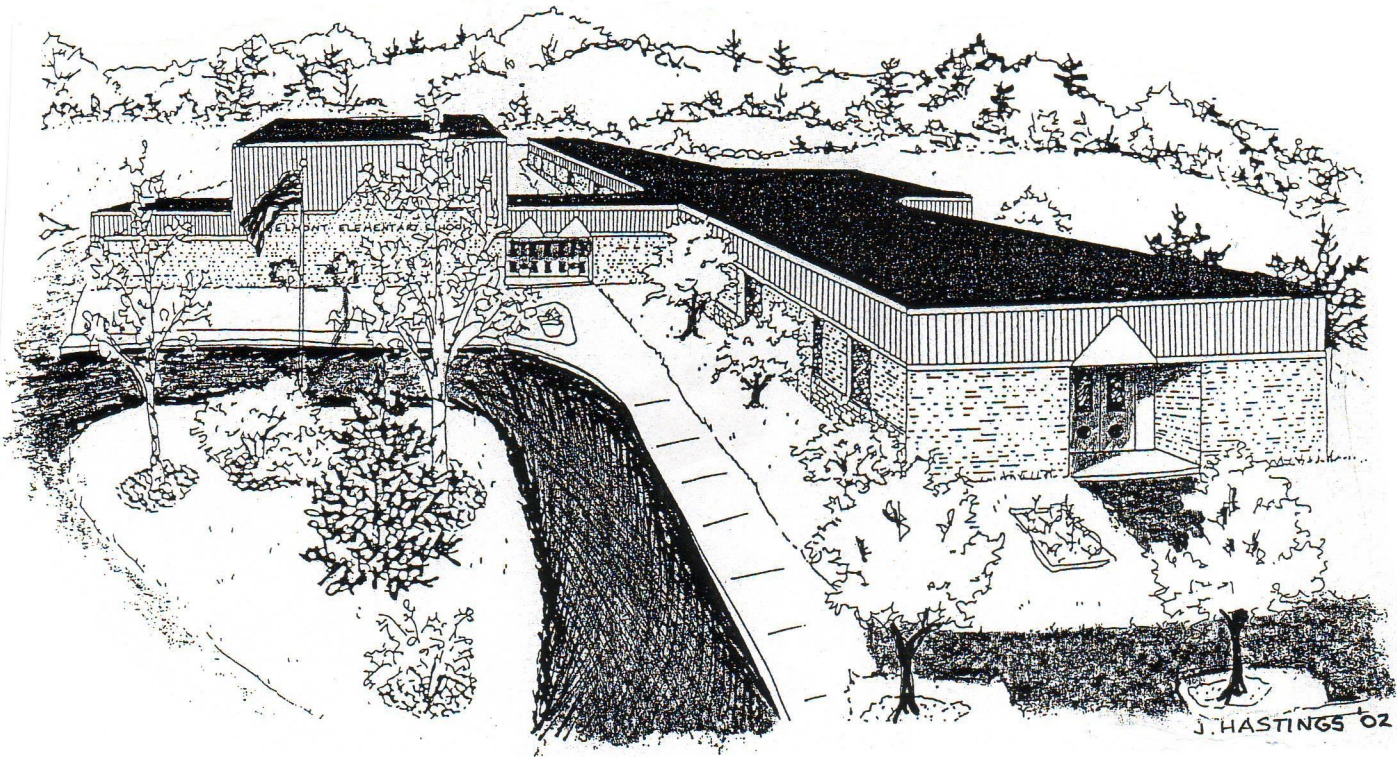


BELMONT ELEMENTARY SCHOOL

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



2023-2024 STUDENT HANDBOOK

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

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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: Mon. – Fri. 8:00 – 4:30

