



Dawn M. Lewis
Elementary School Principal

ELLIS SCHOOL

John Safina
Middle School Principal

August 31, 2009

Dear Middle School Community,

It is with great pleasure that I welcome you back to Ellis School. I am very excited about the upcoming school year. The staff has worked very hard over the summer to ensure a school year in which students will thrive academically, socially and emotionally.

This handbook is one of the many tools for success at Ellis School. In this handbook, you can find information that promotes a safe environment, that supports you and your child, and that clearly communicates school routines and policies. It is important that you take the time to read this with your child. In addition to this handbook you will receive newsletters, letters and other types of communication. Communication is most effective when parents and teachers recognize that each has important information to share, will listen to the other carefully, and respect each other's opinions. It is our goal to enhance effective communication between home and school.

All students are expected to uphold the code of conduct and to follow the procedures that are established for the welfare of the entire student body. In addition, we urge students to participate in extracurricular activities, which best suit individual interests and activities.

Please refer to this handbook when questions or problems arise. If you cannot find the answer here, please contact your child's teacher or me at 895-2511 or jsafina@sau83.org. We look forward to the 2009-2010 school year and the opportunity for all students to succeed.

Sincerely,

John Safina
Middle School Principal

432 Main Street Fremont, New Hampshire 03044
Telephone (603) 895-2511 ~ Fax (603) 895-1106

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Introduction

Purpose

This handbook is a guide to the policies and procedures of the 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 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-Chair	91 Taylor Lane	895-3481
Deborah Genthner	166 Whittier Drive	895-6703
Ida Keane	123 Sleeper Circle	679-1255
Sharon Girardi	9 Beach Street	642-6476

SAU #83

**5 Hall Road, Suite #1
Fremont, NH 03044**

895-6903

Superintendent
Finance Administrator
Executive Secretary

William Lander
Bonnie Sandstrom
Yvonne Ouellette

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

ELLIS SCHOOL MIDDLE SCHOOL STAFF

432 Main Street

Fremont, NH 03044

Telephone 895-2511

Fax 895-1106

		Extension
Middle School Principal	John Safina	103
Elementary School Principal	Dawn M. Lewis	422
Director of Technology	Jason Carey	603
Director of Facilities	Scott Brown	106
Director of Food Services	Janet Maguire	427
Guidance Counselor	To Be Announced	438
Nurse	Maura Milner	420
Health Assistant	Jennifer Farnese	130
Secretary	Theresa Blades	100
Secretary	Sherri Ficker	105
Special Education Secretary	Nan Perry	425

Homerom Teachers

Fifth Grade	Lisa Forsyth	412
	Lisa Marggraf	501
	Sarah Polizzo	413
Sixth Grade	Kristine Kane	408
	Robin Lee	502
	Gail Wentworth	409
Seventh Grade	John Connor	306
	John Herrmann	305
	Susan Pipitone	410
Eighth Grade	Dawn DiBurro	411
	James Gough	307
	Irma MacEachern	308

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

Behaviorist	Colleen Fagan	130
ESOL Teacher	To Be Announced	157
Homeless Liaison	Dawn Lewis	422
Occupational Therapist	Diane Karpman	207
	Nicole Sheaff	133
Out-of-District Coordinator	Melissa McKeon	431
Paraprofessional	Larry Boucher	153
Paraprofessional	Jonathan Cote	144
Paraprofessional	Shana 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	Robin Pitkin	160
Paraprofessional	Kathie Richard	419
Paraprofessional	Melissa Tuck	127
Paraprofessional	Talia Kazan	150
Paraprofessional	Barbara Winters	458
Paraprofessional	To Be Announced	
Paraprofessional	To Be Announced	
Paraprofessional	To Be Announced	
Paraprofessional	To Be Announced	
Psychologist	Brenda Fabrizio	416
Reading Specialist	Jennifer Thomas	415
Special Education Teacher	Janis Daniels	143
Special Education Teacher	Mary Hale	136
Special Education Teacher	Ted Meredith	137
Special Education Teacher / Literacy	Diane Gray	135
Special Education Teacher / Math	Carol Ann Foley	124

Custodial / Maintenance

Custodian	Mike Chambers	125
Custodian	Ruth Knapp	126

Food Service

Kitchen	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:

Middle School:	7:50 a.m. - 2:20 p.m.
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 (5th) 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

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.

