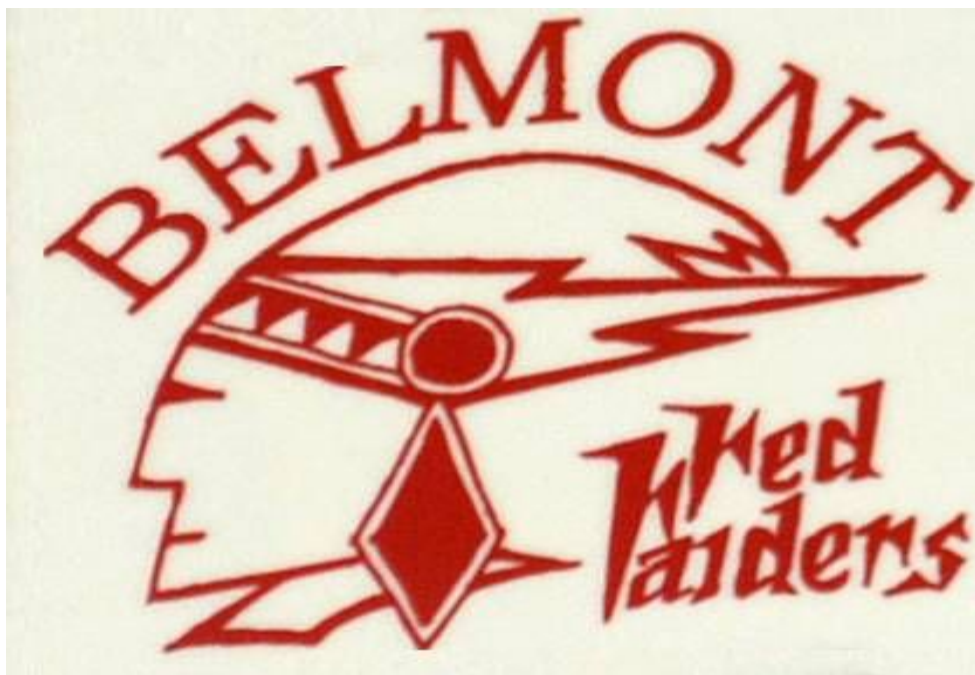


Belmont High School

Parent and Student Handbook

2017-2018



Belmont High School prepares students for their futures by promoting and supporting a safe, diverse, and respectful community that fosters individual responsibility and produces engaged members of society through a rigorous academic environment.

Dear Parents/Guardians and BHS Students:

On behalf of the entire faculty and staff of Belmont High School, I would like to welcome you to the 2017-2018 school year. This handbook, developed with input from administrators, teachers, parents and students, describes many of the policies and procedures that govern student life at Belmont High School. Please take the time to familiarize yourself with its contents and know your rights and responsibilities as a Belmont High School student. You are a part of a wonderful school community that is staffed by highly qualified and caring educators committed to providing you with the best educational experience possible. I look forward to working with you in our efforts to make the 2017-2018 school year exciting, productive, and successful.

Sincerely,
David Williams, Principal

[Belmont High School
Website](#)

Please be advised that policies referenced in the student handbook may be amended or new policies adopted during the school year. For the recent amendments or new policy adoptions, please go to the Shaker Regional School District website at www.sau80.org.

Shaker Regional School District 2017-2018 School Calendar

August/September					February				
M	T	W	T	F	M	T	W	T	F
X	X	(23)	(24)	(25)				1	2
28	29	30	31	X	5	6	7	8	9
23 Days	X	5	6	7	8	12	13	14	15
	11	12	13	14	15	17 Days	19	20	21
	18	19	20	21	22		X	X	X
	25	26	27	28	29				
October					March				
M	T	W	T	F	M	T	W	T	F
2	3	4	5	(6)				X	X
20 Days	X	10	11	12	13	19 Days	5	6	7
	16	17	18	19	20		12	13	14
	23	24	25	26	27		19	20	21
	30	31					26	27	28
									29
									30
November					April				
M	T	W	T	F	M	T	W	T	F
		1	2	(3)				4	5
17 Days	6	7	8	9	X	16 Days	9	10	11
	13	14	15	16	17		16	17	18
	20	21	X	X	X		X	X	X
	27	28	29	30			30		
December					May				
M	T	W	T	F	M	T	W	T	F
				1				2	3
16 Days	4	5	6	7	8	21 Days	7	8	9
	11	12	13	14	15		14	15	16
	18	19	20	21	22		21	22	23
	X	X	X	X	X		X	29	30
									31
January					June				
M	T	W	T	F	M	T	W	T	F
X	2	3	4	5					1
20 Days	8	9	10	11	12	11 Days	4	5	6
	X	16	17	18	(19)		11	12	13
	22	23	24	25	26		18	19	20
	29	30	31					20	21
									22

() = Teacher Workshops/No School for Students

X = Days Out for Students and Staff

Note: Additional school days needed due to inclement weather will be completed in June

Shaker Regional School District

"Engaging All Learners to Succeed in their Ever-Changing World"

58 School St., Belmont, NH 03220

Phone: 603-267-9223 Fax: 603-267-9225

School Year Office Hours: Monday – Friday 8:00 AM – 4:30 PM

Summer/Vacation Week Office Hours: Monday – Friday 7:00 AM – 3:00 PM

Michael Tursi	Superintendent of Schools	mtursi@sau80.org
Debbie Thompson	Business Administrator	dthompson@sau80.org
Alicia Sperazzo	Admin, Asst. to the Superintendent	asperazzo@sau80.org
Steven Dalzell	Director of Buildings and Grounds	sdalzell@sau80.org
Jason Hills	Director of Information Technology	jhills@sau80.org
James Bureau	Systems Engineer	jbureau@sau80.org
Brandon Patterson	Computer Technician	bpatterson@sau80.org
Tonyel Mitchell-Berry	Director of Student Services	tmitchell-berry@sau80.org
Meghan Delisle	Admin. Asst. to Director of Student Service	mdelisle@sau80.org
Laurie Cowan	Payroll Clerk / I 4 See Coordinator	lcowan@sau80.org
Stacy Kruger	Business Office Clerk	skruger@sau80.org
Silas St. James	Director of Curriculum	sstjames@sau80.org
Michele Donelan	Accounts Payable	mdonelan@sau80.org

2017-2018 School Board Members

Heidi Chaney	2015-18	hchaney@sau80.org	765-200-0394
Robert Reed, Chair	2017-20	rreed@sau80.org	783-9072
Sean Embree	2016-19	sembree@sau80.org	630-2278
Patty Brace, Vice Chair	2015-18	pbrace@sau80.org	520-6255
Eric Johnson	2017-20	ejohnson@sau80.org	455-4716
Jennifer Sottak	2017-20	jsottak@sau80.org	528-1072
Jodie Martinez	2016-19	jmartinez@sau80.org	545-7283

Meeting agendas and minutes are posted on the district website at: <http://www.sau80.org>

School Board Policy information is available at: <http://www.sau80.org>

Belmont High School

255 Seavey Rd., Belmont, NH 03220
 Phone: 603-267-6525 Fax: 603-267-5962
 Website: <http://bhs.sau80.org/>

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Christopher Tebo	Associate Principal	ctebo@sau80.org
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Susan Rubbe	School Nurse	srubbe@sau80.org
Lisa Ransom	Director School Counseling	lransom@sau80.org
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 Kelly Hamilton (**Teacher Leader**)
 Brian McNabb
 Angela Pitrone
 Meagan Leddy-Cecere

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 Rachel McGarghan (**Teacher Leader**)
 Allan Sheehy
 Charles (Chick) Tautkus
 Linda Otten

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 1211
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 1214
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Mike Foley

Heather Belanger

Liz Tardugno

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Edee Takantjas-French

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Dan Geoffrey

Rebecca Lake

Alex Takantjas

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School Schedule and Hours of Operation

SRSD Superintendent's Office	267-9223	Belmont High Fax	267-5962
Belmont High Main Office	267-6525 ext. 0	SRSD Special Education Director	267-9222
Belmont High Guidance Office	267-7338 ext. 1340	First Student –Bus Company	524-1787
Belmont High Athletic Dept.	267-6525 ext. 1362		

