



Ellis School
Elementary School Program
Student/Parent Handbook
2011-2012



August 22, 2011

John Safina
Principal

Douglas Totten
Assistant Principal

Sarah Krebs
Special Education
Coordinator

Dear Ellis School Families,

Welcome to the 2011-2012 school year. There have been many changes at Ellis School over the past few months; most notably, the reorganization of the Ellis School Administration. This Fall, I will be starting my third year in the Fremont School District, acting previously as the Principal of the Middle School program. Through the reorganization, I have been appointed Principal over Pre-Kindergarten through Eighth Grade. My goal is to treat this new responsibility as if it were my first year here at Ellis School; and therefore, I would like to take this opportunity to introduce myself to the entire Ellis School community.

This year will mark my 25th year in education. I taught Middle School Language Arts for 13 years in Massachusetts and Maine schools. Before coming to Ellis School, I served as an Assistant Principal in the Rochester School District, at both middle and elementary levels. I feel fortunate to be part of your school that is so focused on student learning, and has a commitment to high expectations and collaboration.

The restructuring of the Ellis School Administration includes the addition of an Assistant Principal and Special Education Coordinator. We are very pleased to have Douglas Totten, Assistant Principal, and Sarah Krebs, Special Education Coordinator, join the Administrative team at Ellis School.

Doug Totten, Assistant Principal. This past year, Mr. Totten was a Math teacher at Sanborn Middle School. Previously, he was a 6th grade Math teacher at Rochester Middle School. Mr. Totten started in the world of Finance, before turning to education. He has worked with all grade levels as a Residential Teacher, where he developed and implemented behavioral management programs for emotionally handicapped children.

Sarah Krebs, Special Education Coordinator. Mrs. Krebs comes to us from the Raymond School District as the former Special Education and Pre-School Coordinator at Lamprey River Elementary School. Prior to that, she was the Assistant Special Education Director at SAU 44 (Northwood, Nottingham, and Strafford).

Please take the time to read the 2011-2012 Ellis School Handbooks that are now available online at www.sau83.org/ms. At this time, there are still separate Handbooks for our Elementary and Middle School programs. Kindly sign and return the Handbook Acknowledgement page to your child's homeroom teacher.

I hope you will take an active part in your child's education, and please don't hesitate to contact me or your child's teacher with any questions. You may contact me by telephone at 895-2511, extension 103, or by email at jsafina@sau83.org. Let's work together to make this an excellent school year in every way.

Sincerely,

John Safina

John Safina
Ellis School Principal

432 Main Street
Fremont, NH
03044

Telephone
(603) 895-2511

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(603) 895-1106

www.sau83.org

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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

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

Ida Keane, Chairperson	123 Sleeper Circle	679-1255
Andrew Kohlhoffer, Vice Chair	848 Main Street	895-4675
Jeff Rowell	38 Sandown Road	895-9923
Deborah Genthner	166 Whittier Drive	895-6703
Sharon Girardi	9 Beach Street	642-6478

SAU #83

**5 Hall Road, Suite #1
Fremont, NH 03042**

895-6903

Superintendent	William Lander
Financial Administrator	Bonnie Sandstrom
Executive/Accounting Assistant	Yvonne Ouellette

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

Ellis School Staff

**432 Main Street
Fremont, NH 03044**

**Telephone 895-2511
Fax 895-1106**

Extension

Principal	John Safina	103
Assistant Principal	Douglas Totten	605
Special Education Coordinator	Sarah Krebs	422
Director of Technology	Jason Carey	603
Director of Facilities	Scott Brown	106
Elementary Guidance Counselor	Kathleen Hoppa	423
Middle School Guidance Counselor	Michelle Farrar	438
Nurse	Maura Milner	420
Nurse Assistant	Carla Smith	130
Secretary	Theresa Blades	100
Secretary	Sherrri Ficker	105
Special Education Secretary	Nan Perry	425

