



Ellis School

Student/Parent Handbook

2016-2017

Table of Contents

PURPOSE	4
CONFLICT OF STATEMENTS.....	4
EQUAL OPPORTUNITY FOR THE SCHOOL COMMUNITY POLICY JBA	4
FREMONT SCHOOL BOARD MEMBERS	4
SAU #83.....	4
ELLIS SCHOOL STAFF	5
ATTENDANCE/RESIDENCY/ENROLLMENT	7
SCHOOL HOURS	7
HOMELESS STUDENTS JFABD (2008).....	8
ABSENCE / TARDINESS / EARLY / DISMISSAL / TRUANCY JH (2014)	8
WHEN CALLING IN A STUDENT WHO WILL BE OUT SICK, PLEASE GIVE SPECIFIC SYMPTOMS FOR YOUR CHILD BEING OUT. THE NURSE MAY FOLLOW UP WITH YOU. STATE THE NATURE OF THE ILLNESS, INCLUDING FEVER, COUGH, SORE THROAT, ABDOMINAL PAIN, VOMITING, DIARRHEA, ETC. STUDENTS WITH ILLNESS SUCH AS A FEVER OF 100 OR GREATER, VOMITING OR DIARRHEA SHOULD NOT BE SENT TO SCHOOL UNTIL THEY ARE FREE OF SYMPTOMS FOR 24 HOURS.	9
TARDY TO SCHOOL	10
EARLY DISMISALS FROM SCHOOL.....	10
MAKE-UP WORK.....	10
PARTICIPATION IN SCHOOL ACTIVITIES	10
ELIGIBILITY FOR PERFECT ATTENDANCE	11
EMERGENCY INFORMATION AND DISMISSAL FORMS	11
CANCELLATION / POSTPONEMENT OF AFTER-SCHOOL ACTIVITIES	11
DROP OFF / PICK UP	11
EMERGENCY ANNOUNCEMENTS	11
CODE OF CONDUCT FOR STUDENTS, DUE PROCESS & CONSEQUENCES JIC (2016)	12
STUDENT FEES, FINES & CHARGES JQ (2014).....	13
STUDENT BUS TRANSPORTATION EEA (2014).....	14
COMMUNITY/ PARENT INVOLVMENT KB (2010).....	15
PARENT-TEACHER ASSOCIATION (PTA).....	15
VISITORS	15
VOLUNTEERS.....	15
DRESSING FOR SCHOOL JICA (2012)	15
EDUCATION AND CURRICULUM SECTION I	16
CURRICULUM	16
HOMEWORK IKB (2008).....	16
INTERNET USE/WEB PAGES JICL (2012).....	16
MOVIES AND VIDEOS IJK (2016)	16
RETENTION/PROMOTION IKE (2008).....	16
POLICY IKE: PROMOTION AND RETENTION POLICY.....	17
REPORTING STUDENT PROGRESS	17
STUDENT PLACEMENT.....	17
STUDENT TRANSFERS	17
FOOD SERVICE PROGRAM	17
SNACKS	18
HEALTH AND SAFETY	18

ANIMALS IN SCHOOL	IMG (2007)	18
TYPES OF BULLYING:		19
GANG ACTIVITY	JICF (2014)	22
HAZING	JICFA (2014)	23
PROHIBITED SUBSTANCES—DRUGS AND ALCOHOL	JICH (2010)	23
SCHOOL SAFETY IN AND AROUND SCHOOL GROUNDS	EB (2008)	23
SCHOOL SAFETY TEAM		24
TOBACCO PRODUCTS	GBED (2009)	24
VALUABLE POSSESSIONS/USE OF CELL PHONES & OTHER DEVICES	JICA (2010)	24
WEAPONS	JICI (2008)	24
PARENTAL RIGHTS AND COMMUNICATION		26
CONCERNS		26
CUSTODIAL PARENT RIGHTS		26
EMAIL GUIDELINES		26
STUDENT RECORDS: CONFIDENTIALITY & ACCESS UNDER FERPA		26
ELLIS SCHOOL ADHERES TO ALL ASPECTS OF THE FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (“FERPA”), THE FEDERAL STATUTE RELATING TO PARENT/STUDENT ACCESS TO STUDENT RECORDS, AND THE CONFIDENTIALITY OF THOSE RECORDS RELATIVE TO THIRD PARTIES. (SEE ELLIS SCHOOL BOARD POLICY/PROCEDURES JRA-R FOR MORE COMPLETE INFORMATION.)		26
NEWSLETTERS		28
PARENT/TEACHER CONFERENCES		28
STUDENT ACTIVITIES		29
CELEBRATIONS		29
DANCES		29
FIELD TRIPS	IJOA (2016)	29
LOCKERS	JIH (2016)	29
LOST AND FOUND		30
PHOTOGRAPHS		30
STUDENT COUNCIL		30
ELIGIBILITY REQUIREMENTS		30
ILLNESSES / INJURIES		30
STUDENT SERVICES & SPECIAL EDUCATION		31
GUIDANCE	JLD (2009)	31
ENGLISH AS A SECOND LANGUAGE (ESL)	IHBBA (2014)	31
SPECIAL EDUCATION	IBHA (2014)	31
SPECIAL EDUCATION REFERRAL PROCESS	IBHAA-R (2014)	31
INSTRUCTIONAL SUPPORT	IFA (2015)	31
STUDENT ASSISTANT TEAM		31
CHILD FIND	IHBAA (2010)	31
SECTION 504	IHBA (2004)	32
TITLE 1	KB (2014)	32

Introduction

Purpose

This handbook is a guide to the policies and procedures of SAU #83, Fremont School District and the Ellis School. Our hope is that the information provided will assist you and your child in making Ellis School a safe, nurturing and healthy learning environment.

Conflict of Statements

If at any time there is a conflict between the information and procedures outlined in this Handbook and Fremont School District policy, the School District policy governs. Fremont District Policy, when quoted in this Handbook, will be denoted by *italicized* print.

Equal Opportunity for the School Community

The School District maintains a firm policy prohibiting all forms of discrimination and harassment based on age, race, color, and religion, country of origin, marital status, sex, sexual preference, and disability. Harassment against students or employees is discrimination. All persons are to be treated with respect and dignity; a discrimination/harassment will not be tolerated under any circumstances.

Policy JBA

Fremont School Board Members

Email address for School Board members: **schoolboard@sau83.org**

Greg Fraize, Chair	46 Midnight Sun Drive	895-5274	exp. 2018
Jennifer Brown, Vice Chair	3 Squire Road	244-2721	exp. 2018
Angela O’Connell	63 Gristmill Rd	244-2880	exp. 2017
Susan Levine	72 Rowe Drive	(617) 835-9945	exp. 2019
Brittany Thompson	90 Red Brook Rd	244-5122	exp. 2019

SAU #83

**432 Main Street
Fremont, NH 03044**

895-6903

Superintendent	Dr. Betsey S. Cox-Buteau
Financial Administrator	Susan Penny
Financial Assistant	Tammy Kitt
Administrative Assistant +School Board Secretary	Susan Perry
Director of Special Services	Melissa McKeon (ext. 431)
Director of Technology	Carla L. Smith(ext. 202)
Supervisor of Building & Grounds	David Perkins (ext. 106)
Special Services Secretary	Nan Perry (ext. 422)

School Board policies are available at the Superintendent’s office and at www.sau83.org

