



**ELLIS SCHOOL**  
**Responsible, Respectful and Prepared**

*Dawn M. Lewis*  
*Elementary School Principal*

*John Safina*  
*Middle School Principal*

*August, 2009*

*Dear Parents/Guardians,*

*Welcome to Ellis Elementary School. This handbook has been provided for you and your child to inform you about our school and how we work and learn together. This handbook is designed to answer many questions asked by parents and students. Please take time to read the information and review with your child.*

*Throughout the year, you will also receive letters, newsletters, and other types of communication to keep you informed about our school and the wonderful learning that will be taking place here. Please also visit our website at [www.SAU83.org](http://www.SAU83.org). You are encouraged and we welcome your participation in our school community. The faculty and staff look forward to working with you this year.*

*If at any time you have questions or concerns, do not hesitate to contact your child's teacher or myself. I thank you for taking the time to become familiar with our school and for taking an active role in your child's education.*

*At the end of this handbook is a Handbook Acknowledgement Form that both you and your child's need to sign and return to your child's teacher.*

*Sincerely,*

*Dawn M. Lewis*  
*Elementary School Principal*

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## **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, healthy learning environment.

### **Conflict of Statements**

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

### **Equal Opportunity for the School Community**

### **Policy JBA**

*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.*

## **Fremont School Board Members**

Jeff Rowell, Chairperson	38 Sandown Road	895-9923
Peg Pinkham, Vice Chairperson	91 Taylor Lane	895-3481
Deborah Genthner	166 Whittier Drive	895-6703
Ida Keane	123 Sleeper Circle	895-6478
Sharon Girardi	9 Beach Street	642-6478

## **SAU #83**

**5 Hall Road** **895-6903**  
**Fremont, NH 03042**

Superintendent, Fremont School District	William Lander
Financial Administrator	Bonnie Sandstrom
Executive Secretary	Yvonne Ouellette

**School Board Policies are available at the Superintendent's office and at [www.sau83.org](http://www.sau83.org)**

## **ELLIS SCHOOL: Elementary School Staff**

**432 Main Street** **Telephone 895-2511**  
**Fremont, NH 03044** **Fax 895-1106**

		Extension
Elementary School Principal	Dawn M. Lewis	422
Middle School Principal	John Safina	102
Director of Technology	Jason Carey	603
Director of Facilities	Scott Brown	106
Director of Food Services	Janet Maguire	427
Guidance Counselor	Gina Genest	423
Nurse	Maura Milner	420
Nurse Assistant	Jennifer Farnese	130
Secretary	Theresa Blades	100
Secretary	Sherri Ficker	105
Special Education Secretary	Nan Perry	425

**Classroom Teachers**

Pre School	Brigid Connelly	510
	Jacki Driscoll	129
Kindergarten	Deb Almon	509
	Kathy Schreiber	508
First Grade	Carol Cohen	507
	Laura Coyle	505
	Abby Dobson	506
Second Grade	Heatha Normandin	504
	Nancy Lathrop	434
	Leighann Maher	503
Third Grade	Debra Gobeil	112
	Mikella Eichen	201
	Annmarie Wright	111
Fourth Grade	Debra Weber	407
	Kathy Whitehouse	406
	Deb Masterson	415

**Unified Arts**

Art	Michael Fernandes	426
Music	Tami Burns	601
Physical Education/Health	Diane Jackson	312
Computer	Lauren Kenney	602
Library/Media	Jodie Antoine	209

**Support Services**

Homeless Liaison/ESOL	Dawn Lewis	422
ESOL Liaison	Dawn Lewis	422
Reading Specialist/Title One	Jennifer Thomas	433
Literacy Coach	Diane Gray	135
Math Coach	Carol Ann Foley	124
Special Education	Jill Levelle	138
	Mary Hale	136
Behavior Specialist	Colleen Fagan	108
Speech and Language	Bryn Hazelwood	157
	Beth Ann Kazan	140
	Jennifer, Stolks	149
Occupational Therapy	Diane Karpman	207
	Nicole Sheaff	133
Psychologist	Brenda Fabrizio	416
Out of District Coordinator	Melissa McKeon	431
Special Education Paraprofessionals		
Paraprofessional	Larry Boucher	153
Paraprofessional	Jane Colby	142
Paraprofessional	Jonathan Cote	144