Summer Office Hours: Mon. – Thurs. 7:00 – 3:30 Fri. 7:00-1:00

Michael Tursi	Superintendent of Schools	mtursi@sau80.org
Debbie Thompson	Business Administrator	dthompson@sau80.org
Steve Colcord	School Resource Officer	scolcord@sau80.org
Christine Stearns	Instructional Design and STEM Coach	cstearns@sau80.org
Michele Donelan	Accounts Payable/Food Service Clerk	mdonelan@sau80.org
Kim Haley	Administrative Assistant/i4see coordinator	khaley@sau80.org
Steve Dalzell	Director of Buildings and Grounds	sdalzell@sau80.org
Silas St. James	Director of Curriculum & Instruction	sstjames@sau80.org
	Director of Information Technology	@sau80.org
James Bureau	Systems Engineer	jbureau@sau80.org
Leon Pena	Systems Support	bpatterson@sau80.org
Tonyel Mitchell-Berry	Director of Student Services	tmitchell-berry@sau80.org
Janice Bonner	Admin. Assistant to Dir. of Student Services	jbonner@sau80.org
Laurie Cowan	Payroll Clerk/Benefits Coordinator	lcowan@sau80.org
Nancy Cate	Director of Food Service	ncate@sau80.org
Stacy Kruger	Accounting Clerk/District Clerk	skruger@sau80.org

2023-2024 School Board Members

Mark Ekberg	2023-2026	mekberg@sau80.org
Jeffrey Roberts	2021-2024	jroberts@sau80.org
Alice Todd	2023-2026	atodd@sau80.org
Sean Embree	2022-2025	sembree@sau80.org
Michelle Lewis	2021-2024	mlewis@sau80.org
Randi Johnson	2022-2025	rjohnson@sau80.org
Jill Smith	2023-2026	jsmith@sau80.org

School Board Meeting Schedule

Sept. 12 & 26 2023	Belmont High School
October 10 & 24, 2023	Canterbury Elementary School
Nov. 14 & 28, 2023	Belmont Elementary School
December 12, 2023	Canterbury Elementary School
January 9 & 23, 2024	Belmont Middle School
February 13, 2024	Canterbury Elementary School
March 12 & 26, 2024	Belmont High School
April 09, 2024	Canterbury Elementary School
May 14 & 28, 2024	Belmont Elementary School
June 11 & 25, 2024	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
Michelle Albert	Title 1 Teacher	malbert@sau80.org
Kendall Ames	ABLE Assistant	kames@sau80.org
Mary Antonucci	Special Education Teacher	mantonucci@sau80.org
Shanntel Baker-Vogler	Classroom Assistant	sbaker-vogler@sau80.org
Lauren Barrett	Special Education Teacher	lbarrett@sau80.org
Elizabeth Boles	Grade 4 Teacher	eboles@sau80.org
Chelsea Borden	ABLE Teacher	cborden@sau80.org
Cheyenne Boucher	Speech Therapist	cboucher@sau80.org
Jolene Bryant	Title 1 Tutor	jbryant@sau80.org
Kelsey Burbee	Special Education Assistant	kburbee@sau80.org
Lydia Cannon	Special Education Assistant	lcannon@sau80.org
Paula Clairmont	Grade 2 Teacher	pclairmont@sau80.org
Ashley Clayborne	Food Service Staff	aclayborne@sau80.org
Karen Clifford	Kindergarten Teacher	kclifford@sau80.org
Cathi Cook	Classroom Assistant	ccook@sau80.org
Stephanie D'Abbraccio	Kindergarten Teacher	sdabbraccio@sau80.org
Kristin Desborough	Library Media Specialist	kdesborough@sau80.org
Sam Ducharme	Library Assistant	sducharme@sau80.org
Danielle Embree	Grade 4 Teacher	dembree@sau80.org
Griffin Embreere	Technology Integration Teacher	gembree@sau80.org
Lisa Flynn	Food Service Manager	lflynn@sau80.org
Carleen Fontaine	Classroom Assistant	cfontaine@sau80.org
Candice Garvin	Special Education Teacher	cgarvin@sau80.org
Melissa Genakos	Pre-K Teacher	mgenakos@sau80.org
Trisha Geoffrey	Phys. Ed. Teacher	tgeoffrey@sau80.org
Karen Gingrich	Enrichment Teacher	kgingrich@sau80.org
Addison Granger	Grade 3 Teacher	agranger@sau80.org
Jill Hardison	Reading Specialist	jhardison@sau80.org
Sean Hayes	Grade 4 Teacher	shayes@sau80.org
Ben Hill	Principal	bhill@sau80.org
Laurie Hodgman	Grade 1 Teacher	lhodgman@sau80.org
Taylor Hurteau	School Counselor	thurteau@sau80.org
Kristie Jewell	Occupational Therapist	kjewell@sau80.org
Diana Johnson	ESOL Teacher	<u>djohnson@sau80.org</u>
Ginelle Johnson	Associate Principal	gjohnson@sau80.org
Melissa Kutkowski	Music Teacher	mkutkowski@sau80.org
Jessica Ladd	Grade 2 Teacher	jladd@sau80.org
Thomas King	Custodian	tking@sau80.org
Janet Lemire	Classroom Assistant	jlemire@sau80.org
Alexis Mayne	Grade 1 Teacher	amayne@sau80.org