Ellis School Staff
432 Main Street
Fremont, NH 03044

Telephone 895-2511
Fax 895-1106
Extension

Principal	Andrew Haas	103
Assistant Principal	Brigid Connelly	605
Special Education Bldg. Coordinator	Lynn Noyes	603
Elementary Guidance Counselor	Melissa Simard	423
Middle School Guidance Counselor	Michelle Farrar	438
Nurse	Karen McCusker	420 (8 from outside)
Secretary	Theresa Blades	100
Secretary	Jessica Friedman	105

Classroom Teachers

Pre-School	Lisa Margraff	510
Kindergarten	Deb Almon	509
	Leighann Maher	503
	Kathy Schreiber	508
First Grade	Laura Coyle	505
	Jessica South	507
	Abby Dobson	506
Second Grade	Nancy Lathrop	201
	Heatha Normandin	504
	Gail Wentworth	112
Third Grade	Erin Drake	425
	Debra Gobeil	111
	Annmarie Soares	110
Fourth Grade	Kelli Booth	408
	Hannah Gage	406
	Deborah Weber	407
Fifth Grade	Lisa Forsyth	412
	Shona Emery	413
	Melissa Olms	409
Sixth Grade	Sarah Holmes	501
	Robin Lee	502
Seventh Grade	Martha Abney	307
	Kristine Kane	308
	Susan Pipitone	410

Eighth Grade	Dawn Kidd	411
	Irma MacEachern	306
	John Herrmann	305

Unified Arts

Art	Michael Fernandes	426
Music	Jamie Buldoc	601
Physical Education/Health	Hannah Kimball	312
Library/Media Specialist	Dana Crowell	207
Library/Media Assistant	Cheryl Rowell	209

Support Services

Occupational Therapy	Bri Phillips	415
Physical Therapy	Bethany Layne	415
Psychologist	Natalie Klopman	416
Reading Specialist	TBD	
Speech and Language	Bryn Hazelwood	415
	Beth Ann Kazan	415

Special Education and Paraprofessionals

Case Managers	Jennifer Scott	129
	Joann Hennessy	136
	Jill Leveille	138
	Ted Meredith	137

Paraprofessionals	Tammy Bond	Joanne Hennessy
	Sara Dolan	Deanna Lester
	Kim Dyer	
	Steve Farnum	
	Karin Dorherty	
	Patricia Kelly	
	Toula Mylonas	
	Michelle Nihan	
	Sherry Townsend	
	Jane Toomire	
	Cyndi Turkington	
	Carrie Parenteau	
	Joe Wisneski	

Custodial/Maintenance

Custodians	Ruth Knapp	
	Mike Chambers	
	Gary Grimes	

FOOD SERVICES

Café Services	Carol Humes	427
---------------	-------------	-----

ATTENDANCE/RESIDENCY/ENROLLMENT

SCHOOL HOURS

Pre-School	8:30 a.m. until 11:00 a.m.;	12:00 p.m. until 2:55 p.m.
Kindergarten-8 th Grade	8:30 a.m. until 3:05 p.m.	

RESIDENCY & REQUIREMENT TO ATTEND

JFA 2013

N.H. State Law RSA 193.1 requires that every pupil between six and eighteen years of age shall attend the public school within the district or a public school outside the district to which he is assigned or an approved private school during all the time the public schools are in session, unless he has been excused from attending on the ground that his physical or mental condition is such as to prevent his attendance or to make it undesirable.

No person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board. **For the purposes of this policy, the legal residence of a pupil in the case of a minor is where his/her parents reside, or as otherwise determined under applicable law.** For more information, consult School Board policy JFA.

For students of **divorced or legally separated parents**, a child's residency for school purposes will be as provided in the Parenting Plan or other Court Order (see RSA 193:12). Parents will be required to provide to the Ellis School copies of applicable Parenting Plans or other Court documents.

IMPORTANCE OF REGULAR SCHOOL ATTENDANCE: Regular attendance at school provides students with the opportunity to learn more and to be more responsible than those students who do not attend on a regular basis. Absence from school deprives the student of learning from his/her peers. Students who are absent from class cannot take advantage of carefully constructed lessons by highly qualified teachers. Learning to respect the opinions of others, sharing in the discussion of ideas, taking advantage of the opportunity to ask questions, and appreciating and respecting the rights of others are advantages afforded those students who are in school everyday. Regular attendance has been linked to higher achievement, stronger bonds to the school and community, lower rates of delinquent and high risk behavior, and increased participation in higher education.

PARENTS ARE EXPECTED TO STRESS THE IMPORTANCE OF REGULAR ATTENDANCE AND TO PLAN FAMILY ACTIVITIES AND VACATIONS SO THAT THEY DO NOT INTERFERE WITH THOSE DAYS WHEN SCHOOL IS IN SESSION.

ENROLLMENT

JF (2013)

Age of Entrance - a student may enter kindergarten if his/her chronological age will be five before September 30 of the year of entering school. A student may enter grade one if his/her chronological age will be six before September 30 of the year of entering school.

Students may attend school part-time, consistent with the provisions of RSA 193:1-a, Dual Enrollment. If a student is a resident of the District and is attending a school within the District on a part-time basis, the District will ensure that the student is satisfying compulsory attendance requirements. If a student is not a resident of the District, but is attending a school within the District on a part-time basis, it shall not be the District's responsibility to ensure that the student is satisfying compulsory attendance requirements.

Students participating in alternative learning programs established, offered and approved by the District shall be considered enrolled in the District. Alternative learning programs may include but are not limited to extended learning opportunities, alternative learning programs, independent studies, private instruction, or others.

Resident students who participate in a home education program pursuant to RSA 193-A will not be considered to be enrolled in the District, even if such students access educational programs through the District.

HOMELESS STUDENTS

JFABD (2008)

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided with district educational programming and services for which they are eligible.

Homeless students are defined per No Child Left Behind (NCLB) as lacking a fixed, regular, and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency or transitional shelters.
4. Are abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
8. Are migratory children living in conditions described in previous examples.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The district liaison for Homelessness is **Melissa McKeon, Director of Special Services**.

If you have any questions regarding homeless students or the District's homeless student policy, please contact the Superintendent's office or consult the Districts Homeless Student policy, JFABD, which may be accessed through the District's website.

ABSENCE / TARDINESS / EARLY / DISMISSAL / TRUANCY

JH (2014)

Regular and punctual patterns of attendance will be required of each student enrolled at Ellis. It is recognized that absence from school may be necessary under certain conditions and may be justified.

However, every effort should be made by parents and students to keep absences and tardiness to a minimum.

PARENTS ARE EXPECTED TO REPORT THE ABSENCE OR TARDY ARRIVAL OF THEIR STUDENT NO LATER THAN 9:00 A.M. USING THE ABSENCE LINE. YOU MAY ACCESS IT BY CALLING 895-2511 AND PRESSING 7. IF THE SCHOOL HAS NOT HEARD FROM YOU BY 9:00 A.M., YOU WILL BE CALLED BY THE SCHOOL AT HOME OR WORK. THIS PROCEDURE IS DESIGNED TO PROTECT OUR STUDENTS.

When calling in a student who will be out sick, please give specific symptoms for your child being out. The Nurse may follow up with you. State the nature of the illness, including fever, cough, sore throat, abdominal pain, vomiting, diarrhea, etc. Students with illness such as a fever of 100 or greater, vomiting or diarrhea should not be sent to school until they are free of symptoms for 24 hours.