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, 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 School has a school-wide behavior management system that is based on reinforcing positive behaviors. This system improves school climate and teaches our students responsibility and to be good citizens.

The expectations for student conduct are:

Be Respectful
Be Responsible
Be Prepared

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. Behaviors have been clearly defined and divided into minor and major offenses with consequences for infractions also clearly defined.

Students will earn Ellis Points for meeting the three expectations. The points entitle students to access rewards that are scheduled throughout the year.

Gold Card Status

The Middle School students have the component of the Gold Card status. Gold Card status grants the student the following privileges:

- Field trips (non-academic)
- Assemblies
- Membership in groups such as Student Council, Student Advisory, Yearbook, etc.
- Membership in any sports team
- After-school programs
- Extra-curricular activities including dances
- Use of electronic music device
- Chewing gum
- Special events

Middle School staff and administration set the parameters of these privileges and have the right to terminate that privilege if those are not being followed.

Gold Card status can be revoked for Major Behaviors (see tracking form discussion below). Middle School staff and/or the Principal can revoke status. Once status is revoked, the privileges are no longer available effective immediately. Gold Card status is reinstated through the completion of a restitution plan. A student needs to have Gold Card status for four days before a special event.

Gold Card status is reinstated once a restitution plan has been completed. A restitution plan is a learning plan designed to target the specific behavior that resulted in the loss of Gold Card status. The restitution plan is initiated by the staff member that witnessed the problematic behavior and is then collaboratively designed and implemented with the student within a week of the incident.

Is this system effective?

Based on our data that has been collected the past three years, it is. We have seen a decrease each year of all behaviors. We believe the reasons that this program is effective are many. Expectations are clear and communicated to the students. There is consistency among all staff and parental support. The students had direct input into making the system unique to them. They decided the privileges associated with the Gold Card Status and came up with the Platinum Card to further acknowledge those students who always meet the expectations. Please refer to the PBIS Parent Handbook for more information about major and minor offences.

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 8th graders getting the seats farthest back and the 5th 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. 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 (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 will meet monthly with the Principal. The purpose of the Forum is for parents to be able to dialogue with the Middle School Principal at Ellis on issues and concerns that will lead to improved student learning. The 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 a variety of activities including Artist in Residence programs, Field Day, Staff Appreciation Week, and 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 to the school must sign in at the office and obtain a visitor's pass to ensure the safety of our children.

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 your home or work for a change of clothes. Sneakers with wheels are not allowed.

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 being in the snow. During warmer months, shorts should be between no shorter than the student's longest finger tip when their arm is held at their side. No spaghetti straps or tank tops are allowed. Also, shirts need to cover midriffs. We want children to be dressed comfortably and appropriately.

Education

Curriculum

The curriculum has been 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/Health, Library, and Computer as Unified Arts courses. 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 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 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.

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 lunch times for the Middle School lunch program:

Grades 5 through 8: 11:45 a.m. until 12:15 p.m.

Full Price for Meals	\$2.00	Full Price for Breakfast	\$1.25
Reduced Meal Price	\$.40	Reduced Breakfast Price	\$.30
Milk ala Carté	\$.50		

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 whenever they are hungry with guidelines provided by the staff. 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

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. 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

A Student Information Card 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 Dismissal 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 needs to be returned promptly so that the information can be put into the Alert Now System so that we can notify you in the event of an emergency dismissal or evacuation.

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, 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 must 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 mass head checks 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.
Reference Policy JLCB.