Jeanne McCafferty	Special Education Assistant	jmccafferty@sau80.org
Theresa McCauley	Classroom Assistant	tmccauley@sau80.org
Albert McCracken-Barber	COTA	amccrackenbarber@sau80.org
Amanda Miller	Special Education Assistant	amiller@sau80.org
Nedeau, Kristi	Special Education Assistant	knedeau@sau80.org
Brittni O'Brien	Grade 1 Teacher	bo'brien@sau80.org
Veronica O'Neil	Grade 3 Teacher	vo'neil@sau80.org
Elizabeth Patten	Special Education Teacher	epatten@sau80.org
Janice Pelletier	Food Service Staff	jpelletier@sau80.org
Laura Piscitello	Social Worker	lpiscitello@sau80.org
Lauren Potter	Special Education Assistant	lpotter@sau80.org
Ashley Preston	Grade 3 Teacher	apreston@sau80.org
Kathy Raymond	Special Education Coordinator	kraymond@sau80.org
Christina Reynolds	Grade 1 Teacher	creynolds@sau80.org
Dale Robinson	Lead Custodian	drobinson@sau80.org
Nicholas Robinson	Custodian	nrobinson@sau80.org
Kate Rock	Secretary	krock@sau80.org
Tasha Ronan	Special Education Assistant	tronan@sau80.org
Tari Selig	School Psychologist	tselig@sau80.org
Lura Shute	Speech Assistant	lshute@sau80.org
Kristin Smith	Kindergarten Teacher	ksmith@sau80.org
Kaitlyn Stimpson	Nurse	kstimpson@sau80.org
Patricia Stitt	Classroom Assistant	pstitt@sau80.org
Faith Stuart	Grade 2 Teacher	fstuart@sau80.org
Rachel Theriault	Kindergarten Teacher	rorkin@sau80.org
Lisa Tuthill	Secretary	ltuthill@sau80.org
Katie Vachon	Guidance Counselor	kvachon@sau80.org
Katie Van Cura	Art Teacher	kvancura@sau80.org
Karole Van Nostrand	Grade 2 Teacher	kvannostrand@sau80.org
Cassandra Viger	Special Education teacher	cviger@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

Ben Hill	Principal	bhill@sau80.org
Ginelle Johnson	Associate Principal	gjohnson@sau80.org
Kaitlyn Stimpson	School Nurse	kstimpson@sau80.org
Taylor Hurteau	School Counselor	thurteau@sau80.org
Katie Vachon	School Counselor	kvachon@sau80.org
Lisa Tuthill	Secretary	ltuthill@sau80.org
Kate Rock	Secretary	krock@sau80.org

Canterbury Elementary School

15 Baptist Rd., Canterbury, NH 03224

Phone: 603-783-9944 Fax: 603-783-4981

Erin Chubb	Principal	echubb@sau80.org
Karen Decker-Gendron	Nurse	kdeckergendron@sau80.org
Jeannine Myers	School Counselor	jmyers@sau80.org
Beverly Nelson	Secretary	bnelson@sau80.org

Belmont Middle School

38 School St., Belmont, NH 03220

Phone: 603-267-9220 Fax: 603-267-9228

Aaron Pope	Principal	apope@sau80.org
Timothy Saunders	Associate Principal	tisaunders@sau80.org
Rachelle Ashey	Nurse	rashey@sau80.org
Annette Blake	School Counselor	ablake@sau80.org
Gabrielle Laflamme	School Counselor	glaflamme@sau80.org
Cherri Drake	Secretary	cdrake@sau80.org
Marina Carvalho	Secretary	mcarvalho@sau80.org