Parents must report to the School Nurse any health concerns, illness, or injury that required a visit to the physician or emergency room. Any student seen by a physician and requiring antibiotic treatment must have a note stating they may return to school, the nature of the illness, and treatment. Any student with an injury which may restrict physical activity must have a note from the physician stating the length of activity restrictions and when it is safe to return to full activity.

Please read the School Policy regarding absences due to illness.

If the child is seen by a physician, please bring in a note stating diagnosis and treatment.

ABSENCES

Absences from school will be treated in the following manner:

1. After the first five (5) days of absence for any reason, the appropriate counselor will notify the parent/guardian;
2. After ten (10) days of absence for any reason, the appropriate school Administrator will notify the parent/guardian for a meeting to discuss the reasons for the absences. This meeting will include the Principal, Guidance Counselor and a member of the Target Team.
3. After fifteen (15) absences for any reason, the parent/guardian will be notified by the Principal that the Superintendent will be notified. A meeting with the Principal, Guidance Counselor, and Target Team member will again be scheduled to provide an opportunity for the parent/guardian to submit justification for some or all of the absences. If some or all of the absences are deemed inappropriate and/or unjustifiable, a charge of truancy can be initiated by the Principal and reported to the appropriate law enforcement agency. The administration reserves the right to restrict participation in after school activities for students with excessive unexcused absences or tardiness.
4. In instances where absences are due to long-term documented illness and/or debilitating injury, absence meetings at the school may not be necessary. When absence meetings are necessary, the following absences can usually be regarded as justifiable:

- a. Personal illness
- b. Death of a relative
- c. Observance of a religious holiday
- d. Educational activities away from school
- e. Emergency or special circumstances (To be decided upon by the principal)

TARDY TO SCHOOL

Students are considered late if they are not in their classroom at 8:30am

Students who are tardy to school **MUST** be signed in at the front office by the parent/guardian. After five (5) unexcused tardies in a trimester, a loss of privilege for a school event will be assigned by the Principal. This loss of privilege will include participation in an athletic or other co-curricular event. A student will not be eligible to participate in after-school activities if he/she reports to school after lunch. The Principal may make an exception if a parent/guardian presents appropriate documentation that, in the opinion of the Principal, justifies the late arrival.

A meeting for the parent/guardian to discuss a student's tardy record will be scheduled with the appropriate Principal, Guidance Counselor and Target Team member after the fifth (5th) tardy. The purpose of this meeting will be to develop a plan to address the issue. Excessive tardiness to school can result in a charge of TRUANCY.

EARLY DISMISSALS FROM SCHOOL

All requests for early dismissals **MUST** be accompanied by a written note from the parent/guardian stating the specific reason for the early dismissal request and presented to the front office. Parents are encouraged to try to schedule medical and dental appointments for after school dismissal times. Parents/guardians must sign out a dismissed student at the front office and must sign the student in upon his/her return to school if return is before the normal dismissal time for the day.

TRUANCY

Any student who is absent from school without the knowledge and permission of his/her parent(s)/guardian(s) or school authorities is *TRUANT*. Truancy will apply to any student who does not attend school all day or leaves a class without permission after reporting to school. ABSENCES even with the approval of the parent(s)/guardian(s), which are excessive and/or which interfere with the student's educational program will be interpreted as *TRUANCY* and follow-up procedures instituted.

MAKE-UP WORK

Students will be allowed and encouraged to make up any work which is missed due to absences. However, make-up work should be completed in a timely manner. As a general rule, students are permitted one day to make up work for each day absent. When work is not made-up in a timely manner, the teacher may withhold credit for the work when determining a final grade for the trimester. Homework **WILL NOT BE PROVIDED** by the teacher to students who are taking vacation days that do not coincide with school vacation days. Make-up work for these days will be available to the student upon his/her return to school.

PARTICIPATION IN SCHOOL ACTIVITIES

Students who do not attend school for any reason will not be allowed to participate in school activities on the day of absence, unless previous arrangements for the absence were made through the school

office. Students who are tardy more than one hour or dismissed from school following lunch cannot participate in after-school activities unless the Principal approves such participation. Students who are absent or dismissed on the last day before the weekend cannot participate in weekend school activities without the permission of the Principal.

ELIGIBILITY FOR PERFECT ATTENDANCE

Any student who has no absences, tardies or dismissals during the school year will receive a Perfect Attendance Certificate for the school year.

EMERGENCY INFORMATION and DISMISSAL FORMS

In the event of an emergency school closing, we need to have instructions for your child's dismissal. An emergency closing is not the same as a planned early release day. An emergency closing could be due to weather conditions, loss of power, or other building emergencies. Forms requesting emergency dismissal information are sent home on the first day of school. These forms **MUST** be returned by the due date indicated. Please contact us if the information changes so that we may update your child's form(s).

CANCELLATION / POSTPONEMENT OF AFTER-SCHOOL ACTIVITIES

If a scheduled activity or event needs to be canceled or postponed, you will be contacted by the school, via the Alert System.

DROP OFF / PICK UP

Students should not arrive before 8:20am.

Students are to be dropped off and picked up in the designated area only. (Please refer to Appendix A for Map of Drop Off Procedures.) Students may only exit or enter cars once the car has reached the front of the line; students will be escorted by staff. There is no supervision prior to 8:20 am. Students are not to be dropped off prior to this time.

If your child is typically a bus student and you are planning to pick them up, the parent/guardian must write a note to the classroom teacher notifying them of this. **If a change is made in the middle of the day, parents/ guardians must contact the office by 1:30pm.** Exceptions will be made for emergencies. Students may not be dropped off more than 10 minutes prior to the start of the school day.

EMERGENCY ANNOUNCEMENTS

In case of inclement weather conditions or other emergency conditions, that affect the normal operations of the school, you will be notified through the Alert Now system. Alert Now will automatically call your designated phone(s) with a message giving you the information. Please make sure your contact information is current and let the office know if that information changes.

You may also listen between 6:00 am and 9:00 am to TV station WMUR, Channel 9 for school cancellations or delayed openings.

When school is closed without prior notice, for instance during the day, your child may not be able to follow his/her usual directions. Please make sure that you complete and return the **Emergency Dismissal Plan** form, so that we may know the plan you have for your child. Here are some ideas to make it easier:

1. Make arrangements with a neighbor to receive your child if you are away from home during the day.
2. Give your child specific instructions so that he/she will know what arrangements you have made and filled out on the **Emergency Dismissal Plan** form.
3. Please do not rely on calling the school as the telephone lines are always busy in emergency situations. In the event of cancellation of school, all activities, such as athletic events, conferences, music lessons, etc., scheduled for that same day or evening, are also cancelled.

CODE OF CONDUCT FOR STUDENTS, DUE PROCESS & CONSEQUENCES JIC (2016)

We believe it is our mission to provide a safe, comfortable, consistent environment which is conducive for everyone to reach their full potential; academically, socially, and emotionally. To that end, we have established expectations and procedures for how we will learn and work together.

Ellis has a school wide behavior management system supported by a program called Positive Behavioral Interventions and Supports (PBIS). PBIS is based on reinforcing positive behavior expectations, structures and support. This system improves school climate and teaches our students to be good citizens.

Positive Behavioral Interventions and Supports (PBIS) is an organized, data-driven system of interventions, strategies and supports that enhance the capacity of schools and communities to create and sustain positive environments for living and learning. PBIS is a systems approach, focusing on improving behavior for all students, that includes direct ongoing teaching of expected behaviors and the use of school based data to make decisions.