Paraprofessional	Carolyn Correll	157
Paraprofessional	Shona Emery	604
Paraprofessional	Laura Hester	146
Paraprofessional	Crystal Jean	148
Paraprofessional	Linda Johnson	131
Paraprofessional	Talia Kazan	150
Paraprofessional	Cheryl Kearney	151
Paraprofessional	Patricia Kelly	152
Paraprofessional	Donna Lyons	437
Paraprofessional	Meghan McKeon	156
Paraprofessional	Carrie Parenteau	155
Paraprofessional	Amy Pitera	134
Paraprofessional	Robin Pitkin	160
Paraprofessional	Kathie Richard	419
Paraprofessional	Melissa Tuck	127
Paraprofessional	Barbara Winters	458
Paraprofessional	Wisneski, Joseph	157

**Custodial/Maintenance**

Custodian	Ruth Knapp	126
Custodian	Mike Chambers	127

**FOOD SERVICES:**

Café Services:	Janet Maguire	427
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**Attendance**

*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.*

**CUSTODIAL PARENT / GUARDIANSHIP ISSUES. WITH ISSUES REGARDING LEGAL CUSTODY, THE SCHOOL MUST BE NOTIFIED IN WRITING WITH SPECIFIC INSTRUCTIONS FOR THE SCHOOL TO FOLLOW. APPROPRIATE COPIES OF COURT/CUSTODY PAPERS WILL BE REQUIRED TO VERIFY THESE DESIGNATED INSTRUCTIONS.**

N.H. State Law RSA 193.1 requires 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.

*Fremont School District Policy JH: Regular and punctual patterns of attendance will be required of each student enrolled in the District. Building Principals are responsible for developing Student Handbooks which will include rules regarding student absences, excuses and truancy. These rules will apply to all students. Adopted 10/28/2008*

### **SCHOOL HOURS:**

Elementary School:	8:25 a.m. - 3:05 p.m.
Kindergarten:	
Morning:	8:25 a.m. - 11:10 a.m.
Afternoon:	12:30 p.m. - 3:05 p.m.

### ***ABSENCE / TARDINESS / EARLY DISMISSAL / TRUANCY***

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., BY TELEPHONING THE ABSENCE LINE 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.

Upon a student's return to school from being absent, a signed note from a parent/guardian stating the reason for the absence is required.

### **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 Principal 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 appropriate school Principal that the superintendent of schools will be notified. A meeting with the appropriate School 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.
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)

**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. Make-up work deadlines are to be established by the teacher. 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 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 week-end cannot participate in week-end school activities without the permission of the Principal.

**Tardy to School:** Students who are tardy to school MUST be signed in at the front office by the parent/guardian. Three (3) tardies to school will be counted as one (1) day of absence and parents/guardians will be notified. After five (5) tardies each 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 (5<sup>th</sup>) tardy. The purpose of this meeting will be to develop a plan to address the issue. Excessive tardies to school can result in a charge of TRUANCY.

**EMERGENCY INFORMATION AND DISMISSAL FORMS:** Cards requesting dismissal information are sent home on the first day of school. These forms contain information that will be important to us if we need to contact you for any reason, especially for emergency school closings. These cards need to be returned by the due date indicated. Please contact us if the information changes so that we may update your child's form(s).

**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 one day prior to the dismissal request. 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.



**Residency**

**Policy JFA**

*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.*

**Homeless Students:**

**Policy JFABD**

*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. Please contact Dawn Lewis with any questions. 895-2511 ex422*

**Residency:**

**Policy JFA**

*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.*

**Code of Conduct for Students (Refer to PBIS Parent Guide)**

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

Ellis School 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, structure 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 enhanced 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 of all students that included direct and 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**

**These behavioral expectations become the focus of behavioral interventions, teaching opportunities, appropriate consequences and positive reinforcement.**

Each expectation will be taught, practiced, and rewarded. Students will clearly know what it means to meet those expectations in all areas of school life, from classrooms to field trips.