Classroom Teachers

Pre-School	Brigid Connelly	510
Kindergarten	Deb Almon	509
	Jamie Carrier	415
	Kathy Schreiber	508
First Grade	Laura Coyle	505
	Abby Dobson	506
	Jessica South	507
Second Grade	Nancy Lathrop	108
	LeeAnn Maher	503
	Heatha Normandin	504
Third Grade	Kelli Booth	433
	Mikella Eichen	111
	Debra Gobeil	112
	Annmarie Wright	110
Fourth Grade	Shona Emery	201
	Debra Weber	407
	Kathy Whitehouse	406
Fifth Grade	John Connor	408
	Lisa Marggraf	501
	Gail Wentworth	409
Sixth Grade	Lisa Forsyth	412
	Sarah Polizzo	413
	Robin Lee	502
Seventh Grade	John Herrmann	305
	Kristine Kane	308
	Susan Pipitone	410
Eighth Grade	Dawn DiBurro	411
	Irma MacEachern	306
	James Gough	307

Unified Arts

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

Support Services

ESOL	Linda Johnson	131
Literacy Coach	Diane Gray	135
Occupational Therapy	Diane Karpman	207
	Nicole Sheaff	133
Out-of-District Coordinator	Melissa McKeon	431
Psychologist	Brenda Fabrizio	416
Reading Specialist	Jennifer Thomas	601
Speech and Language	Bryn Hazelwood	419
	Beth Ann Kazan	140
	Jennifer Stokes	149
Title I	Melissa Olms	153
	Meredith Corso	153

Special Education and Paraprofessionals

Case Manager	Jacque Driscoll	129
	Colleen Gagnon	109
	Mary Hale	136
	Jill Leveille	138
	Ted Meredith	137
Paraprofessional	Suzanne Cohoon	134
	Jane Colby	142
	Annmarie Cullen	144
	Sara Dolan	135
	Danielle Gragg	121
	Laura Hester	146
	Linda Johnson	131
	Cheryl Kearney	151
	Patricia Kelly	152
	Donna Lyons	128
	Toula Mylonas	127
	Carrie Parenteau	155
	Robin Pitkin	160
	Kathie Richard	419
	Sandra Roy	156
	Lydia Von Ahn	158
	Bill Williams	154
	Joe Wisneski	157

Custodial/Maintenance

Custodian	Ruth Knapp	126
	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 teacher. 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

Pre-School	8:30 a.m. until 11:00 a.m.;	12:00 p.m. until 2:55 p.m.
Kindergarten & Elementary School	8:25 a.m. until 3:05 p.m.	
Middle School	7:45 a.m. until 2:20 p.m.	

ABSENCE / TARDINESS / EARLY DISMISSAL / TRUANCE

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 Administrator will notify the parent/guardian for a meeting to discuss the reasons for the absences. This meeting will include the Principal, Guidance Counselor and a member of the Target Team.
3. After fifteen (15) absences for any reason, the parent/guardian will be notified by the Principal that the Superintendent of schools will be notified. A meeting with the Principal, Guidance Counselor and Target Team member will again be scheduled to provide an opportunity for the parent/guardian to submit justification for some or all of the absences. If some or all of the absences are deemed inappropriate and/or unjustifiable, a charge of truancy can be initiated by the Principal and reported to the appropriate law enforcement agency.
4. In instances where absences are due to long-term documented illness and/or debilitating injury, absence meetings at the school may not be necessary. When absence meetings are necessary, the following absences can usually be regarded as justifiable:
 - a. Personal illness
 - b. Death of a relative
 - c. Observance of a religious holiday
 - d. Educational activities away from school
 - e. Emergency or special circumstances (To be decided upon by the Principal)

TARDY TO SCHOOL

Students 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**.

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.

THREE (3) DISMISSALS DURING EACH TRIMESTER WILL BE CONSIDERED EQUAL TO ONE (1) ABSENCE FROM SCHOOL

TRUANCY

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

MAKE-UP WORK

Students will be allowed and encouraged to make up any work which is missed due to absences. However, make-up work should be completed in a timely manner. 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.

ELIGIBILITY FOR PERFECT ATTENDANCE

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

EMERGENCY INFORMATION and DISMISSAL FORMS

Forms 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).

CANCELLATION / POSTPONEMENT OF AFTER-SCHOOL ACTIVITIES

If a scheduled activity or event needs to be canceled or postponed, the person in charge of that activity or event will notify you.

DROP OFF / PICK UP

Students are to be dropped off and picked up in front of the building only. Students that are dropped off before school begins should proceed directly into the front doors of the school. The west side of the building is where the buses will be loading and unloading.