The expectations for student conduct are:

Be Respectful
Be Responsible
Be Prepared

Each expectation will be taught, practiced, and rewarded. Behaviors have been clearly defined and divided into minor and major offenses with consequences for infractions also clearly defined. Students will know what it means to meet those expectations in all areas of school life, from classrooms to field-trips and on the bus.

WHOOPS! FORM

The Whoops! Form is a teaching tool that is used in grades kindergarten to grade two. The Whoops! Form is utilized for the teacher to alert the parent/guardian of any age appropriate behavior about which the teacher has repeatedly spoken to the student. The purpose of this form is so that parents can help and support the student with remembering the desired action. The Whoops! Form is **NOT** a discipline referral form of any kind.

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

Disruptive conduct is prohibited. Disruptive conduct includes but is not limited to conduct that:

- Disrupts or interferes with the education program;
- Disrupts the orderly and efficient operation of the School District or school activity;
- Disrupts the rights of other students to participate in or obtain their education;
- Is violent or destructive, or which interrupts the maintenance of a disciplined atmosphere.

Disciplinary Consequences (see also Appendix for Matrices of Minor/Major Behaviors/Consequences)

Disciplinary measures/consequences include, but are not limited to, loss of eligibility/privileges, removal from the classroom, detention, suspension, probation, and expulsion.

Restriction/ “Loss of eligibility”

Students who receive a restriction or “loss of eligibility” shall attend all classes, but shall not participate in school activities for the duration of the restriction or loss of eligibility.

In-School Suspension

Students who receive an in-school suspension shall attend school, but shall be temporarily removed from one or more classes. An In-school suspension shall not exceed ten consecutive days.

Out-of-School Suspension

Students who receive an out-of-school suspension are removed from the school environment, which includes school classes and activities. An out-of-school suspension shall not exceed ten days.

Probation

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due Process

In disciplinary matters, a student is entitled to full consideration and protection under the law. Due Process assures that every student will be fairly heard and judged. Under Due Process the student is entitled to, at a minimum:

- Notification of the charge or rule infraction of which he/she is accused.
- An opportunity to refute those charges or infractions.
- A fair review/hearing with an impartial hearing officer (which will vary according to the severity of the potential consequences, e.g. teacher for in-class consequences, principal for consequences up to short-term suspension, school board or designee for expulsions).
- The right to appeal the decision of the hearing officer if the student believes his/her substantive or procedural due process rights have been violated. Students and their parents or guardians wishing to appeal a decision may make an appeal to the Principal or to the Superintendent if the initial decision was by the Principal.

STUDENT FEES, FINES & CHARGES

JQ (2014)

Students are responsible for all textbooks and school property entrusted to them. Damage, destruction or loss/disappearance of school property is the responsibility of the student and family. Reimbursement up to the replacement cost may be required by the District.

Guardians are responsible for all purchases their child makes through the school nutrition program.

STUDENT BUS TRANSPORTATION

EEA (2014)

The purpose of bus transportation is to get students to and from school in a safe, efficient manner.

- Each student is designated a bus and should only leave the school on that bus. If a parent desires their student to leave on a different bus or change their typical routine to be a walker, a note must be sent to the classroom/homeroom teacher. If this status switches mid-day parents must call to the main office by 1:30pm.
- Each grade level is assigned a section of the bus to sit in, with the oldest students getting the seats farthest back and the youngest students getting the seats closest to the front. This applies to both the ride to school and the ride from school.
- A map will be posted at the front of each bus. Not each bus will have the same number of seats assigned per grade level.
- Students must sit in the section assigned to their grade level. Students may not be invited to sit in any other location, except by the bus driver or school administration.
- All students are expected to sit 2 in a seat (3 if the bus is particularly crowded). Students may not prevent a member of their grade from sitting in a seat in their section.
- Students who do not follow safe bus procedures will be reported to school administration and may have their seat moved, be suspended from the bus, or be removed from the bus (if the behavior is severe or repetitive).
- VIDEO SURVEILLANCE MAY BE PRESENT ON ELLIS SCHOOL BUSES
 - Video cameras may be used on school buses to monitor student behavior.
 - In accordance with School Board policy, only Administration may view video surveillance.
 - Refer to our website for a detailed description of the district's video surveillance policy.
- Unacceptable bus behavior includes (but is not limited to):
 - Standing or switching seats while the bus is moving
 - Using inappropriate language
 - Yelling
 - Pushing, pulling, tripping, or other physical contact
 - Using a disrespectful tone or words when speaking to the driver

Bus Stops

A school bus only stops at designated stops established by the local school board to load or unload students.

- Students should arrive at the bus stop at least 5 minutes prior to the scheduled arrival time of the bus.
- Students should stand at least 10 feet away from the point of where the bus will stop.
- Students should board the bus in an orderly fashion, using the handrail and go directly to their seat.
- During drop off parents should arrive a least 5 minutes prior to the scheduled arrival of the bus.

Riding/ Unloading Off the Bus

- Students shall remain seated at all times when the bus is in motion.

- Students who are crossing a roadway should walk 10 feet in-front of the bus to insure the bus driver sees the student and then wait for the driver to signal the road is safe to cross.

COMMUNITY/ PARENT INVOLVMENT

KB (2010)

PARENT-TEACHER ASSOCIATION (PTA)

The PTA works to provide enrichment programs and activities for the students and teachers at Ellis School and in the community. The PTA has sponsored a variety of activities including Artist in Residence programs, Field Day, Staff Appreciation Week, and book fairs.

Meetings are held monthly. Look for notices and information on PTA events as the year progresses.

VISITORS

Parents, community members, and others are welcome to visit our school. Each visitor to the school must sign in at the office and obtain a visitor's pass to ensure the safety of our children. Any visitor not following this procedure, for instance entering through another doorway or not reporting to the office, will cause the school to be locked down and the police will be notified immediately.

VOLUNTEERS

Ellis School has a strong volunteer program. We encourage you to be part of this wonderful group of parents and community members that support our students and staff. All parents need to attend the volunteer orientation or meet with the building administration. At that time, School District policies and procedures will be reviewed.

DRESSING FOR SCHOOL

JICA (2012)

It is expected that students, with your guidance, will be dressed appropriately for school. Clothing or attire, which through print or illustration is found to be personally offensive to another student or staff member, depicts or promotes the following, will not be allowed.

1. Drug Use
2. Alcohol Use
3. Smoking
4. Sexual Acts
5. Violence/Abuse
6. Profanity
7. Racism
8. Sexism

If a student is found wearing clothing that is inappropriate, he/she will be asked to call a parent/guardian for a change of clothes. Sneakers with wheels are not allowed.

These are the guidelines for appropriate dress at Ellis School:

- During the winter months, please make sure your child is dressed properly, as they will be expected to be outside during recess periods.
- During warmer months, shorts must be no higher than 3'' above the knee.
Warmer months are considered April- November
- Jeans with tears above the knee are not allowed.
- No spaghetti straps or tank tops. Sleeveless shirts are not allowed. All shirts need to have a sleeve. Also, shirts need to cover midriffs.

- Low cut shirts are not allowed.
- Underwear – including bra, bra straps, boxers, etc. may not be visible at any time.
- No flip-flops allowed between November 1 and May 1.
- Pajamas and loungewear are not permitted
- The administration reserves the right to determine what is appropriate.

