to background investigations, criminal records checks, including fingerprinting. Further, all contracted provider services will furnish the District with copies of satisfactorily completed criminal background checks, including fingerprinting.

The refusal to submit to or otherwise cooperate with the District's efforts to conduct a complete background investigation and criminal records check, including fingerprinting, and/or the receipt of unsatisfactory results from a background investigation or criminal records check shall result in the withdrawal of a conditional offer of employment and/or disciplinary action up to and including immediate termination of an employee, volunteers, coach, student intern, student teacher or contracted service provider.

New Hampshire law specifically prohibits any District from hiring an individual who has been convicted of crimes under RSA 630:1, 6:30:1-a, 630:1b, 6:30:2, 632-A:2, 632-A:3, 632-A:4, 633:1, 639:2, 639:3, 645:1 I(b), II or III, 645:2, 649-A:3, 649-B:3, or 649-B4, or any violation or attempted violation of RSA 650:2 where the act involves a child in material deemed obscene, in this state under any statute prohibiting the same conduct in another state, territory, or possession of the United States. If a criminal records check reflects a conviction of this type, the conditional offer of employment will be withdrawn. In addition to these specifically enumerated crimes, the District will not employ or utilize the services of anyone who has been convicted of any felony. In the event that an employee, volunteer, coach, student intern, student teacher or contracted service provider has been convicted of a misdemeanor, the Board and Administration will review such convictions and determine appropriate action on a case-by-case basis.

The District pays the fees associated with the fingerprinting and criminal records checks conducted in accordance with this policy, except for contracted service providers who are responsible for paying their own fees.

Background Investigation

All individuals covered by this policy must authorize the District, in writing, to conduct a background investigation and consent to the release by third parties (such as former employers) of the information requested during the District's investigation. A background investigation may include, but is not limited to: entire employment history; fitness for duty at all prior employment; education history; criminal record and military record, if any; obtaining opinions and references regarding moral character and reputation; and soliciting and obtaining any other information the District, in its discretion, deems necessary.

Fingerprinting

All individuals covered by this policy shall submit to fingerprinting conducted by an authorized employee of the District, or at the request of the District, a qualified law enforcement agency. If, after two attempts, the District is unable to procure valid fingerprints, the District may withdraw a conditional offer of employment pending the confirmation of whether any criminal information is available in any community the person lived during the past five years.

Criminal Background Check

All individuals covered by this policy must execute and submit to the District, a notarized criminal history records release form, as provided by the Division of State Police, authorizing release of information regarding the presence or absence of any criminal conviction of the individual. In addition, the individual must submit to fingerprinting conducted by an authorized employee of the District, or at the request of the District, a qualified law enforcement officer. If, after two attempts, the District is unable to procure valid fingerprints, the District may withdraw a conditional offer of employment and/or impose disciplinary action, up to and including immediate termination of an employee, volunteer, coach, student intern or student teacher.