



Staff Handbook
2017 - 2018

Fremont School Board

School Board email address: schoolboard@sau83.org

Name, Title	Address	Phone Number	Term Expiration
Greg Fraize, Chair	46 Midnight Sun Dr.	895-5274	2018
Jennifer Brown, Vice Chair	3 Squire Rd	244-2721	2018
Angela O'Connell	63 Gristmill Rd	244-2880	2017
Susan Levine	72 Rowe Drive	(617) 835-9945	2020
Brittany Thompson	90 Red Brook Rd	244-5122	2019

School Board Policies are available at the superintendent's office and at www.sau83.org

School Administrative Unit #83

432 Main Street
Fremont, NH
Phone: 895-6903
Fax: 895-6905

Superintendent	Allyn Hutton	895-6903
Business Administrator	Susan Penny	895-6903
Financial Assistant	Stephen Farnum	895-6903 ext. 533
Administrative Assistant	Susan Perry	895-6903
Director of Special Services	Melissa McKeon	895-2511 ext. 425
Director of Technology	Carla Smith	895-2511
Special Services Secretary	Nan Perry	895-2511 ext. 425
Supervisor of Building and Grounds	David Perkins	895-2511 ext. 106

Ellis School

432 Main Street
Fremont, NH
Phone: 895-2511
Fax: 895-1106

Administration

Title	Name	Extension
Principal	Andrew Haas	103
Assistant Principal	Brigid Connelly	605
Special Education Building Coordinator	Lynn Noyes	422
Elementary Guidance Counselor	Melissa Simard	423
Middle School Guidance Counselor		109
Nurse	Karen McCusker	420 (8 from outside)
Secretary	Theresa Blades	100
Secretary	Jessica Friedman	105

Teachers

Title	Name	Extension
Preschool Teacher	Lisa Marggraf	510
Kindergarten Teacher	Debra Almon	509
Kindergarten Teacher	Heatha Normandin	507
Kindergarten Teacher	Kathy Schreiber	508
First Grade Teacher	Laura Coyle	505
First Grade Teacher	Abby Dobson	503
First Grade Teacher	Jessica South	504
Second Grade Teacher	Nancy Lathrop	201
Second Grade Teacher	Leighann Maher	506
Second Grade Teacher	Gail Wentworth	112
Third Grade Teacher	Erin Drake	425
Third Grade Teacher	Debra Gobeil	111
Third Grade Teacher	Annmarie Soares	110
Fourth Grade Teacher	Kelli Booth	406
Fourth Grade Teacher	Hannah Gage	108
Fourth Grade Teacher	Deborah Weber	407
Fifth Grade Teacher	Sarah Holmes	408
Fifth Grade Teacher	Melissa Olms	409
Sixth Grade Teacher	Lisa Forsyth	412
Sixth Grade Teacher	Robin Lee	413
Seventh Grade Teacher	Martha Abney	410
Seventh Grade Teacher	Kristine Kane	305
Seventh Grade Teacher	Susan Pipitone	307
Eighth Grade Teacher	Dawn Kidd	411
Eighth Grade Teacher	John Herrmann	305
Eighth Grade Teacher	Irma MacEachern	306
Art Teacher	Michael Fernandes	426
Music Teacher	Jamie Bolduc	601
Physical Education/Health Teacher	Hannah Kimball	312
Media Specialist	Dana Crowell	207
Media Assistant	Cheryl Rowell	209
Spanish Teacher	Emily Stockbridge	306
STEAM Teacher	Shona Emery	501

Support Services

Title	Name	Extension
Occupational Therapy	Bri Philipps	502
Physical Therapy	Bethany Layne	502
Speech and Language Therapist	Bryn Hazelwood	502
Speech and Language Assistant	BethAnn Kazan	502
Reading Specialist	Erina Kelly	511
Title One Coordinator	Abby Dobson	503
Title One Tutor	TBD	

Special Education Case Managers

Title	Name	Extension
Kindergarten-2 nd Grade	Jennifer Scott	136
3 rd and 4 th Grade	Andrea Bancroft	123
5 th and 6 th Grade	Joanne Hernon	129
7 th and 8 th Grade	TBD	138