Belmont High School

255 Seavey Rd., Belmont, NH 03220

Phone: 603-267-6525 Fax: 603-267-5962

Matthew Finch	Principal	mfinch@sau80.org
Vanessa Sandvil	Associate Principal	vsandvil@sau80.org
Maundey Abrahamson	School Nurse	mabrahamson@sau80.org
Polly Camire	School Counseling Coordinator	pcamire@sau80.org
Julie Haubrich	School Counselor	jhaubrich@sau80.org
Victoria Brown	Secretary	vbrown@sau80.org
Angela Conway	Secretary	aconway@sau80.org

**BELMONT ELEMENTARY SCHOOL
2023- 2024 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

11:45 – 12:10 Lunch - Kindergarten
12:10 – 12:35 Lunch – Grade 1
12:15 - 12:40 Lunch - Grade 3
12:40 – 1:05 Lunch – Grade 2
12:45 – 1:10 Lunch – Grade 4

9:30 – 9:50 Recess – Kindergarten
11:45 – 12:05 Recess – Grade 1
11:55 – 12:15 Recess - Grade 3
12:20 – 12:40 Recess - Grade 2
12:25 – 12:45 Recess - Grade 4
1:40 – 2:00 Recess – Kindergarten

3:15 End of School Day

3:15 - 3:30 Bus Dismissals

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, library, technology, and guidance.

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 reading tutors. The reading specialist provides resources for effective and innovative instructional strategies. The reading tutors provide 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.

Library Media Center

Our Library media center staff teaches library skills and helps 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 parent or guardian of the student who signed the items out.

Special Education Programs for 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 Act (IDEA), 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 IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state statutes that govern special education. For those students who are not eligible for services under IDEA, 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) 267-9223 (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.

Progress Reports

Student progress is recorded on a trimester reporting system. This includes one scheduled parent-teacher conference in November. 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, or 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 and math progress is monitored in grades K through 4, including formal assessments in the winter and spring of each year. Our state test, NH Statewide Assessment System (SAS) is administered in the spring. Third and fourth graders are asked to demonstrate their abilities in reading, writing, and math.

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. BES offers soccer (fall), basketball (winter), and volleyball (spring). 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, Running Club, STEM Club, Girls on the Run, and Tigers on a Hike.

ATTENDANCE

Attendance

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**. Please come into the main office when you arrive to sign your child out. For safety reasons children are not allowed to wait for dismissal outside of the building. Students must bring a note if there is any change in their regular transportation home. This would include changes in private transportation, bus transportation, and permission to walk home. There are occasions when a dismissal plan needs to be changed after the school day has begun. In this case, parents

should call the main office before 1:30 pm with dismissal instruction. Parents should not call or text their child directly. We can only take direction from the parents.

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, bes.sau80.org Students are given individual notices in reference to special events, field trips and school projects otherwise, many of our teachers send notices home in a communication folder, which you can check daily. Please check with your child at least once a week to see if he or she has received any notices.

Belmont Elementary maintains a parent email group. If you choose to provide the school with an e-mail address, important information, including weekly announcements, calendars, and updates from the office will be sent to you electronically

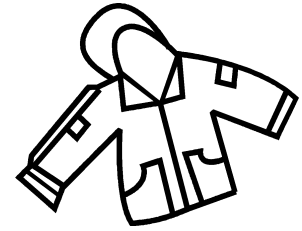
SCHOOL VISITORS



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. School-age friends or relatives are not allowed to attend classes.

STUDENT BELONGINGS

Each year, many lost items are found but never claimed. **PLEASE LABEL** all of your child's outerwear, (coats, hats, snow pants, gloves etc.). Children **should 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. Cell 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.

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.

2023-2024 PTO Board

Ricci Comire-President

Sara Arsenault & Rebecca White-Vice President

Amber Ducharme-Treasurer

Jolene Galarza-Brown- Secretary

Shawn Chase & Dana Tucker-Social Media/Marketing

Steven White & Ginny Lawrence-Volunteer Coordinators

AJ Henderson-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. Volunteers must be fingerprinted, have a criminal background check and be approved by the school board prior to volunteering in any capacity.

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.



Footwear

Closed toe and closed heel shoes are necessary for safety, especially at recess. Flip-flops, high heels and slippers are not safe for school. Winter boots cannot be worn in class all day. Sneakers must be worn during physical education classes.