BHS Homeroom Schedule 2017-2018 (Mondays)		
Block 1	7:25-8:50	85 min
Break	8:50-9:04	14 min
Block 2	9:04-9:44	40 min
Block 3	9:46-10:26	40 min
Homeroom	10:30-10:55	25 min
Block 4	10:59-12:46	107 min (incl. lunch)
Block 5	12:50-2:15	85 min

BHS Targeted Learning Time Schedule 2017-2018		
Block 1	7:25-8:45	80 min
Break	8:45-8:59	14 min
Block 2	8:59-9:39	40 min
Block 3	9:41-10:21	40 min
Targeted Learning Time	10:25-11:05	40 min
Block 4	11:09-12:51	102 min (incl. lunch)
Block 5	12:55-2:15	80 min

BHS Extended Block Schedule 2017-2018		
Block 1	7:25-8:55	90 min
Break	8:55-9:10	15 min
Block 2	9:10-9:55	45 min
Block 3	9:57-10:42	45 min
Block 4	10:46-12:41	115 min (incl. lunch)
Block 5	12:45-2:15	90 min

School Hours

The school's cafeteria and lobby area will be open to bus students upon their arrival after 7:00, and until 7:25. Students should not enter the building until 7:00 am. Upon arrival to school, each student must enter the building. Leaving without permission or loitering outside the building is not permitted. Students entering after the 7:15 bell should proceed to their first class. All students must be in their first block class by 7:25 am. Dismissal occurs at 2:15pm. A faculty member or coach must supervise students remaining after school hours.

Policies and Procedures-Attendance/Dismissal

Belmont High School is committed to offering the best possible education to all of our students. The best learning environment is one that requires a regular continuity of instruction, classroom participation, learning experiences, and study. Frequent absences disrupt the continuity of the instructional process and are detrimental to student learning. Students who miss school frequently experience great difficulty achieving success in the classroom. Belmont High School will promote academic excellence by providing a disciplined environment where attendance is as important as study. School attendance is mandated by state law, and it is the responsibility of parents and guardians to ensure the punctual and regular attendance of their children.

As school attendance is essential to success in school, Belmont High School will closely monitor the amount of school time missed by students. When absence is excessive, satisfactory completion of academic requirements is unlikely. Chronic absenteeism, even with parental approval, may be interpreted as truancy.

Regular and punctual attendance is required of each student enrolled in the District. A copy of RSA 193: 1-7 regarding attendance procedures and policies shall be sent to every person who the Administration has reason to believe does not comply with school attendance requirements (See Shaker Regional District policy JH). Proper documentation must be submitted for any absence, tardy, or dismissal to be excused. Parents/guardians who know their child will be absent from school should call the office at 267-6525 prior to 7:25am.

Tardy Policy

It is the responsibility of the student to be on time to class. Teachers will mark students absent who are not in their first block class by 7:25. Students arriving after 7:25 must report directly to the main office where they will sign in, be marked tardy, and given a pass to class. Occasional tardiness may be caused by an emergency and may be excused; however, tardies due to oversleeping or missing the bus will be considered unexcused. Parents/guardians should call the main office to let the school know when their son/daughter will be tardy. Excessive unexcused tardies in a given quarter will result in an escalating series of consequences as described below.

3 unexcused tardies in a quarter	Administrative warning/letter home
6 unexcused tardies in a quarter	Parent contact/administrative detention
9 unexcused tardies in a quarter	2hr Saturday detention/senior privilege revoked
12 unexcused tardies in a quarter	4hr Saturday detention/parking pass suspended/ 1 week suspension from athletic and extracurricular activities
15 unexcused tardies in a quarter	Parent meeting/parking pass revoked/4hr Saturday detention/ student is removed from all athletic and extracurricular activities

School administration reserves the right to assign additional consequences as deemed appropriate. Please note that continued unexcused tardies may rise to the level of truancy in which case school board policy JHB will come into effect.

Truancy

Students are expected to be in attendance each day that school is in session. If there has been no school notification by the parent(s)/guardian, the school will attempt to reach the home by phone or the parent/guardian at the place of employment to investigate a student's absence. Failure to reach a parent/guardian or find a satisfactory explanation for a student's absence, will result in the absence being considered truancy until proven otherwise.

Truancy will result in referral to administration, parent contact and ascending consequences that may include, but are not limited to, suspension of increasing duration, and/or meeting with the Superintendent of Schools. Students or parents who have questions are advised to contact the school for clarification. (See School Board Policy JHB)

Dismissal

All students must have the permission of the parent or guardian before they are allowed to sign out. This permission must be made in advance of the student leaving the school. This policy applies to all students, no matter the circumstances, and includes students who are 18 years or older. Students who are dismissed may not leave with anyone besides a parent/guardian without parent consent and the explicit approval of school administration. The student should sign out with the main office at the time of dismissal. The reason for dismissal should be compelling and may include:

- Scheduled appointments
- Illness (as outlined below)
- Alternative Schedules
- Emergencies


If a student becomes ill during the course of the regular day he/she will report to the School Nurse's office. If that office is closed, the main office will assist the student. Students who are ill are not to leave the building without permission from the office and/or the nurse. Either the nurse or the main office will contact the student's parent/guardian for permission before any student is dismissed. The nurse may require a parent/guardian or designated adult to pick up the student if, in the nurse's professional judgment, the student should not be dismissed without supervision. Arrangement for transportation is the responsibility of the parent/guardian. Dismissal from the nurse's office may be considered an excused absence.

Notification of Absenteeism

Parents/guardians will periodically receive electronic notification from individual teachers documenting accumulated instances of tardiness and absences. This notice will keep parents/guardians and the student informed of the absences recorded in specific classes. School administration will notify parents/guardians of excessive absences in the form of a written letter.

Senior Privilege

During the first week of each semester seniors in good academic standing may apply with their school counselor for senior privilege to replace either a first or last block study hall. This privilege will allow seniors to arrive late or leave school early. This privilege is subject to the following regulations and may be removed at any time by school administration for reasons including, but not limited to, attendance, behavior, academic performance:

- Students may only reserve one block for senior privilege.
 - Students with first block senior privilege are required to be in school on time for the start of their second block class.
- 

-
- Students with last block senior privilege must leave school property and may not return except for school sanctioned events/activities or with the approval of school administration.
 - Senior privilege will be governed by the same eligibility policies as athletic and co-curricular events/activities.

Policies and Procedures-Student Conduct and Behavior

Students have the right to a free public education through secondary school, and a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others, and in establishing a climate for learning within the school. School rules and policies are developed to assist students in their attempts to follow and complete chosen courses of study and their responsibilities to themselves and society. Student behavior is expected to comply with the laws of the State of New Hampshire, the policies of the State Board of Education, and the policies of the Shaker Regional School Board.

Expectations and Infractions

Class and Study Hall Preparedness

Students are required to come to class prepared with the proper textbooks and supplies, pencil and/or pen, and completed homework assignments. Failure to come prepared may result in disciplinary action. Repeated failure to come prepared will be considered a serious violation of the behavior code. In addition, students are to come to study hall prepared to do work quietly and comply with the guidelines set forth by the study hall monitors.

Bathroom

There is time between classes for use of the bathroom facilities. Permission from class will be given only in urgent situations. Chronic use of the bathroom may require medical documentation as verification for frequent requests to use the facilities.

Food

Food consumption is to take place in the cafeteria or in a classroom, provided teacher permission has been granted. Food may be removed from the cafeteria and transported to a classroom for consumption. Students may purchase snacks and drinks only at break and their assigned lunch period.

Electronic Equipment

Communication by phone with a student in the high school shall be made through the main office. Parents should not call their children on their cell phones during school hours. Please call the school at 267-6525 to get in touch with a teacher or an administrator. Students can also be reached in case of an emergency by calling the same number. Each classroom is equipped with a phone, so contacts can be made quickly, and messages can be given to students if the situation warrants.

Cell phones and other electronic devices shall be monitored at the discretion of the teachers in their classrooms and expectations for appropriate usage will be communicated via class syllabi. Students are allowed to use them in the halls and cafeteria between classes or during lunch or break. Teachers and administrators reserve the right to confiscate student devices and assign disciplinary consequences for inappropriate use.