Paraprofessionals

Name	Email Address
Karin Doherty	kdoherty@sau83.org
Sara Dolan	sdolan@sau83.org
Kim Dyer	kdyer@sau83.org
Joann Fitzgerald	jfitzgerald@sau83.org
Joanne Hennessey	jhennessey@sau83.org
Patricia Kelly	pkelly@sau83.org
Deanna Lester	dlester@sau83.org
Toula Mylonas	tmylonas@sau83.org
Michelle Nihan	mnihan@sau83.org
Carrie Parenteau	cparenteau@sau83.org
Jane Toomire	jtoomire@sau83.org
Sherri Townsend	ctownsend@sau83.org
Cyndi Turkington	cturkington@sau83.org
Joe Wisneski	jwisneski@sau83.org

Custodial/Maintenance

Name	Email Address
Michael Chambers	mchambers@sau83.org
Wayne Hersey	whersey@sau83.org
Ruth Knapp	rknapp@sau83.org

Food Services

Name	Title	Extension
Carole Humes	Director of Café Services	427

SECTION A-GENERAL PROVISIONS

Start of Day/ End of Day

The normal work day for teachers, case managers, guidance counselors and nurses shall be 7 hours and 20 minutes, which includes student contact time, classroom coverage during the arrival and dismissal of students, lunch periods, preparation time, assigned duties, and work day staff, department and committee meetings. The workday will begin 15 minutes before the student day and 20 minutes after the student day (excluding student early release days).

Bargaining unit staff will be here for the following hours:
Pre-K-8th Grade 8:15am -3:30pm

The work day for paraeducators shall be a consecutive 6.67 hours.

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 3:10 p.m.	

Students are considered late if they are not in their classroom at 8:30am. Any student that arrives after the official start time must get a tardy slip from the office. **If a student enters your class after the start time without a tardy slip please notify the front office.**

Building/ Room Keys

ECAB

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. Keys shall not be loaned to anyone and under no circumstances shall school employees have extra keys made unless specifically authorized to do so by the Superintendent or building principal.

Combinations to school vaults and safes shall be changed each time there are changes in personnel who have had the combinations. All equipment shall be stored in as safe a place as possible and employees must avoid leaving equipment and supplies where they are readily accessible to others.

Classroom windows and doors are to be locked when the teacher leaves the building. Any employee using the building in the evening or on weekends must be certain doors are locked after entering and upon leaving.

No exit doors shall be chained at any time whether or not the building is occupied. Principals, custodians and other responsible persons must be certain that all accessible exits are operable whenever a building or portion of a building is in use. However, approved security bars or devices may be used to secure outside doors when school is not in session.

Leaving School Grounds

You are allowed to leave school grounds when you do not have direct supervision of students. You must sign out in the office before you leave and sign in when you return.

No School Announcements

In case of inclement weather conditions or other emergency closing of school, you will be notified using the alert system which will automatically call your home, cell phone, or send a message through e-mail or text. It is the teacher's responsibility to update their contact information should it change.

Telephones / FAX / Voice Mail

Telephones are primarily used for school business. When making a telephone call, lift the receiver and dial 9, then continue with the number. To call another classroom, the office, or other personnel dial the 3-digit code. You are expected to use respectful language at all times when using the phone.

Please check your voice mail messages on a daily basis. It is expected that you will promptly return all phone calls. Be cautious about leaving messages on an answering machine. Be aware of your tone and the contents of the message.

E-mail / Folders on the Network and Website

EHAA

The network will be utilized to further communications at Ellis. Any information that would have previously been put in a memo or given at a staff meeting will now be done by e-mail as long as a reliable connection is maintained. Please check your e-mail on a daily basis to keep abreast of the latest news. Training will be provided so that you feel comfortable and efficient at using the network. Our Director of Technology will set up your e-mail account and password.

Please be advised that your e-mail account and all correspondence in it are the District's property. When you use your e-mail, you are acting in your role as an employee of the District. Be careful of using names and details in e-mails, as they are subject to the same FERPA laws as hand written notes.

Please maintain a webpage on the school website about your class. We ask that you update your site weekly and that you keep the information current. Please be advised that you cannot put student names or initials on your site at any time. Pictures are permissible, but please reference your class emergency forms for students that do not have permission to have their pictures on the site.