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 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 only provide 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 student, 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 nose 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 your child. 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. hat, 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, cooperate, 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 cannot 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 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 close contact 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 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.

Bug Spray and Sunscreen

Bug spray and sunscreen cannot be applied at school by staff or student due to chemical sensitivities: they may be applied at home by parents before school.

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. The current car rider traffic pattern requires you to take your first right as you enter the BES campus and follow the access road around the building.

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 or Remote Learning Day

The SRSD will be using the School Messenger phone messaging system to announce school delays and cancellations as well as WMUR channel 9 as soon as a decision is made.

The SRSD website (www.sau80.org) has a direct link to WMUR channel 9. Our school may be identified either as Belmont Elementary School or Shaker Regional School District.

School Messenger software also allows the Superintendent to call any phone number parents wish to have contacted when the decision is made to cancel school, announce a remote learning day, delay the beginning of school, release students early or cancel after school activities.



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.

(Student friendly Bus Rules are located on Page 31.)



First Student Bus Company 603-524-1787

BEHAVIOR/SCHOOL RULES

Teaching pro-social behavior is an important component of our curriculum and mission at BES. Our school-wide expectations and celebrations, founded in PBIS principles, are intended to provide positive supports for our students, including teaching, modeling, practicing, reflecting, and celebrating positive student behaviors and growth.

Our school-wide expectations are based on three comprehensive goals:

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

These comprehensive goals are broken down to simpler, positive statements of pro-social behavior that compromise our School-Wide PBIS Behavior Expectations. School counselors and teachers introduce, model, and practice these skills with their classes, and then we select school-wide areas of focus throughout the year.

The “Cut-Out” of our School-Wide PBIS Behavior Matrix can be removed and used as a tool (maybe refrigerator décor) to discuss what your student is learning about positive behaviors at

school. Our announcements, as well as communication from teachers, will keep you informed regarding monthly school-wide goals as we progress throughout the school year. Creating consistent expectations across the school and home environments improves student learning and achievement significantly. We are committed to working as a team!
See SCHOOL-WIDE PBIS BEHAVIOR MATRIX on page 30

In addition to our PBIS program, teachers utilize Responsive Classroom strategies to facilitate the process of building community in each classroom. As a school, all staff also integrate teaching and practice of Habits of Mind into our curriculum.

At times, students may demonstrate a lack of knowledge or skill related to a particular behavior or area, or make choices that are contrary to these pro-social behaviors. In these instances, processing and teaching continue to be the focus, but consequences also become one component of the learning process. Minor infractions are handled by teachers in the classroom setting, utilizing consistent Responsive Classroom practices, including warnings, breaks to reflect and prepare to re-engage, and use of the buddy room (break in a nearby classroom). Repeated or major infractions are referred to the office.

It is our expectation that you receive communication from a teacher or administrator when your student is demonstrating inappropriate behaviors, with the goals of keeping parents and guardians informed, as well as working together as a team to help your student learn and grow.

For additional information, please reference **School Board Policy Code JK**.

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 Michele Donelan 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

1. Children need healthy meals to learn. Shaker Regional School District offers healthy meals every school day. At all schools, breakfast costs \$1.65; lunch costs \$3.25 at the elementary schools and \$3.50 at the middle school and high school. The Free and Reduced Price Meal application is important, as it is more than just a meal application and the eligibility will carry over for the first 30 operating days of the next school year. Applications can be received at the school office, by contacting the SAU Office at 267-9223 x5308, or you can apply online at <http://www.schoollunchapp.com/>.

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 mailed in the summer.] 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, TANF or SNAP, then you may wish to file an application for free or reduced meals. Applications are always available in the office or can be completed on-line. 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.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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 grades 1-2, and 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. Parent’s 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 SRSD 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 Principal or to the Business Administrator in the Office of the Superintendent.

Unlawful harassment of any sort is a 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 school counselor, teacher or school administrator. The incident shall be referred to the 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 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

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.** Our School Resource Officer (SRO) works with administration to deter acts of violence, address threats to safety, provide support with habitual truancy, and promote an atmosphere of safety for students and faculty members through the use of school discipline and enforcement of local, state, and federal laws, and town ordinances.