Cheating and Plagiarism

All students are expected to adhere to the highest standards of personal integrity in their work. Work that is presented for credit in all classes must be original. Cheating is defined as using dishonest methods to gain an advantage. This includes using any means of gaining information that may be used on quizzes, tests, or homework. Plagiarism is defined as passing off the ideas and words from another as one's own, is considered literary dishonesty. Violations of academic honesty may be considered theft and include the following:


- Copying homework or class work with the purpose of submitting it as your own.
- Handing in someone else's work as your own.
- Looking onto another's test or quiz or letting another student look on a test or quiz.
- Using any method of giving answers on a test or quiz to others.
- Taking information from another source that is not properly cited (words, images, etc).
- Handing in a paper written for another class without permission (self-plagiarism).
- Working with others or sharing tasks on an assignment meant to be done individually.
- Translating a foreign language piece by way of using a mechanical device or someone else.

Any student who is found to have engaged in any of the above will not receive credit for the assignment and may be subject to administrative consequences as deemed appropriate. A second offense may result in a retake of the course. In all cases of academic dishonesty parents will be notified and a formal letter will be placed in the student's file, describing the action and outlining the consequence(s).

Dress

Our students originate from diverse backgrounds. They attend public schools to learn – not only academic and technical subjects, but tolerance and respect, as well. Standards of dress are based upon both the duty of the school to create a safe, healthy, and respectful learning environment and the student's need to develop respect for others. Students at Belmont High School shall dress in a respectful manner, in order to: Promote the health, safety and dignity of all students, preserve school property, balance freedom of expression with the community's sense of morality (common courtesy, tolerance, respect, and understanding among all people, without exception), and discourage disruptions to the teaching and learning process.

When the dress of an individual student constitutes a health problem, is unsuitable for school wear, is a danger to any person, or when it causes a disruption or disturbance to the learning environment, that student shall be in violation of the Belmont High School dress code policy. Teachers, administrators, and other school personnel – both in their classes and on campus – will share the responsibility of enforcing the student dress code policy. Examples of inappropriate dress include, but are not limited to:

- Clothing containing language or emblems promoting drug/alcohol, sexual innuendo.
 - Chains, or loose straps hanging from pants or other articles of clothing that is deemed to disrupt the educational process.
 - Revealing garments including shorts, skirts, shirts, tops, or "low hanging pants," which expose undergarments and/or midriff.
 - Hats, headgear, and/or sunglasses should not be worn inside the building except for special occasions.
- 

Students who violate this policy may be given an opportunity to correct the situation by either changing the clothing, removing the clothing (if appropriate), wearing it inside-out, or other means so the student is in compliance with this policy. Students who repeatedly violate this policy, or refuse to adjust their attire accordingly, may face additional consequences including being sent home from school.

Safe School Act

Belmont High School is a Safe School Zone. Weapons, acts of violence and theft, bullying and harassment, as well as possession, use and/or sale of drugs are illegal and violations of the Shaker Regional School District policy. Violators are subject to expulsion from attendance to school and enhanced penalties under the law. (In accordance with School Board policy ADD.)

Illegal Drugs

The taking of, being under the influence of, or being in possession of illegal drugs and/or controlled substances of any form is not permitted on district property or at school functions at any time. Students found in violation of this policy will be suspended from school for up to 10 days. Additionally, the student may be referred to the superintendent and may be subject to expulsion. A conference with the parents, child, and Principal will be held prior to the student being readmitted to school.

Parents will be informed immediately if a student is found in violation of this policy and will be required to come for the student and remove him or her from school property. In severe cases, or if the parents will not come to school, the Principal is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses and the matter will be brought to the attention of the Shaker Regional School Board and other proper authorities.

**An "official" school function is defined as one that is authorized and conducted by the school with school officials present, and on duty, such as, but not limited to: Interscholastic athletic contests, student organization activities, field trips, school dances. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Shaker Regional School Board and other proper authorities.*

Any student found selling, distributing, or giving away controlled substances on or off school property will be turned over to the police authorities immediately, and suspended from school at once pending action by the Shaker Regional School Board. Any student convicted in court for illegally selling drugs on or off school property may be suspended from school pending action by the Shaker Regional School Board.

Alcohol

Alcoholic beverages will not be permitted on school property at any time. Any student in possession or under the influence of alcohol while on school property, or while attending a school function, will be immediately suspended from school for up to 10 school days. Additionally, the student may be referred to the School Board for expulsion.

If, in the Principal's opinion, the student's health is endangered, the Principal may have the student removed from school property by public safety officials. Parents will be notified of this action and be responsible for the incurred expenses. (See SRSD policy JICH)

Tobacco

No student shall use or possess any tobacco product in any facility maintained by the School District, on any grounds of the District, or in any vehicles or property engaged in service to, or for students. Students found in violation of this policy will be subject to a minimum of a one day out-of-school suspension. (See SRSD policy ADC)

- Please note that “vape-pens,” “e-cigarettes,” or any other device that may be used to carry nicotine/tobacco are strictly prohibited . Students found in possession of these devices, liquid “vape-juice,” or cartridges or containers used to fill these devices will be subject to a minimum one day out of-school suspension.

Weapons/Prohibited Items

Students are not allowed on school property or at school-sponsored activities with weapons such as, but not limited, to powder and gas actuated firearms (Note: This includes “paint ball guns”) explosives, incendiaries, martial arts weapons, electronic defense weapons, metallic knuckles or knives. Additionally students are prohibited from using any object as a threatening weapon as determined by the building administration.

Please note that amongst prohibited items are devices that may present a substantial disruption to the orderly operation of the school. These items include, but are not limited to, pepper spray, laser pointers, and foul smelling sprays. Students found in possession of these items may be subject to disciplinary consequences outlined below.

Students who possess weapons in school, even when it is determined that they did not bring the weapon to school, shall be subject to immediate suspension from school and referral to the School Board for further action (See SRSD policy JICI). The Superintendent of Schools may modify expulsion requirements on a case-by-case basis with the approval of the School Board. The Administration and School Board shall conduct disciplinary hearings dealing with weapons. Expulsion penalties shall conform when appropriate, to the requirements of the Individuals with Disabilities Act and with Section 504 of the Federal Rehabilitation Act.

Bullying/Harassment

The administrative rules and procedures governing bullying and harassment shall conform to school board policy in terms of definition, reporting, investigation, discipline, and appeal (See Board Policy JICK and JBAA). Any student whose actions rise to the level of bullying/harassment shall be subject to severe and immediate consequences up to and including a 10 day out-of-school suspension and a referral to the Superintendent and School Board for possible expulsion.

Assault

Any student found to have made unwanted physical contact with another which rises to the level of assault will be subject to severe and immediate disciplinary consequences up to and including a 10 day out-of-school suspension. Additionally, the student may be referred to the Superintendent of Schools, the Shaker Regional School Board, and/or the Belmont Police Department for additional action.

Discipline-Procedures/Consequences

After-School Detention

After-School Detention may be assigned by a classroom teacher, counselor, staff member or administrator to a student to be served after school for a minimum of 30 minutes. Students will have 24 hour advance notice of when an After-School Detention is to be served in order for students to make transportation arrangements. A phone call home will also be made to inform the parent/guardian of the assigned detention, before it is served. Examples of behaviors that may result in After-School Detention include, but are not limited to:

Tardiness	Disrespect	Inappropriate Language
Disruption	Insubordination	Defiance

Saturday Detention

Saturday Detention is held from 8:00am – noon on Saturday mornings. Students may be assigned Saturday Detention by a school administrator. When a Saturday Detention is assigned, a phone call home to the parent/guardian will be made prior to the Saturday morning for which the detention is to be served. Students may be assigned Saturday Detention for 2 – 4 hours. If a student is not able to attend the Saturday Detention due to an accepted prior engagement, the Saturday Detention may be deferred for one week. Students are expected to report on time for their detention and to bring work with them. They are not allowed to sleep, put their head down on their desk, or to listen or view any electronic device. Failure to serve a Saturday Detention may result in a one-day Out-of-School Suspension. Examples of behaviors that may result in a Saturday Detention include:

Skipping Class	Disrespectful behavior	Leaving School Grounds
Skipping Detention	Insubordination	Excessive Tardies

In-School Suspension:

A student is removed from their regular schedule and placed in an ISS room that is supervised by a teacher or staff paraprofessional for a specified period of time. Students are expected to report on time for their ISS and to bring work with them. They are not allowed to sleep, put their head down on their desk, or to listen or view any electronic device. Cell Phones will be confiscated prior to ISS. Students will be given a specified lunch period and expected to eat in the ISS room. Failure to abide by the rules and regulations of ISS may result in a one-day Out-of-School Suspension.