SECTION B-PROFESSIONAL INFORMATION

Certification

All employees whose positions within the District require active professional certifications are personally responsible for their certification renewal and for providing a copy of their present active certification to the SAU office upon its receipt.

Confidentiality

JRA-R

Every student and student's family in the Fremont School District has the right to expect that information about that student and the student's education will be kept confidential. This right is also protected by State and Federal confidentiality laws.

District employees are required to preserve the confidentiality of any and all personally identifiable information regarding students.

District employees may not communicate or repeat personally identifiable information about a student, or information about something that happened to the student, other than: (i) to the parent or guardian of that student; (ii) to other school personnel, provided disclosure is relevant and beneficial to the child's education or safety; (iii) as specifically authorized by the parent/guardian of the student (or the student if over 18); (iv) in emergencies to the extent necessary to protect the health or safety of the student or other persons; or (v) as required by law.

Copyright Compliance

EGAD

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required. (Reference EGAD and EGAD-R Copyright Compliance)

Duties

Arrival and dismissal duty, recess duty and any other non-classroom duties which are necessary for maintaining a well-run school and assuring the safety of the students are considered part of the regular work day for bargaining unity members. Teachers may be required to provide such duties during the work day for any time not otherwise allocated under their CBA.

Teachers without full teaching schedules (e.g., unified arts teachers) may be assigned additional duties during non-assigned time.

Normally, such non-classroom duties shall not exceed thirty minutes per member, but may be exceeded in the event of an emergency.

A paraeducator may be assigned up two duties per day, not to exceed 30 minutes per day.

Evaluations

GCO

Evaluations are based on information from a variety of observations. These assessments include the observations from the District's evaluation system: **Teaching Support and Effectiveness Plan which includes scheduled** and drop-in observations done by the administration and other information that concerns the professional goals and best practices of teaching. You will be given continuous feedback in these areas. It is expected that you will follow all the District initiatives to the best of your ability. Support is available if needed. **You can find the SAU 83 Teaching Support and Effectiveness Plan at <http://sau83.org/staff-access/professional-development>**

Substitutes

Please record all absences in AESOP as soon as possible when you need a substitute. If you are ill before you leave for the day and know that you will not be coming the next day, as a courtesy please let the office know before you go.

If you know the evening before that you will not be attending school the next day, Please log onto AESOP and leave the substitute a plan for the day.

In your notes to the substitute please include the following information:

- Your name,
- Day(s) you will be absent (if half day, identify which half),
- Reason for your absence,
- If you must leave a message, leave your phone number in case information needs to be clarified.
- If you are a paraprofessional, identify the teacher or supervisor that your substitute should report to,
- Any duties that you have: before or after school bus duty, noon recess, or lunch.

If you need a substitute for a conference, District committee meeting, or personal day, complete the request for the day in AESOP so that it may the Principal may review it for approval.

Detailed lesson plans for the substitute and all materials that are needed that day will be put in the red binder provided to you and left on your desk where it is easily accessible. Please include any duties that you have for the day, PBIS information, and safety drill information. An Emergency Lesson Plan needs to be submitted to the office by September 20th.

PTA Parent / Teacher Association

The Fremont PTA brings together parents, school staff, students, and the community to share thoughts and ideas about programs and activities that will benefit children. PTA meeting will be held the first Thursday of every month at 7:00 p.m. It would be appreciated if you could make arrangements to attend at least one PTA meeting this year.

Professional Dress and Conduct

GBEB

Employees and staff are expected to have a well-groomed appearance and dress appropriately for their position, maintaining a professional image for the public, visitors, and School District employees.

At times, casual dress is allowed; such as when on field trips and during activities that are outside or extremely messy. Jeans may be worn on Fridays with a \$1.00 (\$30.00 for the year) voluntary donation, which funds the Jeans for Teens Scholarship Program.

You are to conduct yourself in conversation and actions as a professional at all times. Please be aware that this is a public building with access by parents and community members and children listen as well. Refrain from discussing confidential or delicate information in areas that are public, such as hallways, the office and the staff room. There are areas available if you need to have a private conversation.

Professional Research and Publishing

The Fremont District has proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time.

Property

Staff members are responsible for the property that is in their assigned area. An inventory list will be provided to the Principal by the end of each year detailing furniture, equipment, and books. All books must be properly stamped with Ellis School and numbered for inventory. Records must be kept when issuing books to students. All furniture and equipment must be labeled with Ellis School.