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. Reference Policy JLCD and JLCD-R

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.

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, radios, 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.

Cell phones and electronic music devices will be allowed under the following conditions:

- * The item is used appropriately. For electronic music devices, this includes listening to music that is appropriate to the school setting. It is your responsibility as a parent to ensure that the music your child brings to school is appropriate. Middle School students must also have Gold Card Status for this privilege.
- * The item does not disrupt the educational process.

If those conditions are not being met, a staff member will take the item and return it at the end of the day to be taken home, and the privilege to have the item will be revoked.

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, 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 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.

E-mail Guidelines

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

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 six times a year on Friday evenings, and also require Gold 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!

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.

			Grades
Sports:	Co-ed Soccer	September through mid-October	6-8
	Co-ed Volleyball		6-8
	Cross Country		5-8
	Girls Basketball	November through January	6-8
	Boys Basketball		6-8
	Eagle League	January through April	5-8
	Kool Krew Dance		5-8
	Drama	January through April	5-8
	Co-ed Track and Field	April through May	5-8
	Boys Baseball		6-8
	Girls Softball		6-8

Eligibility Requirements: Students must be in good standing academically and behaviorally to participate in extra-curricular activities. A student must have Gold Card Status to participate in extra-curricular 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 Middle School Principal if you need assistance with field trip fees. Gold Card Status is required for attendance by Middle School students on non-academic field trips.

Lockers

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.

Lost and Found

Lost items are collected. 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 Council/Student Advisory Committee

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.

Ellis School also has a Student Advisory Committee that will have representatives from each classroom, whose purpose will be to advise the Principal on matters that are of concern to students.

Student Services

Guidance

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 and 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.

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.

Instructional Support:

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, Guidance Counselor, Principal and other support staff as needed. If a child is brought to the attention of the Target 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.

Child Find

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 Education 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

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.

Special Education

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 (IEP) 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.

Target Team

The Target 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.

Minor Behavior Definitions

BEHAVIOR	MINOR STAFF INTERVENTION	CONTINUUM OF CONSEQUENCES
Bomb Threat / False Alarm	None.	See Major list.
Cheating / Forgery	Passing off someone else's work or ideas as your own.	Redo the work, referral form with parent contact, major.
Defiance	Displays deliberate contempt or resists authority.	Redirect from adult, referral form with parent contact, major.
Disrespect	Deliberately being discourteous or rude.	Redirect from adult, referral form with parent contact, major.
Disruption	Any purposeful low-level intensity activity that interrupts the education process.	Redirect from adult, referral form with parent contact, major.
Harassment / Bullying / Threatening / Sexual Harassment	None.	See Major list.
Inappropriate Language	Profanity used as an exclamation or as conversational speech, not directed as an individual.	Redirect from adult, referral form with parent contact, major.
Inappropriate Physical Contact / Roughhousing / Fighting	Unprivileged contact with another person such as kicking, hitting, pushing, or play fighting that leaves no visible sign of contact.	Redirect from adult, referral form with parent contact, major.
Misuse/Destruction of Property / Vandalism / Arson	Deliberate misuse of materials/items.	Redirect from adult, referral form with parent contact, replace or fix property, major.
Non Compliance	Deliberate failure to follow directions within a reasonable amount of time. Deliberate failure to complete class work and/or homework that is not due to ability or special circumstance.	Redirect from adult, referral form with parent contact, major.
Out of Area	Repeatedly being anywhere in the building other than scheduled place, including leaving the classroom, without permission.	Redirect from adult, referral form with parent contact, major.
Stealing / Theft	Deliberate or purposeful taking of another's property without permission. (Less than \$50)	Redirect from adult, referral form with parent contact, replace property, major.
Tardy	Patterns of being tardy that interrupts the educational process, but not to an excessive amount.	Letter sent from Principal to parents, referral to the Student Assistance Team, referral to Family Resource Coordinator.
Teasing / Taunting / Name Calling	Occasional unkind or negative message or action directed at another person that hurts feelings. Student is resistant to teacher redirection.	Redirect from adult, referral form with parent contact, major.
Use / Possession of Tobacco, Drugs, or Weapons	None.	See Major List.