Out-of-School Suspension:

Out-of-School Suspension is removal from school for a specified number of days due to unacceptable behavior which is serious in nature. Out-of-School Suspended students are not allowed to be on any school property for the duration of the suspension, and may not participate in any school sponsored activities while on suspension. Examples of behaviors that may result in Out-of-School Suspension include, but are not limited to the following:

Skipping Saturday Detention	Vandalism/Theft	Drugs/Alcohol Possession/Use
Assaultive Behavior	Bullying/Harassment	Fighting

Policies and Procedures-Student Services

Driver Education

Driver education is offered as an after-school program to anyone who is sixteen or older during the school year, by the last day of the course. Priority for driving time is given to the older candidates. Credit for graduation is given for this course and a fee is required. Please call Mrs. Dale LaPlante at 520-0865 for more information.

Dates for this year's Driver Education Classes: Fall/Winter: 10/31/2017 – 12/21/2017 (parent mtg 10/30), Winter: 1/9/18- 2/22/18 (parent mtg 1/8), Spring: 3/6/18-4/19/18 (parent mtg 3/5), Summer: 7/17/18-8/21/18 (classes take place Tuesday, Wednesday and Thursday 8:30-10:30am) (parent mtg 6/11)

Food Service Program

A school lunch meal payment policy shall ensure that all students have access to a healthy school lunch, that the parent of each student receive and acknowledge receipt of the policy, and that no student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures. The Department of Education, or the State Board of Education, upon request of the local school board, may provide communication assistance to school districts and parents of school children regarding the school lunch meal payment policy. (VIII)

The District's Food Service Program is intended to be user-funded although federal resources supplement it. Breakfast and hot lunch meals are available to students and staff who wish to purchase them. Breakfast will be available until 7:20AM The district may extend credit for student meals. When a student's outstanding credit balance exceeds \$10.00, credit purchases shall be limited to a sandwich and milk at half the cost of a regular meal. A student who has exceeded the credit limit, may purchase a regular meal, if paid for by cash, acceptable check or money order. Prices for the 2017-2018 school year are as follows:

Breakfast: \$1.65	Breakfast (reduced): \$.30
Lunch: \$2.80	Lunch (reduced): \$.40

Free/Reduced Lunch

If a student is eligible for free or reduced lunch, he/she is also eligible for a free or reduced student breakfast. Forms are available in the main office for application to the Free and Reduced Price Lunch program. Students are required to take the required number of meal components in order for the meal to be counted as a complete reimbursable meal and to be counted as a free or reduced price meal for those students who qualify. Any meal taken that has fewer than the required number of components will be charged a la carte based on each item selected.

Refunds

No cash refunds from a student's food service account will be made to the student. When a child moves out of the district or graduates, the parent must request a refund by calling the SAU at 267-9223 ext. 5308. The refund will be processed and the check will be mailed from the SAU Office. In accordance with Policy EFDA the District may extend credit for student meals. When a student's outstanding credit balance exceeds the limit credit purchases shall be limited to a sandwich and milk at half the cost of a regular meal.

Health Services

Belmont High School is staffed with a full time Registered Nurse. Students who become ill or injured during the school day should report directly to the health office for assistance. The nurse will assess the injury or illness and contact the parent/guardian if dismissal or referral become necessary. If the nurse is not available, students should report to the main office for assistance. The nurse and school personnel will only administer emergency first aid. Depending on the severity of the injury or illness, the child may be transported to the hospital by ambulance. Every attempt will be made to make contact with the parent to notify them of the student's status.

Students who have fever, flu like symptoms, vomiting/diarrhea, widespread skin rash, or conjunctivitis should not be sent to school and may be sent home from school for those symptoms. Students may return to school when fever free for 24 hours without medication, no vomiting for 24 hours, or cleared by a healthcare provider to return. Students returning to school with cast, crutches, assistive devices or concussion should report to the nurse. All health related absences from school including significant injury, illness or surgery should be reported directly to the nurse.

Medication

All medication taken during the school day must be administered through the health office. Students are not allowed to carry prescription or over the counter medications with them at school, this includes medications such as Tylenol, Ibuprofen, cough and cold medication and allergy medication. Epi Pens and Inhalers and insulin may be carried with written authorization by both the student's parent/guardian and physician. The health office stocks common over the counter medications which are available to students as needed and are administered by the nurse or her designee in her absence. Each student is required to have an over the counter medication consent form signed each school year by a parent or guardian prior to the administration of these medications.

If a student requires a prescription medication during the school day it must be brought in by a parent or guardian in its original container and a written statement from the prescriber outlining the name of the medication, dosage, route and time of administration. A release must then be signed by a parent or guardian prior to the administration of the medication. Policy JLCD

Immunizations

By law, all schools are required to document immunization status of students. Failure to comply with the required immunization schedule can result in exclusion from school. A complete list of required immunizations can be found at the State of NH Department of Health and Human Services web page. Policy JLCB

Physical Exams

Prior to participating in the co-curricular sports program, an athlete must have a sports physical on file with the nurse or athletic director. Physicals are required each year and are valid for one year from the date of the exam. Upon returning to school or sports from a long term illness or injury, the nurse or athletic director may require a physician's statement that he or she is physically able to participate. Policy JLCA

Library Media Center

The resources of the library media center are available to support and enhance each student's learning, understanding of, and access to information and ideas. These resources are available to students as part of a class brought to the library by a teacher, or on an individual basis. Students wishing to use the library for supervised individual work or recreational reading must obtain permission from a faculty member. Students are expected to arrive on time and work without disturbing other occupants of the shared space. Students are allowed to consume food and drink in the library if they are well away from the computer areas and are seated.

Circulating materials can be checked out for a lending period of two weeks, and can be renewed unless another patron has placed a reserve upon the material. Overdue notices will be issued each quarter. Materials not returned and/or returned in prohibitive conditions will result in a bill for the replacement costs of the material or its equivalent.

Other library media center regulations and procedures will be posted within the library as needed. To access the subscription databases, for assistance with research, and for other online library services, visit the library media center link at the school's website.

Lockers

Each Belmont High School student is issued a locker and padlock for use during the four years they are at the high school. Each student will keep the same locker for all four years. The locker and padlock are loaned to the students by the school district. Any damage or vandalism to the locker or the padlock will result in disciplinary action and restitution. Lockers may be opened and inspected by school staff at anytime. Only the school-issued padlocks may be used. No money or personal valuables should be left in a locker that is unlocked. Leaving money or valuables in a locker is done at the student's own risk.

Counseling

The counseling department at Belmont High School aims to support the academic, career, and social emotional growth of all students through a variety of activities and initiatives. Practices are guided by the recommendations put forth by the American School Counseling Association (ASCA). Throughout the course of the school year counselors will be meeting with individual students on both formal and informal levels. These interactions may include lunch bunches and drop-in meetings, classroom counseling curriculum, and scheduled individual or group counseling sessions.

If it is recommended that your child participate in regular individual or group counseling sessions this request will be communicated prior to the onset of the formal counseling relationship. When school counselors work with students on an ongoing basis services are designed to be short term. In some cases it may be recommended that your child engage in additional outside counseling services.