Students in Kindergarten to fourth grade will receive a *Passport to Learning*,

The Passport lets us know if your student is following expected behavior within our school. Maintaining passport status entitles children to participate in special events throughout the year.

### **Ellis School Bus Procedures**

- The purpose of bus transportation is to get students to and from school in a safe, efficient manner.
- Each grade level is assigned a section of the bus to sit in, with third and fourth graders getting the seats toward the back and the Kindergarten and first graders 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.
- 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 (write-up) and may have their seat moved, be suspended from the bus, or be removed from the bus (if the behavior is severe or repetitive).
- 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 or fellow students

## **Community/Parent Involvement**

### **Parent Forum**

The Parent Forum or other informational meetings will meet monthly with the Principal. The purpose of the Forum is for parents to be able to dialogue with the Elementary School Principal at Ellis on issues and concerns that will lead to improved student learning. Other informational meetings will cover topics such as Everyday Math, and reading strategies. The Principal Forum is also a means to provide input on decisions, provide feedback on programs, and make recommendations for improvements to the Principal and to work with the staff on making those improvements happen.

The Parent Forum schedule will be sent out at the beginning of the year. The Forum does not have standing members, and is open to all parents.

### **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 many activities including Artist in Residence, Field Day, Staff Appreciation Week and the book fairs.

Meetings are held monthly at the town library. 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 will need to be let in by our office staff. The buzzer is in the front lobby. Visitors 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, 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. Complete and return the Volunteer Form that is sent home the first week of school, visit the school website for more information, or contact the school office.

### **Dressing for School**

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 you for a change of clothes.

During the winter months, please make sure your child is dressed properly, as they will be expected to be outside during recess periods. Boots are required for playing in the snow. During warmer months, shorts should be between hip and knee length. No spaghetti straps or tank tops. Also, shirts need to cover midriffs. We want children to be dressed comfortably and appropriately.

Shoes/sneakers with wheels or rollers in the soles will not be allowed. Please remove the wheels and leave them at home.

## **Education**

### **Curriculum**

The curriculum is aligned with New Hampshire's Frameworks and Grade Level Expectations. 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, 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**

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**

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.

## **Movies and Videos**

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.

## **Retention/Promotion**

When discussing a student's promotion or retention, teachers, principal, and parents shall consider all phases of the student's development.

### **Promotion and Retention Policy**

### **Policy IKE**

*The general policy of the Fremont School Board is to encourage and assist each elementary pupil to move along in a continuous growth pattern of academic achievement in harmony with his or her normal social and emotional development. In arriving at a decision to retain a pupil, the combined views of the parents, teacher (s), and the principal are taken into consideration. There shall be no conditional promotions.*

*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' willingness to work with the school. Are the parents 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?*

*Approved: January, 1981*

## **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 card showing your child's progress will be issued each trimester and at the mid-point of the trimester you will receive a progress report. In addition you will be notified of your child's progress on continuous bases through daily work and communications from the classroom teacher.

**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 Services 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-carté items. Please send a check with your child’s name and homeroom teacher written on the check. We request payment for lunches be made on the first school day of the week, usually Monday.

We greatly encourage everyone to apply for the Free & Reduced Meals Program, which is completely confidential. Applications for the Free & Reduced Meals Program are sent home the first day of school, and are available throughout the school year. Your child’s Principal is available to assist in completing these forms.

Menus are printed in the newsletter and will be available on the school website.