Major Behavior Definitions

BEHAVIOR	MAJOR OFFICE REFERRAL ADMINISTRATION INTERVENTION	CONTINUM OF CONSEQUENCES
Bomb Threat / False Alarm	Pulling a fire alarm without cause. Writing or verbalizing a bomb threat. Shouting "Fire" in a crowd. Dialing 911 when there is no emergency.	All the following: Loss of Gold Card Status, parent notified, restitution, suspension 3-10 days, police notified and report filed.
Cheating / Forgery	Repeatedly passing off someone else's work or ideas as your own.	No credit for the assignment, loss of Gold Card Status, parent notified.
Defiance	Repeated deliberate or purposeful contempt for or resistance of authority (verbal, physical or written)	Loss of Gold Card Status, parent notified, restitution, removal from area, suspension, and police notified.
Disrespect	Repeatedly being discourteous or rude. Continual negative attitude.	Loss of Gold Card Status, parent notified, restitution, removal from area, suspension, and police notified.
Disruption	A purposeful and persistent activity that interrupts the class to such intensity that an administrator must be present immediately.	Loss of Gold Card Status, parent notified, restitution, removal from area, suspension, and police called to assist.
Harassment / Bullying / Threatening / Sexual Harassment	Ongoing disrespectful, hurtful messages delivered through verbal, sexual, written or physical means.	All the following: Loss of Gold Card Status, parent notified, restitution, suspension 3-10 days, police notified and report filed.
Inappropriate Language	Purposeful swears, racial slurs, near swears, offensive gestures or sexually-oriented comments which includes gay, f***, etc.	Loss of Gold Card Status, parent notified, restitution, removal from area, suspension, and police notified.
Inappropriate Physical Contact / Roughhousing / Fighting	Unprivileged contact with another person that is disruptive and/or done with intent to harm that may or may not leave visible marks.	All the following: Loss of Gold Card Status, parent notified, restitution, suspension, and police notified and report filed.
Misuse/Destruction of Property / Vandalism / Arson	Repetitious deliberate misuse/destruction of materials of high personal or monetary value that could result in impairment or injury of materials, vandalism or arson.	All the following: Loss of Gold Card Status, parent notified, restitution, suspension, and police notified and report filed.
Non Compliance	Deliberate and purposeful <u>continual</u> failure to follow directions. Includes not completing class work and/or homework.	Loss of Gold Card Status, parent notified, restitution, removal from area, suspension, and police called to assist.
Out of Area	Deliberately being anywhere inside building other than scheduled place that may result in a search. This also includes leaving building without permission.	Loss of Gold Card Status, parent notified, restitution, removal from area, suspension, and police called to assist.
Stealing / Theft	Deliberate or purposeful taking of another's high-value property without permission. (Over \$50)	All the following: Loss of Gold Card Status, parent notified, restitution, suspension, and police notified and report filed.
Tardy	Excessive patterns of tardiness.	Loss of Gold Card Status, parent notified referral to Superintendent, referral to courts for a Child in Need of Services.
Teasing / Taunting / Name Calling	Repeated targeted offenses are harassment.	All the following: Loss of Gold Card Status, parent notified, restitution, suspension 3-10 days, police notified and report filed.
Use / Possession of Tobacco, Drugs, or Weapons	Student knowingly brings in an illegal substance, combustible, or material that may cause harm to self or others, including drugs, alcohol, and/or weapons.	All the following: Loss of Gold Card Status, parent notified, restitution, suspension 3-10 days, police notified and report filed.



Ellis School
Middle School Program
Student/Parent Handbook
2009-2010