It is important to note that, as counseling is based on a trusting relationship between counselor and counselee, the counselor will keep all shared information confidential except in certain situations in which an ethical responsibility limits confidentiality. Counselors aim to work closely with the school faculty and staff in support of students. Further, counselors hope to collaborate with parents, in hopes of best supporting the needs of students. Please contact your student's school counselor at any time at with questions or concerns regarding your student or the school counseling department. For more information about the services offered by our school counseling department visit our website at <https://sites.google.com/site/belmonthighguidance/>

Student Assistance Program

Belmont High School will have a staff member assist students in our Student Assistance Program. The Student Assistance Program helps identify students troubled by drug and alcohol related issues and connects them with helping services available to them in the school and community. This confidential service is based on an educational premise. Students who receive help and support to deal with pressing personal concerns will be able to focus their remaining energy more efficiently on schoolwork and the important tasks of developing academically, socially, and emotionally.

Drug and alcohol counselors meet with individuals or groups of students. Any student who has concerns about substance abuse may attend. Students, parents/guardians, or staff members may make confidential referrals. Anyone wishing to communicate may leave messages in the Student Assistance Program mailbox in the main office.

Transportation-Bus Policies

The privilege of all students to ride the school buses is conditional upon good behavior and students are expected to abide by all rules and regulations governing conduct at Belmont High School when they are on any school bus that is contracted with the Shaker Regional School District. Students who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary, extended, or permanent basis. Parents/guardians would then be held responsible for the transportation of their child to school.

The driver is in charge of and responsible for the students who ride the bus. Disrespect, discourtesy, or any actions which interfere with the bus driver in any way will not be tolerated. Video surveillance may be used on buses to support the bus driver's reports of unacceptable behavior. Bus passes must be obtained at the main office if a student wants to take a different bus. Students should report any incidents of bullying, harassment, or unsafe behavior to the bus driver and/or to the School Principal or other Administrator or faculty.

Parking

Students with valid drivers licenses may have the privilege of parking on school property provided that they receive prior administrative authorization and have received a certified Belmont High school parking permit which must be hung on the rearview mirror at all times. These passes will be available from the main office at the start of the school year.

Student vehicles must be parked in the student lot at the front of the building. Parking passes may be suspended or revoked without warning by school administration for offenses including, but not limited to:

- Parking anywhere but the student lot including, but not limited to, the teachers lot (side of the building), spaces denoted for visitors, handicapped, or emergency vehicles, or parking illegally anywhere on the grounds.
- Violating any rules of the road including exceeding the posted speed limits or leaving/entering through the emergency exit.
- Excessive tardies to school as defined by the student handbook.
- Using the vehicle as a means to skip school or leave school property without prior authorization.
- Other instances of student misconduct as determined by school administration.

Off-Campus Courses

Students who attend vocational courses at the Huot Technical Center are provided with school bus transportation and are required to take the bus. Use of private cars is not allowed. If there is a special need for use of a student's own car, written permission must be obtained in advance from the Huot

Technical Center, the parent/guardian, and the Administration of Belmont High School. Additional passengers are never permitted. (School Board policy JLIE)

Late Bus

A late bus is operated for Canterbury students in order to provide the opportunity for participation in extracurricular activities, get extra help from teachers, do make-up work, etc. The late bus will leave Belmont High School at approximately 5:00pm. Students taking the late bus are not allowed to leave the school grounds between their arrival in the morning and departure at 5:00 p.m.

A parent/guardian who wishes to request a change or exemption from any of the Student Transportation rules shall direct that request first to the Superintendent. If the ruling of the Superintendent does not satisfy the parent/guardian, he or she may appeal the ruling within five days to the Shaker Regional School Board. (see SRSD policy EEAEC)

Policies and Procedures-Athletics and Extracurricular Activities

The School Board encourages all students to achieve their fullest academic potential. While school extra curricula provide an opportunity for students to develop other skills and knowledge outside of the classroom, the School Board expects students to study and learn to the best of their ability in the classroom and in other instructional environments. The Board, therefore, establishes academic standards that will guide students by directly influencing their eligibility to participate in designated school extra-curricular Activities.

In our effort to promote equal treatment of all athletes and students who sign up for a sport or co-curricular activities, Belmont High School is requiring all students to sign the "Athletic and Co-curricular Contract" at the beginning of each school year. This provision will mandate that all students understand the requirements and responsibilities associated with membership on any team or belonging to any club or school organization.

Athletic/Co-Curricular Eligibility**Requirements**

Eligibility for each marking quarter is determined by a combination of grades and habits of work scores received in the previous marking quarter. The quarter grade is a "snapshot" of that student's performance. Eligibility status becomes effective on the day grades close for the quarter. Fall eligibility is determined by the 4th quarter grades of the previous school year. The school principal will have the final decision making authority over all eligibility matters.

- Students who pass all academic classes (scores of 70 or above) will be eligible for all Belmont High School athletic and extracurricular activities.
- Students who receive two or more failing academic grades (scores of 69 or lower) will be considered ineligible for the next marking quarter and removed from all athletic and extracurricular activities immediately.
- For students who receive one failing academic grade (one score of 69 or lower) eligibility will be determined by habits of work scores received in the previous marking quarter.
 - Any student who receives one or more failing habits of work scores (scores of less than 2), in conjunction with one failing academic grade, will be placed on probation for the next marking quarter.

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- A student on probation may practice with his or her team/club and attend club meetings but is ineligible for any games/events/or performances.
 - Probationary status will be re-evaluated midway through the quarter based on a student's progress report.
 - Student's who are passing all academic classes (scores of 70 or above) at this time will be fully reinstated into their team/club.
 - Students who are failing one or more academic classes (scores of 69 or lower) will be considered ineligible for the remainder of the marking quarter and will be removed from all athletic and extracurricular activities immediately.

**See "Policies and Procedures-Academic" section of handbook for more detailed information on habits of work scores.*

- Eligibility status will not preclude a student from trying out for a specific team/club/activity so long as they have the opportunity to become eligible for 50% or more of the remaining season/activity.

Participation

If at any time an unsatisfactory report is forthcoming on any athletic, co-curricular participant with regard to grades, attitude, behavior, etc. that participant will meet with Administration. After discussing the matter fully, the participant may be suspended or removed from athletic/co-curricular participation. Any athlete who is removed from a sports team/club for issues of attitude/behavior etc is not eligible to join a separate sports team/club in the same season. Appeals may be made in writing to the Athletic Director.

Equal Opportunity

All students have an equal opportunity to try out for the various squads. The athletic programs are to be considered an extension of the school and curriculum. Thus, programs developed by the athletic department are subject to the school rules.

Physical Exams

Prior to participating in the co-curricular sports program, an athlete must have completed the physical examination requirement. Physicals are required for each year (good for a full year from date of physical). When returning from a long-term illness or injury, an athlete may not resume participation until a written statement from a doctor stating that he/she is physically able has been presented to the Athletic Director or the School Nurse. Belmont High School rules require that physical examinations must occur after May 1st of the previous school year and prior to the student participating in high school athletics (see policy JLCA). The form for the physical exam is available from the athletic director or can be found on the Shaker Regional web page. (There is also a parental permission form there as well.) Both forms must be turned in prior to the first practice.

Co-Curricular/Athletic Offerings

All students are encouraged to participate in the activities of the school, whether athletic, scholastic, musical or social. These activities are included in the school program to acquaint students with the

benefits of group participation and shared responsibilities with others having like interests. Some of the activities may include:

Alpine Skiing	Chorus	Softball
Indoor Track and Field	Outdoor Track and Field	Class Committees
Math Team	Astronomy Club	Student Council
Drama	Baseball	Granite State Challenge
Foreign Language Clubs	Soccer	Class Organizations
Golf	Ice Hockey	Jazz Band
Basketball	Homecoming	Gaming Club
Cross Country	Honor Societies	Football
Unified Sports	Best Buddies	Robotics
S.A.L.T.	FBLA	All Things Graphic

*Class advisors will be responsible for all class affairs and activities. Notice of any activity will not be accepted in the main office until it has the signed approval of the class advisor. (*NOTE: All posters advertising activities must be approved by an administrator before being displayed.)*

National Honor Society

The Belmont Chapter of the National Honor Society, number 5600, chartered March 25, 1955, inducts new members in the fall of each year. Eligibility is based on the accumulated record of the preceding years. The guidelines for induction are:

- The National Honor Society is open to students in grades 11 and 12
- Students must maintain a grade point average of 92 per semester, otherwise they will be dismissed
- Eligible students must display and document in their application, the four major virtues valued by the society: CHARACTER • LEADERSHIP • SCHOLARSHIP AND SERVICE.