The following are the recess and lunch times for:

Elementary School Program: Grades 1 and 2: recess and lunch from 11:25 am to 12:05

Grades 3 and 4: Recess and lunch from 12:00 am to 12:40 pm

<b>Full Price for Meals</b>	<b>\$2.00</b>	<b>Breakfast</b>	<b>\$1.25</b>
<b>Reduced price</b>	<b>\$ .40</b>	<b>Reduced price</b>	<b>\$ .30</b>

**Snacks**

Students do have a snack break during the day. We believe that students should eat food that is nutritious and represents healthy food choices. Wellness Policy on- line and at the SAU office. 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 snack or lunch.

**Health and Safety**

**Animals in School**

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 Policy for Public Safety and Violence Protection      Policy JICK**

*INTRODUCTION - The Board is committed to providing all pupils a safe school environment in which all members of the school community are treated with respect. This policy is intended to comply with RSA 193-F: 3, which specifically identifies bullying as a form of pupil harassment. Conduct constituting bullying will not be tolerated, and is prohibited by this policy, in accordance with RSA 193-F:3.*

DEFINITION - Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. The Superintendent may develop administrative regulations to implement this definition. Bullying may include, but is not limited to, the following: gang or clique behavior, hazing, threats, violence, spreading rumors, and teasing:

#### **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. 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.

#### **Emergency Information Forms**

An Emergency Information Form is sent home on the first day of school. This Form contains information that will be important to us if we need to contact you for any reason. Please complete the Form and return by the due date. Please contact us if the information changes so that we may update your child's Form.

#### **Emergency Release Form**

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. This Form is sent home the first day of school and needs to be returned promptly.

#### **Gang Activity**

#### **Policy JICF**

*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.*

*Approved: July, 2006*

### **Hazing**

### **Policy JICFA.**

*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.

### **Health Care Services**

*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 7:45 am until 3:15 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, scoliosis screening, dental clinics, and monitoring of immunizations to keep children healthy and to comply with State regulations.

Please contact the Nurse when there are any changes in your child's health. A copy of the most recent physical exam and immunization records should be on file in your child's school records. All health records are strictly confidential and information is shared on a need to know basis.

### **Illness/Communicable Diseases**

Students with illness such as a fever of 100 or greater, or 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.

Due to concerns for the H1N1 Influenza Pandemic, the school will follow appropriate guidance from the CDC and notify parents of any changes or concerns. Any student ill with flu-like symptoms such as fever, headache, cough, sore throat should stay home from school in order to prevent contamination in school. Parents should contact their physician and notify the School Nurse. Students must have a doctor's note clearing them for return to school if they have a confirmed case of flu. They must be symptom free for 24 hours when they return to school.

Pediculosis (Head Lice) – Evidence-based research has proven that a mass head check for lice is no longer a suggested practice. The School Nurse will check the heads of students who may have symptoms of infestation or on a case by case basis. The Nurse will contact the parent of any student found to have head lice and she will instruct parents on proper treatment. The student may return to school after treatment and clearance by the School Nurse. Parents are encouraged to notify the Nurse if their child has lice, and to also contact the parents of any close contacts. The Nurse will always offer information and assistance in the treatment of lice.

### **Immunization**

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.

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### **Insurance**

Each family is responsible for its own accident insurance. Proof of accident insurance is necessary if a student is to take part in interscholastic sports.

### **Medication**

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. A permission form will be completed at this time and updated as necessary. The Nurse will NOT dispense a prescribed narcotic to any student, nor should a student attend school while taking a prescribed narcotic.

The Nurse will no longer give cough drops nor should they be sent to school. If a student has a cough or sore throat that requires medication, they should stay home until their condition improves.

ALLEGIES: Any child with allergies to foods or beestings must notify the School 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.

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*Reference Policy JLCD and JLCD-R*

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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. EpiPen use is reviewed, and staff that are caring for the student, are

trained in the use of an EpiPen. 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 school.

### **Prohibited Substances—Drugs and Alcohol**

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**

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 Principals, 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**

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**

Valuable items like computer games, Game Boys, laser pointers, trading cards of any kind, etc. are not to be brought to school. We will not be held responsible should such possessions be damaged or lost. Skateboards and rollerblades are not allowed on school grounds.