The classroom is the space for your students and you to learn and work. All storage spaces need to be cleaned out on a regular basis and kept neat and orderly. Only items that are essential for

the students learning should be kept. All other items need to be properly disposed of, either to the storage area, recycled, or thrown away.

Student work areas need to be clean and orderly at the end of the day. When doing projects, such as painting, cover the area. If masking or other types of tape are needed on the floor for a lesson, make sure to remove it the same day.

Staff Meetings/Evening Events

Bargaining unit staff may be required to attend one weekly staff meeting per week of up to sixty minutes beyond the normal work day (3:30-4:30), not to exceed 25 meetings for the school year. Staff meetings will be scheduled at the start of the school year, subject to change with at least two weeks' notice.

Teachers shall attend up to four evening events per year as designated by the Administration. If administration requests or approves more than four evening events, said teacher shall be paid \$50 for each additional evening event. There shall be no disciplinary action for a teacher who declines to attend an evening event beyond four such events in a school year.

Required Evening Events for All Staff

Open House

Fall Parent/Teacher Conferences

Spring Parent/Teacher Conferences

Grade Level/Content Area Specific Evening Events

Elementary Holiday Concert (Elementary Teachers)

Middle School Holiday Concert (Middle School Teachers)

Kindergarten Information Night (Kindergarten Teachers)

8th Grade Spaghetti Dinner

Unified Arts Night

DARE Graduation

8th Grade Graduation

Middle School Dances

Requisitions / Purchase Orders / Packing Slips

DJ, DJB

To request the purchase of materials throughout the school year, please fill out a Generic Supply/ Order Request Form and submit to the main office. The principal will review and approve or deny the request. If the request is approved, the main office will order the materials and notify you when they arrive.

If you are requesting materials that cannot be ordered using a Purchase Order, please fill out a request and once approved, you will be given the go ahead to make the purchase. Submit your receipt and completed General Reimbursement Request to the main office. Your reimbursement request will be submitted to the district financial office for payment on the next manifest cycle.

Professional Development

Professional Days: Teachers may be granted up to three professional days per school year for activities that meet any of the following criteria:

- a) Defined need of the school district
- b) Related to the teacher's area of assignment
- c) Defined need of teacher's staff development plan or annual goals
- d) Approved by Superintendent as meeting other criteria.

Additional professional days may be granted at the sole discretion of the Administrative Supervisor and Superintendent.

Teachers shall request leave in writing at least two weeks in advance. All professional day requests shall be made to and approved by the Administrated Supervisor and the Superintendent.

The Board encourages teachers to use professional days to increase their content knowledge and improve their teaching skills. The Board agrees to reimburse the teacher or issue a purchase order for a conference, workshop or meeting fees, not to exceed \$225 per day.

In order to be reimbursed, a teacher must submit satisfactory proof of payment and attendance to the SAU Office within thirty days of completion of the conference, workshop or meeting. In the case of a purchase order, a teacher must submit satisfactory proof of attendance to the SAU Office within thirty days of the completion of the conference, workshop or meeting. When requesting reimbursement, the teacher will be required to sign a form authorizing the District to withhold any unpaid amount from the teacher's last paycheck for the school year if the teacher fails to provide satisfactory proof of completion and attendance.

No more than three bargaining unit employees per school day may be allowed leave for professional development, unless otherwise approved by the Superintendent or his/her designee.

FREMONT SCHOOL DISTRICT
ELLIS SCHOOL

2016-2017 CALENDAR *

2016 JULY							Days
M	T	W	T	F	S	S	Student
					1		0
H	5	6	7	8			Staff
11	12	13	14	15			0
18	19	20	21	22			
25	26	27	28	29			

AUGUST							Days
M	T	W	T	F	S	S	Student
1	2	3	4	5			3
8	9	10	11	12			Staff
15	16	17	18	19			5
22	23	P	P	26			
29	30	31					

SEPTEMBER							Days
M	T	W	T	F	S	S	Student
			1	H			19
H	6	7	8	9			Staff
12	P	14	15	16			20
19	20	21	22	23			
26	27	28	29	30			