Student Council

Student Council sponsors Winter Carnival, Academic/Leadership Awards events and other programs. Three representatives are selected from each class grades 9 through 11 and four from the senior class. Any student may become a member-at-large by attending five consecutive meetings and by performing 18 hours of community service. Members are eligible to take part in state, regional, and Youth in Government functions of the New Hampshire Association of Student Councils.

Events, and Activities

School social functions are extensions of the school day and school rules continue to apply (including rules regarding smoking, alcohol, and drugs).

- Once inside the building, students will not leave the building and be readmitted. Students will follow the directions of the teachers and/or chaperones in charge.

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- Dances are only open to students enrolled at the school, unless otherwise specified.
 - Students are encouraged to dress appropriately for all social functions and to behave in a manner that reflects positively to themselves and the school. Parents/guardians are encouraged to attend.

Policies and Procedures-Academic

The communities of Belmont and Canterbury, which comprise the Shaker Regional School District, share the common goal of a commitment to a quality education for their children. The quality of education offered is geared toward giving the students a strong background of knowledge and skills, which will be needed for a complex world. A primary direction of the school is concerned with the development of ethical character and an understanding of the value of the individual. The school also shares in the responsibility of preparing each student to be an active and positive participant in our democratic society. Belmont High School offers a comprehensive academic program with high expectations and firm minimum standards. The academic program is designed to strengthen the intellectual attributes of the students. A variety of courses suitable to varying levels, aptitudes, and ambitions are offered. Students are taught to think logically and are encouraged to develop the problem-solving skills needed for future years.

Admission

Children may not enter school for the first time unless the District is presented with proof of a physical examination by a licensed physician, advanced registered nurse practitioner or physician's assistant, immunization records, a certified copy of the child's birth certificate, and proof of residency. (In accordance with School Board policy JFAA.)

Program of Studies

The program of studies contains requirements for graduation, minimum credits for class standing, and requirements for enrollment and course descriptions. In the spring of the school year, students in attendance are given registration instructions and a copy of the Program of Studies, and are required to register for the next school year. Students new to the school will register upon entrance. All students should review the Program of Studies and check that they are meeting all school and course requirements.

Enrollment and Course Load

Students shall be enrolled in school on a full-time basis (see SRSD policy JF). A student must carry a minimum of 3 classes per semester to be considered a full time student. Exceptions must be made through the Guidance Office and approved by the Principal.

Graduation Requirements

There are minimum credit requirements for a student to be eligible for a diploma. Credit requirements will be distributed in accordance with SRSD policy IKF. Requests for early graduation will be made in accordance with policy IKFA. Students may earn credit through distance education courses, night school courses, summer school courses and transfer credits; however, all credits obtained in this manner must be approved by the administration in advance.

Honor Roll

Scholarship is encouraged through an academic Honor Roll. Students earning an "A" average (93-100) with no grade below 93 qualify for High Honor Roll. To qualify for the Honor Roll, students must obtain at least a "B" (85-92) average with no grade below 85. To qualify for the Achievement

Roll, students must have an 85 average with no grade below 77. All three rolls will be distributed to local media outlets following each quarter. An incomplete will keep student off the honor roll.

Make Up Work

The student is responsible for making arrangements for make-up work. All work is to be made up within two days or as contracted with the teacher. Students should see their teachers the first day back to hand in any completed work, to obtain assignments, or to arrange for a conference. Arrangements may not infringe on class time and may require after school attendance.

For make-up after a prolonged absence, individual make-up contracts may be arranged between student and teacher with the approval of the Guidance Department. If the nature of the course or the instruction missed does not lend itself to make-up work, or if the nature of the absence precludes extensive make-up, a student has a number of options. Options such as auditing the course without credit, or dropping the course, may be explored with the teacher, the Guidance Department and their parent(s)/guardians. If an absence is unplanned and expected to be long term, please call the school's main office (267-6525). Assignments will be gathered from the teachers and any textbooks that the student does not have at home will also be collected. Arrangements will be made to send available materials home within a 24-hour time frame.

Targeted Learning Time

Targeted Learning Time is designed to encourage and support academic achievement by providing time within the school day for all students work on standards and/or learning targets that have not yet been met. During this time, students have the opportunity to meet with teachers, collaborate with peers, and receive academic assistance as necessary.

Habits of Work

Belmont High School recognizes the importance of developing respect, responsibility, and sound character in our student body. As such, beginning with the 2017-2018 school year, students will receive a Habits of Work score for responsibility in addition to an academic grade, in each of their classes. The Responsibility score will measure student behavior in the following areas:

- Meeting deadlines
- Participating fully and mindfully in class
- Arriving to class prepared and on time

Scores will be awarded on a three point scale and criteria will be communicated by individual teachers as part of their course syllabus. Student performance will be visible via the online portal and individual scores will be averaged at the end of each quarter to arrive at one HOW grade for each course. These grades will be reported to parents alongside academic scores and will be a contributing factor when determining athletic and extracurricular eligibility as well as senior privileges. Each quarter, all students who earn a Habits of Work score of 2.5 or better for each of their classes designated to the Principal's List in recognition of their achievement.

Policies and Procedures-Shaker Regional School District

Student Acceptable Computer Use Policy

Purpose of this Document

To establish a policy to promote efficient, secure, ethical and legal use of the Shaker Regional School District's (SRSD) computer information system. This policy applies to all users of the computer information systems located or accessed in the SRSD as well as users who obtain their access privileges through association with the SRSD.

Introduction

Today we live in a world that makes it possible for people to communicate globally. Through the use of new technologies in telecommunications, such as computer networks, and the Internet, people are capable of gaining and sharing vast amounts of information with others from their businesses, homes and schools. These technologies make it possible for students in the SRSD to research thousands of libraries, universities, and databases for information related to appropriate subjects taught in their classrooms.

The SRSD computer information systems, with/or without Internet access, are provided for the use of all students and staff. The SRSD is required by NH Law (RSA 194:3-d) to have an Acceptable Use Policy. RSA 194:3-d "School District Computer Networks" states:

"Every school district which has computer systems or network(s) shall adopt a policy which outlines appropriate and acceptable use, as well as the inappropriate and illegal use, of school district computer systems and networks, including, but not limited to, the Internet."

"All users of school district computer systems and/or networks who intentionally violate the district policy and who intentionally damage the computer system and/ or the network shall assume legal and financial liability for such damage. For purposes of this section, "user" means any person authorized to access the school district's computer systems or network, including, but not limited to, the Internet." Source. 1997, 285:1, eff. Jan. 1, 1998.

Definition

The definition of "computer information systems" is any configuration of computer hardware and software that connects users. This includes all internal (intranet) and external (Internet) connections, as well as all of the computer hardware, operating system software, application software, stored text and data files. This also includes electronic mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this policy.

Educational Purpose

The SRSD provides resources for teaching and learning; communications services; and business data services by maintaining access to local, regional, national, and international sources of information. The public trusts that each member of the school community will use the SRSD's computer information systems with care and respect, and in accordance with the policies and regulations established by the SRSD. Only authorized users may use SRSD information networks, and the network shall not constitute a public forum. This policy does not attempt to articulate all required and proscribed behavior by computer

information systems users.

The SRSD will endeavor to provide a secure and wholesome Internet experience. The SRSD utilizes Children's Internet Protection Act (CIPA) compliant content filtering mechanisms to filter Internet access. However, it is possible that a user will be able to find ways to circumvent Internet access controls. Students are warned of the potential availability of offensive material on the Internet, and are advised that they are ultimately responsible for their conduct on the Internet. The SRSD will, as part of Information and Communication Technologies Instruction, review, on an annual basis, this policy and general Internet Safety Guidelines with all students.

District Rights-The SRSD reserves the right to:

- Monitor all activity.
- Make determinations on whether specific uses of the computer information systems are consistent with the computer information systems usage guidelines.
- Log network and monitor disk space utilization by users.
- Determine what appropriate use is.
- Remove a user's access to the computer information systems at any time it is determined that the user engaged in unauthorized activity or violated acceptable use procedures.
- Cooperate fully with any investigation concerning or relating to the SRSD's network activity.