### **Weapons**

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 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.

## **Parental Rights and Communication**

### **Concerns**

If at any time you have concerns about your child's progress, need more information about your child's progress 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 any concerns about the 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 premise that biological parents have equal rights and joint custody of children. If this is not the case, you must provide the school office with a certified copy of custody orders, divorce settlements, or restraining orders that pertain to releasing your child or information about your child. All information is kept confidential.

### **E-mail Guidelines for Parents:**

E-mail 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 e-mail:

- Teachers read their e-mail at least once a day.
- All e-mails from staff are cc'd to the Principal.
- All e-mails from you to staff should be cc'd to the Principal, and will be forwarded by staff.
- Use the telephone for vital messages to ensure that your message is received. For example, do not use e-mail to let a teacher know that your child will not be going home on the bus.
- Use the telephone for information about your child's behavior or academic progress. Sometimes information contained in an e-mail can be misinterpreted by both sides.
- Use the telephone to relay confidential information about your child.
- Keep all e-mails professional. Please do not forward jokes, amusing or special stories, chain letters, or commercial solicitations. The e-mail system provided to the staff is for their professional work only.

### **FERPA Law**

Ellis School adheres to all aspects of the Family Educational Right and Privacy Act. Provision for parents to have access to student records is one aspect of the law. You have the right to inspect, to request copies, and to appeal the inclusion of some materials in your child's student records. You are urged to contact the Principal to discuss records or to request a copy of the policy.

### **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. Notices are sent home on Friday.

### **Parent/Teacher Conferences**

Conferences are scheduled once a year in November. 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.

### **Student Activities**

#### **Celebrations, Passport Events:**

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. Passport events will be held monthly or as scheduled by the universal team.

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 shared. 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.

#### **Extra Curricular Activities**

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

#### **Physical Exam**

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.

*Reference Policy JLCA.*

#### **Illnesses/Injuries**

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

#### **Field Trips**

Field trips support and extend our curriculum and units of study. Parents are notified of upcoming field trips, and chaperones are often requested. Occasionally parents are 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 Elementary School Principal if you need assistance with field trip fees.

#### **Lost and Found**

Lost items are collected and will be placed in a secure container. Periodically, all items not claimed are collected and given to charity.

#### **Photographs**

School pictures are taken twice a year.

### **School Materials**

Materials and books are provided for students to use in their studies at Ellis School. It is expected that students will be responsible for the materials and books. It is expected and required that students will replace or repair broken or damaged materials or books.

### **Student Services**

#### **Guidance**

The Guidance Counselor works with students, parents, and teachers to address the developmental needs of students through a variety of services that include classroom instruction, small groups, individual counseling, and consultation with parents and teachers. This program will assist each child in the development of a positive self-concept and gain a sound understanding of human relationships. 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 and/or by parents.

#### **English as a Second Language (ESL)**

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.

#### **Child Find**

If you are aware of a child or young adult with a disability, who is between the ages of 3 years and 21 years, who is not receiving special education services, please contact Dawn Lewis, Elementary Principal. The Fremont School District 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**

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.

#### **Homeless Students**

#### **Policy JFABD**

*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 a 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.*

*The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.*

*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.*

*If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.*

*Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.*

### **Special Education**

A range of academic, behavioral, speech, occupational and physical therapy services are available to meet the needs of the exceptional student. If a student meets the criteria for special education 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**

A referral may be made to the special education teacher or principal by anyone with concerns about a student's academic 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**

Instructional Support is a collaborative process designed to systematically implement strategies that work 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. Using a three tiered system the target and intensive teams are a group of professionals that will analyze student data, recommend and implement learning opportunities for student success.

**Handbook Acknowledgement  
2009/2010**

I have read and understand the policies and procedures outlined in the Ellis School Elementary School Handbook.

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**Student** Signature

Grade

Date

I have read and understand the policies and procedures outlined in the Ellis Elementary School Handbook.

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**Parent** Signature

Grade

Date

Please return this page to your child's teacher on or before September 4, 2009