OCTOBER							Days
M	T	W	T	F	S	S	Student
3	4	5	6	7			20
H	11	12	13	14			Staff
17	18	19	20	21			20
24	25	26	27	28			
31							

NOVEMBER							Days
M	T	W	T	F	S	S	Student
	1	2	3	4			17
7	X	9	10	H			Staff
14	15	16	17	18			17
21	22	X	H	X			
28	29	30					

DECEMBER							Days
M	T	W	T	F	S	S	Student
			1	2			16
5	6	7	P	9			Staff
12	13	14	15	16			17
19	20	21	22	23			
X	X	X	X	X			

2017 JANUARY							Days
M	T	W	T	F	S	S	Student
X	3	4	5	6			20
9	10	11	12	13			Staff
H	17	18	19	20			20
23	24	25	26	27			
30	31						

FEBRUARY							Days
M	T	W	T	F	S	S	Student
	1	2	3				18
6	7	8	9	10			Staff
13	14	15	16	17			18
20	21	22	23	24			
X	X						

MARCH							Days
M	T	W	T	F	S	S	Student
		X	X	X			19
6	7	8	9	10			Staff
13	P	15	16	17			20
20	21	22	23	24			
27	28	29	30	31			

APRIL							Days
M	T	W	T	F	S	S	Student
3	4	5	6	7			15
10	11	12	13	14			Staff
17	18	19	20	21			15
X	X	X	X	X			

MAY							Days
M	T	W	T	F	S	S	Student
1	2	3	4	5			22
8	9	10	11	12			Staff
15	16	17	18	19			22
22	23	24	25	26			
H	30	31					

JUNE							Days
M	T	W	T	F	S	S	Student
			1	2			10
5	6	7	8	9			Staff
12	13	14	P	MU			11
MU	MU	MU	MU	MU			
MU	MU	MU	MU	30			

- Symbol Key**
- Vacation (No School)
 - Holiday (No School)
 - Professional Day (No School)
 - Early Release/Staff Workshop Day
 - Possible Make Up Days
 - Cancellation Day (No School)
 - Delay/Early Dismissal

Parent/Teacher Conference Day
December 8

Regular School Hours *
Pre-K am 8:30-11:00 Mon-Thurs
Pre-K p.m. 12:00-3:00pm Mon-Fri
The School Day is from 8:30am - 3:05pm.

Early Release Dismissal
Regular time for Pre-K am and NO Pre-K pm
Early Release for all grades is 12:50 pm.
* Pre-K hours TBA

Important Dates

2016 August		
New Staff Orientation	Aug 23	
Professional Days	Aug 24-25	
First Day of School	Aug 29	
	School Days:	3
September		
Holiday	Sep 2	
Labor Day	Sep 5	
Prof. Day-No School	Sep 13	
	School Days:	19
October		
Early Release	Oct 5	
Columbus Day-No School	Oct 10	
	School Days:	20
November		
Election Day-No School	Nov 8	
Veteran's Day-No School	Nov 11	
Thanksgiving Break	Nov 23-25	
	School Days:	17
December		
Prof. Day-No School	Dec 8	
Early Release	Dec 23	
Holiday Break	Dec 26-30	
	School Days:	16
2017 January		
New Yr Holiday-No School	Jan 2	
Civil Rights Day-No School	Jan 16	
	School Days:	20
February		
Early Release	Feb 10	
Winter Break	Feb 27-28	
	School Days:	18
March		
Winter Break	Mar 1-3	
Prof. Day-No School	Mar 14	
	School Days:	19
April		
Early Release	Apr 14	
Spring Break	Apr 24-Apr 28	
	School Days:	15
May		
Early Release	May 12	
Memorial Day-No School	May 29	
	School Days:	22
June		
Last Day of School	Jun 14	
Possible Make Up Days	Jun 16-30	
	School Days:	10
Total # of School Days:		179

Testing Dates
Smarter Balance
Grade 3-8 Mar- May
NWEA Reading & Math
Grades 1-8 Sept, Jan, June
NWEA Science
Grades 3-8 Sept. & June
NWEA-Reading & Math
Kindergarten January & June
NECAP Science
Grades 4 & 8 May

Reporting Periods

1st Trimester	Aug 29 - Nov 18
2nd Trimester	Nov 21 - Mar 10
3rd Trimester	Mar 13 - Jun 14