Monitoring/Data Retention Policy

- Teachers and staff will supervise students while accessing SRSD computer information systems. Outside of school, families bear the responsibility to guide their children as they access the Internet just as parents do with other information sources such as television, telephones, movies, and other potentially offensive media.
- Network administrators will review files and communications periodically to maintain system integrity and insure that users are using the systems responsibly.
- All log files used by the SRSD for monitoring purposes shall be purged from the system 30 days after the file creation date. These will include all logs currently generated by SRSD firewalls in the schools and the School Administrative Unit (SAU) offices.
- All files created on the SRSD computer information systems are considered SRSD property. Any right of privacy the user may otherwise have to material that the user has accessed through or stored on the District computer information systems is hereby waived. Students have no rights of privacy with regard to the use of the SRSD's computer information systems.
- Log file information will be disclosed to persons to the extent provided by law. Any person seeking to view the log file must submit a written request with the Superintendent. The Technology Coordinator for the SRSD will then assist the person viewing the files to prevent the disclosure of personally identifiable student information and other information exempt from disclosure under the law. In other words, a person will not be given log files containing exempt information on disks to take home and filter on his/her own. A person who wishes to review a large number of log entries may be charged an appropriate administrative fee.

User Responsibilities

Successful operation of the computer information systems requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the computer information systems. The user is ultimately responsible for his/her actions while accessing the computer information systems. Users will not respond to any illicit or suspicious activities. Users shall immediately report such activities to an

administrator, teacher or staff member.

Acceptable Usage Guidelines

- Access to the computer information systems within the SRSD is a privilege and must be treated as such by all users.
- Computer information systems will be used for the purposes of academic research, education, and school-related business and operations. Computer information systems shall not be used for recreational and/or commercial purposes.
- Any system that requires password access or for which the SRSD requires an account will only be used by the authorized account user. Account owners are responsible for all activity under their accounts.
- The resources of the SRSD are limited. All users must exercise prudence in the shared use of these resources.
- All communications and information accessible via any SRSD computer information system shall be treated as SRSD property.
- All software installation will be done by personnel authorized by the SRSD Technology Coordinator.

Noncompliance-District Rights

The SRSD has the right to take disciplinary action, remove computer information systems privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable activities constitute, but are not limited to, any activity through which any user: Interferes with or disrupts other computer information systems users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms, viruses and such, distributing quantities of information that overwhelm the system, and/or using SRSD computer information systems to make unauthorized entry into any other resource accessible via the network.

- Invades the privacy of individuals or entities or seeks to gain or gains unauthorized access to information resources.
- Violates institutional or third-party copyright, license agreements or other contracts. Uses or knowingly allows another to use any computer or computer information system to devise or execute a scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources, including hardware, software, or data.
- Uses the computer information systems for commercial or political activity. 6. Installs unauthorized software for use on District computers.
- Modifies computer configuration settings, including but not limited, to file sharing configurations and network settings.
- Uses the computer information system to access inappropriate materials.
- Acquires, communicates, creates, submits, publishes, displays or participates in any materials, messages or activities on District computer information systems.

Restricted Materials and Actions

To keep users and the SRSD's computer information systems secure, the following are not allowed:

- Use of personal computers, except when such use is provided by a signed Student Acceptable Use Agreement for Personal Wireless Devices.
- Use of personal email accounts. Users may not access these accounts from the school network. This includes, but is not limited to Hotmail, AOL mail, Yahoo mail, and personal mail accounts through an Internet Service Provider account.

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- Use of peer-to-peer file sharing programs.
 - Use of games, unless for educational purposes and approved by the building principal.
 - Use of online chat rooms or instant message systems, unless for educational purposes and with prior approval of the building principal.
 - Use of social networking sites, unless set up for educational purposes by the student's teacher and with prior approval of the building principal.
 - Use or publication of a student's full name, address and/or email address in conjunction with the SRSD web pages.

Consequences of Violations

The SRSD values the appropriate and responsible use of its computer information system. Any system user identified as a security risk or violating SRSD computer information system guidelines shall be denied access to the SRSD's computer information systems. Infractions set forth in this agreement may result in suspension or termination of access privileges and/or other appropriate disciplinary action in accordance with SRSD policy. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

Exceptions

The SRSD Technology Coordinator will, in consultation with administration may make exceptions to any of the previously mentioned restrictions, on an individual basis. Any request for an exception must be based on an academic need, and the decision to allow that exception will be based on the academic need balanced with the SRSD's need to protect its users and property. A separate contract will be created for each exception that outlines the details of that exception, and the responsibilities that go along with it.

Disclaimer

The SRSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. The SRSD specifically disclaims any responsibility for the accuracy of information obtained through the network and the Internet and the use of any information obtained is the user's risk.

Student Acceptable Use Agreement for Personal Wireless Devices.

This agreement may only be executed by students who have previously returned a Student Acceptable Computer Use Agreement form signed by their parent/guardian allowing them to use the Internet at school. This agreement provides additional authorization to access the Shaker Regional School District (SRSD) student wireless network using personal devices. It does not supersede any information in the Student Acceptable Computer Use Agreement.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, SRSD provides this agreement governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on personally owned equipment.

- **Acceptable Devices:** Students may access the student wireless network with any device with 802.11 connectivity. Students may only access the network with devices that are their own personal property. (The sharing of devices will result in loss of privilege.)
- **Content:** Filtered access to the Internet will be provided for student-owned devices.
- **Personal Responsibility:** The SRSD assumes no responsibility for the loss of, theft of, or damage to any personal device that a student connects to the student wireless network or any information on that device.
- **Security:** Students shall not impair the security of the SRSD networks. This expectation includes but is not limited to:

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- Students are expected to maintain up-to-date antivirus and antispyware protection on all devices that are connected to the SRSD student wireless network. Devices without up-to-date security programs may be denied access to the network.
 - Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
 - **No IT Support:** Students are responsible for setting up and maintaining the devices that they connect to the network. The SRSD will not provide IT support for student-owned devices.
 - **Authorized Use:** Students may use the student wireless network when they are not in class. Students may not use the student wireless network in class unless authorized by the teacher of that class.
 - **Inappropriate Use:** The SRSD networks are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the SRSD student wireless network primarily for educational purposes. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate school policy or local law. These include but are not limited to:
 - Online gaming
 - Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
 - Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
 - Conducting any activity that is in violation of school policy or local, state, or federal law. Participating in political activities.

FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days from the day that the school receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies shall be made available to parents at a reasonable cost.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Belmont High School to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identifying the part of the records they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them within ten (10) days of their right to a hearing regarding their request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests in the records of the individual student. A school official is a person employed by the school as an Administrator, supervisor, instructor, or support

staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform special task regarding the individual student (such as an attorney, auditor, medical consultant, or therapist); such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are
 - Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

Child Find Notice: Children with Disabilities

The Shaker Regional School District provides special education, related services and accommodations to eligible children with disabilities who reside within the district. The district has a duty to identify, locate, and provide notice of its responsibilities to every child with a disability or every child suspected of having a disability in its jurisdiction, including those who are not receiving a public education. If a child living within the boundaries of the school district, ages 3 through 21, is a child identified with a disability or is suspected of being disabled, the parent/guardian is encouraged to contact one of the individuals listed below. The district will work with parents/guardians to evaluate the child, determine if he/she qualifies for special education and/or special education and related services under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or the Americans with Disabilities Act of 1990 (ADA), and provide a free, appropriate public education to the children to the extent he/she is eligible under these laws. Upon referral, the district will provide parents/guardians with notice of procedural safeguards under the applicable law(s).