EDUCATION AND CURRICULUM

Section I

CURRICULUM

The curriculum has been aligned with New Hampshire’s Frameworks and Grade Level Expectations. Presently, we are in the process of aligning our curriculum with the Common Core State Standards. You may request a copy from your child’s classroom teacher, the office, or may view the Frameworks on New Hampshire’s Department of Education website.

Students participate in Art, Music, Physical Education/Health, Library, and Computer, as Unified Arts. These classes also follow the frameworks and are integrated with the regular classroom curriculum.

Character and Citizenship Education is integrated into the curriculum at all levels.

HOMEWORK

IKB (2008)

Homework relates directly to the purpose of learning and is, therefore, an important part of a child's educational experience. Well-planned homework assignments will be appropriate to the grade and level of the learner and may take many forms, including regular practice and reinforcement of previously taught skills, independent assignments that enrich the school curriculum, reading to prepare for class discussion, review and study of notes assembled in class, and student writing in a variety of styles and forms. Therefore, homework may be assigned by teachers in order to enrich and reinforce a child’s program and to enable him/her to accept responsibility. Each teacher will inform the students and parents about their classroom homework procedure. It is expected that if homework is assigned, the student will take the responsibility seriously and complete it to the very best of his/her ability.

INTERNET USE/WEB PAGES

JICL (2012)

Students are able to access the Internet under teacher supervision only. Each student and parent must sign an Acceptable Use Policy form before the student is allowed to use the Internet at school. These forms are sent home the first day of school. All sites are approved and book marked for students by classroom teachers and the Director of Technology. Students will lose internet privileges for inappropriate use.

MOVIES AND VIDEOS

IJK (2016)

The showing of movies and videos will be limited to a specific educational purpose. At the Middle School level, only G-rated movies may be shown without parental permission. Any movie with a PG rating can be shown with a signed written consent from a parent/guardian. A general permission slip will be sent out with the back to school packets.

RETENTION/PROMOTION

IKE (2008)

When discussing a student's promotion or retention, teachers, principal, and parents shall consider all phases of the student's development. The school will align the policies with school board policy IKE.

Policy IKE: PROMOTION AND RETENTION Policy

The Superintendent and the building principals shall develop rules for the promotion and retention of students. The rules will be approved by the Board. These rules shall be published in the Parent-Student Handbook.

Criteria to be considered regarding the promotion of students should include, but is not limited to, a student's mastery of course level competencies, grades, teacher recommendations, and the student's social growth and readiness. Adopted: 6/24/08

The following criteria should be taken into consideration in promotion and retention decisions:

1. Academic performance. Is the student ready for work at the next grade level?
2. Likelihood of future success or failure. Will retention or promotion increase or decrease the student's future chances for success?
3. Parents'/guardians' willingness to work with the school. Are the parents/guardians willing to work with the school to help the student eliminate weaknesses?
4. Student maturity. Is the child mature enough, either chronologically or mentally, to handle work at his or her grade level?

REPORTING STUDENT PROGRESS

We recognize the importance and obligation to report students' progress regularly and believe reports provide vital communication between school and parents. A report showing your child's progress will be issued each trimester and at the mid-point of the trimester. In addition, you will be notified of your child's progress on a continuous basis through daily work, presentations, and communications from the classroom teacher. Reporting dates are available on the district website and on the district calendar.

STUDENT PLACEMENT

It is our goal that every student be placed in a classroom environment, which meets his/her academic, social, and emotional needs. To that end, care is taken when placing students in classrooms. In the spring, class lists are made for the following school year with input from teachers, parents, and other adults who work with the students. Teachers design the class lists so that there is a balance of abilities and needs. The lists are reviewed, and the Principal assigns a teacher. A letter of your child's placement for the following year notifies you in August.

STUDENT TRANSFERS

When a student transfers from Ellis School to another school, the new school will request the student's records. Copies of information from the student's record are available to the parent to take with them to the new school.

FOOD SERVICE PROGRAM

Hot lunch and milk are available through the Food Service Program run by Café Services. The district offers free, reduced, and full-cost breakfast and lunch each day that school is in session. Café Services will also provide box lunches for field trips.

Café Services uses a debit system, automated Point-of-Sale, for payment and to track all payments and transactions. You may prepay on your child's account for any period of time. Prepay money can be used for meals, breakfast, snack, or ala-carte items. Please send a check with your child's name and homeroom teacher written on the check or visit <http://www.myschoolbucks.com>. Applications for free and reduced meals are sent home the first day of school, and we are available to assist in completing

those forms. Menus are printed in the newsletter and will be available on the School website (www.sau83.org).

The following are lunch times, and meal prices for the School lunch program:

Grade	Lunch	Recess
Kindergarten +1 (86)	11:50-12:20	12:00-12:20
4th (42)	12:00-12:20	11:50-12:00
2nd + 3rd (90)	12:10-12:40	12:20-12:40
5th + 6th (92)	12:20-12:40	12:10-12:20
7th + 8th (106)	12:40-1:00	12:30-12:40

Meal prices for the Ellis School lunch program

Full Price for Lunch	\$2.55	Full Price for Breakfast	\$1.50
Reduced Price for Lunch	\$0.40	Reduced Price for Breakfast	\$0.30
Milk ala cart	\$0.60		

All students will have a morning and afternoon break in which they will be required to have physical movement.

SNACKS

We believe that students should eat food that is nutritious and represents healthy food choices. Please refer to the Wellness Policy in the policy section of the Handbook. We encourage students to bring snacks that follow the same guidelines as the food that will be provided by the School. Candy or soda is not allowed for snacks or lunch.

Students are allowed to eat in the classroom only during designated snack times. Students are allowed to have only water during class time. Juice, milk, and other appropriate drinks may be consumed during breakfast and lunch only.

HEALTH AND SAFETY

ANIMALS IN SCHOOL

IMG (2007)

We recognize the benefits of animals in schools for educational purposes. In an effort to provide a safe environment for all students, anyone wishing to bring in a pet or animal for educational purposes, must obtain prior permission from the Principal and may be asked to provide proof of current rabies vaccination and insurance.

BULLYING

JICKA (2010)

The Fremont School Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. Under RSA 193-F:3, and School Board Policy JICK, bullying is specifically identified as a form of pupil harassment, and will not be tolerated. **If you suspect that a student at Ellis School is being - or has been bullied please report that to the**

administration or guidance counselor. You can also find the “Bullying Reporting Form” on the Ellis School website or a copy can be found in the main office.

“Bullying” Defined: “Bullying” means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil’s property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil’s educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Types of Bullying:

1. Physical bullying – punching, poking, strangling, hair pulling, beating, biting and excessive tickling
2. Verbal bullying – hurtful name-calling, teasing, and gossip
3. Emotional bullying – rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure
4. Cyber bullying – bullying through the use of electronic devices.
5. Sexual bullying – many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

SEXUAL HARASSMENT

GBAA (2010)

Sexual harassment is against the law and is against school board policy GBAA. Any form of sexual harassment is strictly prohibited.

It is a violation of School Board policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy.

The District will investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student.

I. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to: did the student view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students.

Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

II. REPORTING PROCEDURES

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any student who believes he or she has been the victim of sexual harassment should report the alleged act(s) immediately to any District employee or the building Principal. If a student initially reports the alleged act to a District employee, that employee shall immediately notify the building Principal, who shall then immediately notify the Superintendent.
3. The Board encourages all students and staff members to use the Report Form available from the Principal or Superintendent.
4. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
5. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.
6. Submission of a complaint or report of sexual harassment will not affect the student's standing in school, grades, work assignments, eligibility for extra-curricular activities or any other aspect of the student's educational program.
7. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

III. INVESTIGATION AND RECOMMENDATION

The Superintendent, as the designated Human Rights Officer, will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the School Board.

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either District officials or a third-party, the Board and the Superintendent will be provided with a written factual report and recommended action.

IV. SCHOOL DISTRICT ACTION

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent or Principal may discipline the offending student. Such discipline may include, but is not limited to, detention, in-school suspension, out-of-school suspension, or expulsion. Discipline will be issued in accord with other applicable Board policies. Due to FERPA and other privacy-related laws, the victim will not be informed of what discipline was imposed.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or is in violation of other Board policies, will be addressed on a case-by-case basis by the Superintendent or Principal, who may still impose discipline or order the offending student to engage in some remedial action.

V. REPRISAL

The School District will discipline any student who retaliates against any other student who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, threats, reprisal or harassment.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any student to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all pertinent laws.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

VIII. AGE-APPROPRIATE SEXUAL HARASSMENT POLICY

Per the requirements of Ed 303.01(j), the School Board is required to establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all students. This policy is intended to apply to middle-school and high-school aged students.

The Superintendent and building Principal(s) are charged with establishing policies, rules, protocols and other necessary age-appropriate information or materials for the District's elementary schools.

IX. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

GANG ACTIVITY

JICF (2014)

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

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Superintendent or his/her designee may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

HAZING

JICFA (2014)

INTRODUCTION - It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the School Board shall engage or participate in hazing. Conduct constituting hazing will not be tolerated, and is prohibited by this policy, in accordance with RSA 631-7.

DEFINITION – For the purposes of this policy, Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to participate in or submit to any act, when:

1. Such act is likely or would be perceived by a reasonable person to be likely to cause physical or psychological injury to any person, and
2. Such act is a condition of initiation into, admission into, continued membership in, or association with any organization.

Examples of behavior that could be considered Hazing include, but are limited to, being forced to:

1. Destroy or steal property
2. Be tied up, taped or confined in a small space
3. Be paddled, whipped, beaten, kicked, or beat up others
4. Do embarrassing, painful, or dangerous acts
5. Be kidnapped or transported and abandoned
6. Consume spicy or disgusting concoctions
7. Be deprived of sleep, food, or hygiene
8. Engage in or simulate sexual acts
9. Participate in drinking contests
10. Be tattooed or pierced.

PROHIBITED SUBSTANCES—DRUGS AND ALCOHOL

JICH (2010)

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, or being under the influence of prohibited substances. Prohibited substances include, but are not limited to, alcohol, illegal drugs, inhalants, and steroids. Students should not have White-Out or other liquid correction substances, rubber cement, or compressed air. These substances might be provided by the staff in a controlled setting, if needed for completion of an academic project.

SCHOOL SAFETY IN AND AROUND SCHOOL GROUNDS

EB (2008)

We have many students who walk and/or ride bicycles to school. We do our best to ensure the safety of students on their way to and from school. Please watch for those students during arrival and dismissal times. All children under 16 years of age must wear a helmet when riding a bike or risk a fine. Exeter Hospital offers bike helmets for a \$10.00 fee and you may contact them for further information.

Concerns about suspicious individuals, including sexual predators, and/or suspicious activities in and around the school grounds should be addressed to the Fremont Police Department. We appreciate your help in keeping our students safe.

SCHOOL SAFETY TEAM

The School Safety Team is comprised of the Principal, Assistant Principal, Counselor, Secretary, School Nurse, Custodian, Food Service Director, and Teachers. The role of the Team is to be prepared to handle emergency situations. The Team has established plans for emergencies such as fire, bomb threat, medical, death of a student, and intruders. A copy of those can be obtained from the office. Drills will be conducted regularly of all plans during the school year. Safety concerns can be addressed to any member of the Team.

TOBACCO PRODUCTS

GBED (2009)

Smoking and/or use of tobacco products is prohibited before, during, and after school hours, at school, on school property, and during school-approved activities such as field trips and sporting events. This applies both to students and adults.

VALUABLE POSSESSIONS/USE OF CELL PHONES & OTHER DEVICES

JICA (2010)

Cell phones and other electronic equipment including Kindles, Nooks, tablets or iPads are not to be operated in the building during school hours without the permission of a staff member. Students may use the class phone, to contact a parent or guardian, during the school day, with staff member's permission. Cell phones are to be left in a locker, at the front office or in the care of a teacher. Students carrying phones or operating other devices without permission during school will have the item confiscated. If multiple offenses occur, the devices will only be returned to a parent or guardian. Please refer to the Acceptable Use Policy, regarding electronic devices and computers for more information.

WEAPONS

JICI (2008)

We do not allow weapons, firearms, and objects that have the appearance of weapons, or object that can be used in a destructive manner. These will be taken away from the student and may be claimed by the parents/guardians and/or law enforcement officials. If a weapon-like object is needed as part of a project or presentation, permission must be obtained by the Principal prior to the object coming to school.

HEALTH CARE SERVICES

JLC (2010)

The Student Health Care Service by the School Nurse supports the efforts of educators and parents to help children achieve their greatest academic potential while maintaining optimal health and wellness.

The School Nurse is available during school hours from 8:20am until 3:30 pm. The role of the School Nurse is to keep kids healthy and safe and able to learn. The School Nurse is a role model of good health and an advocate for students with health concerns so that they can have optimal learning. The Nurse is also responsible for following State-mandated policy and law for keeping schools safe and healthy. The School Nurse is not a substitute for a physician and should not be used to treat illness or injury that occurs at home.

School Health services include annual vision and hearing, heights and weights, dental clinics, and monitoring of immunizations to keep children healthy and to comply with State regulations.

MEDICATION

JLCD, JLCD-R (2009)

All medications **MUST** be kept in the Nurse's office. If possible, arrangements should be made to give medications before school or upon arrival home. **ALL** medications, including but not limited to: Acetaminophen (Tylenol), Ibuprofen (Motrin, Advil), or any cough/cold medications should be brought to school in its original container with a note stating:

1. Name of medication.
2. Dosage/strength.
3. Time of administration.
4. Duration of the medication, in terms of how many days.
5. Notification of dosage/time administration change or discontinuation.

All prescription medications, in its original container, MUST be brought to school by the parent and NEVER by the student. The Nurse will NOT dispense a prescribed narcotic to any student, nor should a student attend school while taking a prescribed narcotic.

Over-the-counter medications must be administered by the School Nurse by arrangements made ahead of time.

ALLERGIES

Any child with allergies to foods or beestings must notify the Nurse of such allergy. Any medications that the child needs must be prescribed by a physician, have written directions, and signed orders from a doctor. The child needs a health care plan that is written and reviewed by the Nurse and parents. Epi-pen use is reviewed, and staff that are caring for the student, are trained in the use of an Epi-pen. All medications need to be picked up at the end of the school year.

ASTHMA

Any child requiring medications for asthma must have a health care plan. Please have the doctor write a prescription for two inhalers so that one may be kept at home and one in the Nurse's office at school.

HEALTH GUIDELINES

INJURY RESTRICTION PHYSICAL ACTIVITY

If your child has an injury and is treated by a physician, please send in a note stating the nature of the injury, what physical activity restrictions there are, and when the student is cleared to return to normal activity.