EMERGENCY ANNOUNCEMENTS

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

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

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

1. Make arrangements with a neighbor to receive your child if you are away from home during the day.
2. Give your child specific instructions so that he/she will know what arrangements you have made and filled out on the **Emergency Dismissal Plan** form.
3. Please do not rely on calling the school, as the telephone lines are always busy in emergency situations.

In the event of cancellation of school, all activities such as athletic events, conferences, music lessons, etc., scheduled for that same day or evening are also cancelled.

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 John Safina with any questions. 895-2511 ex 103.

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 earn stickers as immediate reinforcement for positive behaviors. Students who earn enough stickers will be able to participate in special events.

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).
- VIDEO SURVEILLANCE may be present on Ellis School buses.
 - * Video cameras may be used on school buses to monitor student behavior.
 - * In accordance with School Board policy, only Administration may view video surveillance.
 - * Refer to our website for a detailed description of the District's video surveillance policy

Unacceptable bus behavior includes, but is not limited to:

- Standing or switching seats while the bus is moving
- Using inappropriate language
- Yelling
- Pushing, pulling, tripping, or other physical contact
- Using a disrespectful tone or words when speaking to the driver 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 Ellis School Principal 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 Parent Forum is also a means to provide input on decisions, provide feedback on programs, and make recommendations for improvements to the Principal.

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 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, by using the buzzer 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 or not reporting to the office, will cause the school to be locked down and the police will be notified immediately.

VOLUNTEERS

Ellis School has a strong volunteer program. We encourage you to be part of this wonderful group of parents and community members that support our students and staff. 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 a parent/guardian 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 must be no shorter than mid thigh. No spaghetti straps or tank tops. All shirts need to have a sleeve. 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.

Wearing of flip flops will not be allowed between the dates of November 1st through May 1st. At no time may flip flops be worn on the playground equipment due to safety concerns. Therefore, children should bring a change of shoes for recess.

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/guardian 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 Elementary 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.

PROMOTION / RETENTION

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

PREMOTION and RETENTION POLICY

Policy IKE

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

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

Adopted: 6/24/08

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

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

REPORTING STUDENT PROGRESS

We recognize the importance and obligation to report students' progress regularly and believe reports provide vital communication between school and parents. A report 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 basis 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 there is a balance of abilities and needs. The lists are reviewed, and the Principal assigns a teacher to that class. A letter of your child's placement for the following year will be sent 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.

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.

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 a-la-carté items. Please send a check with your child's full 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.

Menus are printed in the School Newsletter and will be available on the School website.

The following are the recess and lunch times, and meal prices:

Kindergarten	Recess: 11:30 a.m. to 11:45 a.m.	Lunch: 11:45 a.m. to 12:10 p.m.	
Grades 1 and 4:	Lunch: 11:30 a.m. to 11:55 a.m.	Recess: 11:55 a.m. to 12:10 p.m.	
Grades 2 and 3	Lunch: 12:00 p.m. to 12:25 p.m.	Recess: 12:25 p.m. to 12:40 p.m.	
Full Price for Lunch	\$2.00	Full Price for Breakfast	\$1.25
Reduced Price for Lunch	40¢	Reduced Price for Breakfast	30¢
Milk ala cart	50¢		

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. The Wellness Policy is available 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 VIOLANCE 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 – From NH House Bill 1523 – June 2010

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

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

TYPES OF BULLYING

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

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 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 is sent home the first day of school and needs to be returned promptly so that information can be put into the Alert Now system, enabling us to 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, scoliosis screening, dental clinics, and monitoring of immunizations to keep children healthy and to comply with State regulations.

Please contact the School 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.

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.

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, 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 parent/guardian 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.

EMAIL 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. 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 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 Principal if you need assistance with field trip fees.

LOST and FOUND

The lost and found is located in the hallway beyond the Nurses office. Four times a year (at the end of the last school day before a break begins, and on the Friday following the last day of school in June) all unclaimed items are donated to charity after a volunteer has made every attempt to find identification. Please write you child's name on lunchboxes and clothing, and periodically check this area for lost items.

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. Please refer to the School website for all required school supplies.

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, by parents, and/or a self referral by the student.

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.

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, language, 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 on 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, Guidance 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.

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 the student to succeed in the classroom. Referrals can be made by classroom Teachers and/or parents.

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.

TITLE 1

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

of Education

Reference: NH Department