On an annual basis, the Shaker Regional School District contacts all approved nonpublic private schools (including religious elementary and secondary schools) within its geographic boundaries. The district shall conduct a consultation meeting and advise school officials of the district's responsibilities to identify and evaluate all students who are suspected of or known to be a child with a disability enrolled in such schools, regardless of where the children reside. The district shall conduct Child Find activities that ensure equitable participation of private school students with disabilities and provide an accurate count of those students. All Child Find activities conducted for children enrolled in private schools by their parents/guardians shall be similar to those activities conducted for children who attend public schools in the district. Referrals from approved nonpublic schools shall be forwarded to an appropriate special education team for further consideration. Since the State of New Hampshire does not recognize parent-provided home-schooling as a private school, federal and state regulations do not apply. In situations where parents have provided notification of intent to provide home instruction, as permitted under RSA 193-A, a school district's responsibility is limited to Child Find. Annual notification must be provided to inform parents providing home schooling that Child Find services are available, should parents wish to access them.

Special Education/Programs for Handicapped/Disabled Students

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Improvement Act (IDEIA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. It is the intent of the District to ensure that students who are disabled within the definition

of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEIA. For students eligible for services under IDEIA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state statutes that govern special education. For those students who are not eligible for services under IDEIA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, and opportunity for the student's parent(s)/guardian(s) to examine relevant records, and impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and review procedure. A copy of the NH Procedural Safeguards Handbook for Special Education may be obtained by calling the Shaker Regional School District, Department of Student Services, (603) 267-9222 (ext. 5306); or may be found on the NH Department of Education website.

Nondiscrimination/Equal Opportunity

The District shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. Neither shall the District discriminate its practices as employment governed by State law. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

McKinney-Vento Homeless Assistance Act

This Federal Law entitles children who are homeless to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance and success in schools. The term "homeless children and youth" means individuals who lack a fixed, regular and adequate night time residence. This includes children and youth who are sharing the housing of persons due to loss of housing, economic hardship or a similar reason and are living in temporary, emergency or transitional shelters.

Pupil Safety and Violence Prevention Policy-Bullying Code JICK

The Shaker Regional School Board believes that all students are entitled to learn in a school environment that is safe and secure. All students are expected to conduct themselves with respect for others and in accordance with this policy, other Board policies and school rules governing student conduct. The Board will take reasonable steps to protect all students from the harmful effects of bullying and cyberbullying that occurs at school and/or that interferes with student learning and orderly school operations.

The Superintendent is responsible for implementing this policy. School principals and/or designees are responsible for enforcing this policy and school rules.

Definitions

For purposes of this policy, the following definitions shall apply:

"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 student which:

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- Physically harms a student or damages a student's property;
 - Causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
 - Interferes with a student's educational environment;
 - Creates a hostile environment; or
 - Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person based on the other person's characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (1) through (5) above.

"Cyberbullying" means conduct defined in section 1.1.A. that takes place through the use of electronic devices. Due to the increases in "cyberbullying," the administration of the high school will use very strong consequences including 'multiple day suspensions from school' if the actions taken through the use of electronic devices causes any type of a hostile environment or substantially disrupts the orderly process of the school.

- "Electronic devices" include but are not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
- "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
- "Perpetrator" means a student who engages in bullying or cyberbullying.
- "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

Prohibited Conduct

Students are prohibited from bullying and cyberbullying actions or communications directed toward other students which:

- Occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or
- Occur off school property or outside of a school sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.
- Students are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying. Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be processed through SRSD Board's Nondiscrimination Grievance Procedure (AC-R).

Reporting Bullying and Cyberbullying

Students who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to appropriate school personnel such as a school principal, assistant principal, guidance counselor and/or teachers. Any school employee or employee of a company under contract with the District (e.g.: for transportation services), who has

witnessed or has reliable information that possible incidents of bullying or cyberbullying has occurred are required to report such incidents and/or information to the school principal and/ or designee as soon as possible. Parent(s), guardian(s), and/or other adults should report any concerns about possible bullying or cyberbullying of students to the school principal.

Release of Information

It is Shaker Regional School District Policy (JRA) that the following information will be released* unless specifically requested in writing by a parent/ legal guardian that it not be. (All of the following will be released, or NOTHING will be released.)

Student name	Telephone number	Diplomas, degrees, awards
Address	Participation in activities	Photograph

Sexual and Other Harassment Policies

Shaker Regional School District will not tolerate the harassment of any student, employee or visitor on the basis of sex. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, physical or non-physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly a term or condition of employment.
- Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting that individual or for the awarding or withholding of favorable employment opportunity, evaluation or assistance.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile or offensive environment in which to work or learn.

Sexual Harassment-Definition

Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to unwelcome offensive comments, jokes and innuendo, other sexually oriented statements and unwelcome advances emphasizing sexual identity. Sexual harassment may be indirect and even unintentional. This policy prohibits all such activities whether engaged in by an administrator, principal, supervisor, agent of Belmont High School, co-worker, student or other non employee who is on Belmont High School premises or who comes in contact with Belmont High School employees or students. Administrators, supervisors, faculty, staff, students and those in a position of authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and/or educational relationships are involved. In addition, Belmont High School will not tolerate harassment on the basis of race, color, religion, gender, national origin, age, disability or for any other unlawful reason.

Unlawful harassment of any sort is a violation of Shaker Regional School District policy and both state and federal law prohibit it. Any student who believes he or she has been subject to sexual or other harassment should report the incident to a guidance counselor, teacher or school principal, who may in turn contact the Personnel Administrator at the Superintendent's Office.

Retaliation against an individual who makes a complaint about sexual or other harassment is a violation of Shaker Regional School District policy and is prohibited by state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of harassment. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.

The complainant may appeal the investigator's recommendations to the Superintendent (presuming the Superintendent is not the source of the investigation.) The result of the investigation of each complaint filed under these procedures will be reported in writing, including any disciplinary action taken as a result of the complaint. (SRSD Policy JBAA)

Title IX Grievance Procedures

A grievance is a complaint by an employee, student, parent or group of individuals who feel there has been discrimination based on sex, which would be alleged violation, misinterpretation or misapplication of Title IX provisions. A grievance shall not apply to any matter for which a method of review is prescribed by law or for any rule or regulation of the State Commissioner, State Board of Education, or Department of Labor. Any individual(s) entitled to file a grievance under this policy may contact the Title IX Coordinator (Business Administrator) for assistance.

Procedures to be followed are:

- Step 1 A grievance should be initiated within 15 working days after the occurrence-giving rise to it. A grievant should first discuss the grievance with the district representative in an attempt to resolve the matter mutually at that time. It shall be the district's grievance representative's responsibility to impartially investigate the complaint and deliver the findings within 10 working days. The representative, if finding in favor of the grievant, shall make recommendations for remediation to the Superintendent of Schools. In the event that the Superintendent concurs with the recommendation(s), he or she shall make every effort to implement such recommendation(s). The Superintendent should advise the grievant of the concurrence and the effort to implement the recommendation(s).
- Step 2 If the grievant is not satisfied with the decision in Step 1, he or she may appeal the decision to the Superintendent of Schools within 10 working days after receipt of the district's grievance representative's decision. The appeal shall be in writing and must specify:
 - The nature of the grievance and the specific provisions of the Title IX that have been violated, misinterpreted or misapplied
 - The injury or the loss claimed
 - The remedies sought
 - The Superintendent of Schools shall investigate the grievance and communicate his/her decision in writing to the grievant within 10 working days of its written receipt.
- Step 3 Following step 2, the grievant may request the presence of a third party representative or observer. This privilege will also be offered to the school district. If the grievant is not satisfied with the decision in Step 2, he or she may appeal the grievance to the School Board in writing within 10 days after receipt of the Superintendent's decision. The School Board shall investigate the grievance and render a decision in writing within 10 working days after receipt of the appeal.

The School Board may assign a subcommittee to investigate, but the entire Board that is assembled must make the final decision. Further Alternative Appeal – If the grievant is not satisfied with, or does not wish to use the district's procedures, the grievant may report the grievance directly to the Director of the Regional Office for Civil Rights.

Designation of Representative

The Superintendent of Schools designates the Personnel Administrator as the Title IX Coordinator and the Special Education Coordinator as the Civil Rights Coordinator for violations of Sections 504 and ESL. The Superintendent of Schools designates CES Principal, Mrs. Mary Morrison as the Title I Coordinator. All alleged violations under Title IX, Section 504, ESL and Title I should be reported to the designated representative as soon as possible so that an investigation may be promptly conducted.