STAY HOME IF...

Please keep your child home if they are ill with fever, cough, vomiting, diarrhea, or sore throat. They must be symptom free for 24 hours prior to returning to school. We need to protect the school community from spread of any illness.

PROMOTE HAND WASHING

Cover coughs and sneezes with your sleeve. Do not share drinks or eating utensils. Keep your hands away from your face. Clean all common surfaces frequently. Keep personal distance from others.

INFLUENZA VACCINE

It is encouraged that all children be vaccinated for influenza annually. Please give documentation of such immunization from your physician to the School Nurse.

IMMUNIZATION / PHYSICAL EXAMS

All students in K-12 must meet minimum immunization requirements mandated by the State of New Hampshire. Contact your health care provider or school nurse for further information.

Reference Policy JLCB.

HEAD LICE

Please contact the School Nurse if your child is treated for head lice, and notify the parent of any of your child's close contacts. Students must be checked at home for nits daily for two (2) weeks after receiving treatment. Routine screening for lice are not done in the school setting, per State Guidelines.

PARENTAL RIGHTS AND COMMUNICATION

CONCERNS

If at any time you have concerns about your child's progress, need more information about your child or classroom procedures please contact your child's classroom Teacher or Case Manager. If after meeting with the Teacher you still have concerns, please contact the Principal.

If you have concerns about Fremont School District policies or Ellis School procedures, please address those to the Principal. If after meeting with the Principal, you still have concerns, please contact the Superintendent. The Fremont School Board will hear concerns only after these steps have been taken.

CUSTODIAL PARENT RIGHTS

We operate on the State presumption that biological parents have equal parenting rights and joint decision making regarding their children (formerly referred to as "legal custody"). If this is not the case, you must provide the school office with a certified copy of parenting plans, custody orders, divorce settlements, restraining orders, or other court decrees/decisions/orders which pertain to releasing your child or information about your child.

EMAIL GUIDELINES

Email is a fast and convenient way to send messages, but may not always be the best way to communicate with your child's Teacher. Please keep in mind the following when sending email:

- Teachers read their email at least once a day.
- All emails from Staff are cc'd to the Principal.
- All emails from you to Staff should be cc'd to the Principal and will be forwarded by staff.
- Use the phone for vital messages to ensure that your message is received. Contact the Main Office regarding any mid-day dismissal changes.
- Use the phone for information about your child's behavior or academic progress. Sometimes information contained in an email can be misinterpreted by both sides.
- Use the phone to relay confidential information about your child.
- Keep all emails professional. Please do not forward jokes, amusing or special stories, chain letters, or commercial solicitations. The email provided to the staff is for their professional work only.

STUDENT RECORDS: CONFIDENTIALITY & ACCESS UNDER FERPA

Ellis School adheres to all aspects of the Family Educational Right and Privacy Act ("FERPA"), the Federal statute relating to parent/student access to student records, and the confidentiality of those records relative to third parties. (See Ellis School Board Policy/Procedures JRA-R for more complete information.)

- A. **Statement of Rights**: Operating under the premise that the educational process is a cooperative effort between the student's family and the school. Ellis School encourages

parents (or eligible students) to exercise all of their rights as they relate to student records and confidentiality. Under FERPA, parents of students have the right:

- 1) to inspect and review the student's educational record;
- 2) to seek to correct certain parts of the student's record if believed to be inaccurate or misleading;
- 3) to limit disclosure of information contained in the record;
- 4) to file a complaint if there is a violation of this law.

B. **Confidentiality**: Under FERPA and School Board policy, the District maintains confidentiality of non-directory information contained in Student records by:

- 1) Permitting parents or eligible students to inspect and review the education records of the student subsequent to a written request addressed to the building principal or Superintendent unless there is a legally binding instrument, state law, or court order denying such inspection and review;
- 2) Granting third-party access to student records only with written authorization of the parent(s) or eligible student, or as specifically permitted/required under FERPA and applicable regulations for access without prior consent (e.g., valid subpoena, legitimate educational purposes, etc.);
- 3) Protecting personally identifiable information at the collection, storage, disclosure, and destruction stages;
- 4) Complying with all applicable laws and regulations.

C. **Directory Information**: Under FERPA, schools may disclose "directory information" without prior consent of the parent(s) or eligible student, unless the parent or eligible student requests (after reasonable notice) otherwise. For purposes of the District's policies and FERPA, directory information includes the following:

- 1) The student's name.
- 2) The student's class designation (i.e. grade level).
- 3) The student's extracurricular activities.
- 4) The name of the school the student is currently attending.
- 5) Achievement awards or honors.
- 6) Weight and height and position on athletic teams.

Such information may be used in the publishing (in print or online) of such things as newsletters, student yearbooks, announcements, athletic, performing group, and graduation programs, and to publicize the academic achievement of individual students. Parents or eligible students will have two weeks to advise the school in writing (a letter to the school principal) of any or all of the items they do not wish designated as directory information for that student.

D. **Complaints**: Parents/eligible students who believe that the School District has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Such information will be used in the publishing of student yearbooks, athletic, performing group, and graduation programs, and to publicize the academic achievement of individual students. Parents or eligible students will have two weeks to advise the school in writing (a letter to the school principal) of any or all of the items they do not wish designated as directory information for that student.

E. **School Transfer:** Parents considering transfer of their student(s) to a private school or into a different public school district should contact the Ellis School as soon as possible to assure the appropriate transfer of school records.

NEWSLETTERS

School wide newsletters are sent home regularly to keep you informed of school activities, in addition to newsletters from individual classrooms, and reminder notices.

PARENT/TEACHER CONFERENCES

Conferences are scheduled once a year. Notices will be sent home from the classroom teacher for scheduling those conferences. You can request a conference with a Teacher at any time during the school year.

VIDEO AND AUDIO RECORDING IN CLASSROOMS

IJKA (2015)

The Board recognizes that video and/or audio recordings ("recordings") can serve many valuable purposes that align with our schools' educational mission and programming. Under New Hampshire RSA 189:68, IV, such recording is only permitted with Board approval after public hearing, and only with the written consent of the parent or legal guardian of each affected student, as well as the classroom teacher(s),

A. Board Approved Purposes for Which Written Consent is Required After public hearing, the Board has approved the following instances/uses of classroom recording, all of which require parental/guardian consent.

- Recording to capture and review the status of a student's oral reading ability and to use later to show progress;
- Assessment performance task to be used later for students who were absent during the regular administration of the assessment;
- Recording to capture individual student improvement over time;
- Recording the presentation of class projects to the class, and individual physical education skills for later assessment; • Recording to meet the Common Core standard under Speaking and Listening. "SL.2.5 Create audio recording of stories and poems";
- Video and audio recording of science experiments and activities ;
- Recording student performances for instructional purposes; •
- Recording in order to create classroom instruction materials; and
- Providing tools for teacher instruction and development.

B. Circumstances Under Which Written Consent is Not Required

- Written consent is not required for video and/or audio recordings made pursuant to a student's IEP or 504 Plan, when the IEP or 504 Team determines that such recording is necessary for the delivery of a free appropriate public education (FAPE). In such cases, the IEP or 504 Team is expected to establish reasonable conditions and limitations reasonably necessary for the student to receive a FAPE.