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 and criminal records 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, volunteer, 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

	CLASSROOM	HALLWAY	BATHROOM	CAFETERIA	PLAYGROUND	SPECIAL EVENTS	DISMISSAL/ ARRIVAL	BUS
<p>Be RESPONSIBLE</p> <p>Follow adult directions and complete assignments</p> <p>Leave toys at home</p> <p>Follow school dress code</p> <p>Communicate your wants and needs to your teacher(s)</p>	<p>Be prepared to learn</p> <p>Follow routines</p> <p>Keep your area clean and materials organized</p>	<p>Go directly to where you need to be*</p>	<p>Keep it clean*</p> <p>Wash hands*</p> <p>Use bathroom quickly</p> <p>Place paper towels in the trash</p>	<p>Keep area clean</p> <p>Bring your lunch from home if you have one</p> <p>Get all supplies school lunch choices and utensils before you sit down</p> <p>Handle only your food (no sharing)</p>	<p>Follow equipment rules*</p> <p>Keep playground clean</p> <p>Only use equipment approved for use</p>	<p>Enter and exit quietly</p>	<p>Go directly to where you need to be</p> <p>Listen for announcements</p>	<p>Keep food or drinks closed and packed away</p> <p>Place trash in can</p> <p>Follow driver directions*</p>
<p>Everyone RESPECTFUL</p> <p>Be Choose kind</p> <p>Keep place in line</p> <p>Observe the Quiet Tiger Signal</p>	<p>Be a STAR student: Sit safely</p> <p>Track the speaker with your eyes and ears</p> <p>Ask/Answer questions with a quiet hand raise</p> <p>Respect all, by choosing kind</p>	<p>Quiet feet*</p> <p>Keep hands at your side *</p> <p>Greet people kindly</p> <p>Silence is Golden/Spy Talk</p>	<p>Flush the toilet</p> <p>Respect privacy</p> <p>Silence is Golden/Low Flow</p>	<p>Use your manners</p> <p>Low Flow</p> <p>Welcome everyone to sit</p>	<p>Be a good sport</p> <p>Include others</p>	<p>Silence is Golden</p> <p>Be a STAR</p> <p>Clap calmly and briefly</p> <p>Sit flat on your bottom so others can see</p>	<p>Say hello and good-bye to others</p> <p>Spy Talk/Low Flow</p>	<p>Load & unload quietly and safely*</p> <p>Low Flow</p> <p>Use respectful words</p>

<p><u>SAFETY</u> First</p> <p>Keep hands & feet to self</p> <p>Walk with eyes & body forward</p>	<p>Always walk</p> <p>Follow directions</p> <p>Use materials correctly</p>	<p>Stay to the Right, Second Square</p>	<p>Keep water in the sink</p> <p>Only put toilet paper in the toilet</p>	<p>Remain seated</p> <p>Sit on your bottom with your legs under the table</p> <p>Only sit where assigned</p>	<p>Play in supervised areas</p> <p>Leave rocks, sticks and sand on the ground</p> <p>Report unsafe behavior</p>	<p>Remain seated until excused</p>	<p>Stay on walkways</p>	<p>Keep aisle and exits clear</p> <p>Remain seated, facing forward</p> <p>Cross the street only after safety checks</p> <p>Only sit where assigned</p>
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Student Friendly Bus Rules



Riding the Bus

Be Responsible

Follow driver directions
No food or drink
Keep the bus clean

Everyone Respectful

Load and unload quietly and safely
Low Flow voice level
Use respectful words

Safety First

Keep aisle and exits clear
Remain seated, facing forward
Be safe with your body
Cross the street only after safety checks

Bus Discipline

First Offense: Warning
Second Offense: moved to assigned seat
Third Offense: 3 day bus suspension and extended assigned seat
Fourth Offense: 5 day bus suspension
Fifth Offense: 2 week bus suspension
Sixth Offense: Bus suspension for the remainder of the year
Note: Serious infractions may result in higher levels of consequence, including bus suspension

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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.sau80.org.

SHAKER REGIONAL SCHOOL DISTRICT

**BELMONT ELEMENTARY SCHOOL
2023-2024 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 at 267-6568.

Please detach and return this form to the school.

I have received and read a copy of the 2023--2024 Belmont Elementary School Handbook.

Date: _____

Student(s): _____

Parent: _____