- Recordings of any other class, performance, competition, ceremony, instruction, presentation, orientation, training, assembly, or any other school sponsored event that occurs outside the physical confines of a classroom.
- Recordings made in compliance with the District's FERPA Annual notice.

C. Methods for Obtaining Consent

The Superintendent shall establish protocols and forms for obtaining consent when required. Recognizing that obtaining and then recording consent for every affected student for every use of a recording device will create an administrative burden and potential risk, the Board does not proscribe a particular method for obtaining such consent, but authorizes the Superintendent to employ any method which meets the requirements of applicable laws or regulations. As illustration, but without limiting the foregoing, the Board specifically authorizes the following methods:

1. Consent on an as-needed basis when requested for an individual classroom;
2. Use of a general school-wide consent form, either applicable to a specified period (e.g., term, school year, duration of enrollment, etc.). Irrespective of the method for obtaining consent, all written consent requests will be approved by the Superintendent or Principal, and once completed, will be turned in to the Principal's office and maintained as directed by the Superintendent.

STUDENT ACTIVITIES

CELEBRATIONS

We will have many opportunities to celebrate with each other during the school year. Please check with your child's classroom teacher for procedures for celebrating birthdays and other special events in your child's life. Any food that is part of a celebration needs to be nutritious and follow our snack policy. Instead of food, treats such as pencils, stickers, etc. could be given. Your child could also celebrate by donating a book or game for the class to enjoy. School-wide celebrations will be announced ahead of time through newsletters, notices sent home, and the School website.

DANCES

Dances are held throughout the School year on Friday evenings, and also require Eagle Card Status for attendance. Students in grades six through eighth are allowed at dances. Students will be allowed to invite guests to some dances that will be announced ahead of time. Student Council sponsors each dance and there is a small fee for admittance. Chaperones are always welcome!

FIELD TRIPS

IJOA (2016)

Field trips support and extend our curriculum and units of study. Parents are notified of upcoming field trips, and chaperones are often requested. Parents will be asked to provide money to cover admission fees. If there is a hardship, the fee can be covered through scholarships from the Principal's office. Please contact your child's Teacher or the Principal if you need assistance with field trip fees.

LOCKERS

JIH (2016)

All students of Middle School grades are issued lockers. Lockers are the property of the School and can be subject to periodic inspections and searches. The School is not responsible for lost or stolen items from lockers, so please do not bring valuable items to school. Locks are not provided. Students may bring in their own locks, however, an extra key and/ or combination MUST be provided to the student's homeroom teacher.

LOST and FOUND

The Lost and Found is located in the hallway beyond the Nurses office. Four times a year (at the end of the last school day before a Break begins, and on the Friday following the Last Day of School in June) all unclaimed items are donated to charity. Please write your child's name on lunchboxes and clothing, and periodically check this area for lost items.

PHOTOGRAPHS

School pictures are taken twice a year.

STUDENT COUNCIL

Ellis School is pleased to have an active Student Council. The Council has one representative from each classroom. The Council promotes school and community spirit by planning and coordinating activities.

EXTRACURRICULAR ACTIVITIES

Throughout the School year, students will have opportunities to participate in extracurricular activities after the regular school time. Please watch for notices that will describe and give you information about these activities.

		Grades	
Sports:			
	Boys Soccer	September through mid-October	6-8
	Girls Soccer	September through mid-October	6-8
	Co-ed Volleyball		6-8
	Girls Basketball	November through January	5-8
	Boys Basketball		5-8
	Co-ed Track and Field	April through May	5-8
Extra-Curricular Activities			
	ES Drama	January through April	K-4
	MS Drama	January through April	5-8
	Yearbook	October-April	5-8
	Student Council	September – June	5-8
	Lego League	September –November	1-8
	Destination Imagination	September – April	5-8
	Future City	November-March	5-8

ELIGIBILITY REQUIREMENTS

Students must be in good standing academically and behaviorally to participate in extra-curricular activities.

PHYSICAL EXAM

JLCA (2014)

Students must have a signed **current** physical form on file in the Nurse's office to participate in athletics that includes up-to-date immunizations. Physicals are considered current for two years from the date of the exam.

ILLNESSES / INJURIES

Students will be allowed to return to athletic participation from a serious injury or illness with a doctor's note.

STUDENT SERVICES & SPECIAL EDUCATION

GUIDANCE

JLD (2009)

The Guidance Counselor works with students, parents, and teachers to address developmental needs of students through a variety of services that include classroom instruction, small groups, individual counseling, and consultation with parents and teachers. This service is available to all students in our school. Referrals for guidance services may be made by an adult that works with the student, parents, and/or a self-referral by the student.

ENGLISH AS A SECOND LANGUAGE (ESL)

IHBBA (2014)

The goal of the ESL services is to increase the proficiency levels of second language students in the area of listening, speaking, reading, writing, grammar and vocabulary. When the English language is not the primary language for an enrolled student, the services of an ESL teacher are provided. In addition, the School will also provide signers and interpreters for those people with hearing impairments and/or language difficulties in instances where such services are deemed necessary.

SPECIAL EDUCATION

IBHA (2014)

A range of academic, behavioral, speech and language, and occupational and physical therapy services incorporating a team approach are available to meet the needs of the exceptional student. If a student meets the criteria for eligibility, a comprehensive team will develop an Individualized Education Plan that will address the areas of concern to ensure progress in the general curriculum.

SPECIAL EDUCATION REFERRAL PROCESS

IBHAA-R (2014)

A referral may be made to the special education teacher or principal by anyone with concerns about a student's academic, social, or emotional progress and growth. Upon referral, a "disposition of referral" meeting will be arranged by a Special Education Teacher representing that grade level; formal discussions will focus about the concerns of the team members. Appropriate evaluations are determined and evaluators will complete testing within 45 calendar days. A meeting will be scheduled to review findings.

INSTRUCTIONAL SUPPORT

IFA (2015)

Instructional Support is a collaborative process designed to systematically search and implement strategies to meet the learning needs of students who are experiencing difficulty in school. The Instructional Support Team consists of the Teacher, parent, Reading Specialist, Counselor, Principal and other support staff as needed. If a child is brought to the attention of the Team, the Team will meet to develop a plan that will provide for student success. These strategies are implemented over a 6-8 week period and a review meeting is held to determine progress.

STUDENT ASSISTANT TEAM

The Student Assistant Team is a group of professionals who regularly use behavior data to provide supports for students that are at risk. The Team meets weekly to discuss and implement interventions to support students as they make changes in behavior that will allow them to succeed in the classroom. Referrals can be made by classroom teachers and/or parents.

CHILD FIND

IHBAA (2010)

If you are aware of a child or young adult with a disability, who is between the ages of 3 years and 20 years, who is not receiving services, please contact the Special Services Director. The Fremont School District, in cooperation with Project Child Find, maintains a listing of all individuals between the ages

of 3 to 20 years, with a disability; and will provide or direct the provision of screening, identification, and evaluation.

SECTION 504

IHBA (2004)

The Rehabilitation Act of 1973, commonly referred to as “Section 504”, is a non-discrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment, which substantially limits a major life activity such as learning.

TITLE 1

KB (2014)

Formula grants to school districts through Title I, Part A provide opportunities for children to acquire the knowledge and skills to meet the State proficiency standards. This purpose is accomplished in two ways: (1) by providing children supplemental support through enriched and accelerated education programs; and (2) by providing instructional personnel in participating schools with substantial opportunities for professional development.

Reference: NH Department

of Education

