

CANTERBURY ELEMENTARY SCHOOL



Student Handbook

2023-2024

**15 Baptist Road
Canterbury, NH 03224**

Phone 603-783-9944

Fax 603-783-4981

ces.sau80.org

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Shaker Regional School District

58 School St., Belmont, NH 03220

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

Website: www.sau80.org

School Year Office Hours: Monday – Friday 8:00 – 4:00

Summer/Vacation Week Office Hours: Monday – Thursday 7:00 -3:30 Friday 7:00-1:00

Michael Tursi	Superintendent of Schools	mtursi@sau80.org
Debbie Thompson	Business Administrator	dthompson@sau80.org
Christine Stearns	Instructional Design and STEM Coach	cstearns@sau80.org
Michele Donelan	Accounts Payable/Food Service Clerk	mdonelan@sau80.org
Kimberly Haley	Administrative Assistant to Superintendent	khaley@sau80.org
Stephen Dalzell	Director of Buildings and Grounds	sdalzell@sau80.org
	Director of Information and Technology	
James Bureau	Systems Engineer	jbureau@sau80.org
Leonardo Pena	Computer Technician	lpena@sau80.org
Tonyel Mitchell-Berry	Director of Student Services	tmitchell-berry@sau80.org
Janice Bonner	Administrative Assistant to Director of Student Services	jbonner@sau80.org
Laurie Cowan	Payroll Clerk/Benefits Coordinator	lcowan@sau80.org
Nancy Cate	Director of Food Service	ncate@sau80.org
Stacy Kruger	Business Office Clerk	skruger@sau80.org
Silas St. James	Director of Curriculum & Instruction	sstjames@sau80.org

2023-2024 School Board Members

Alice Todd	2023-2026	atodd@sau80.org	
Jeffrey Roberts	2021-2024	jroberts@sau80.org	
Mark Ekberg	2023-2026	mekberg@sau80.org	
Sean Embree	2022-2025	sembree@sau80.org	
Michelle Lewis	2021-2024	mlewis@sau80.org	
Jill Smith	2023-2026	jsmith@sau80.org	
Randi Johnson	2022-2025	rjohnson@sau80.org	

School Board Meeting Schedule

<u>September 12 & 26, 2023</u>	<u>Belmont High School</u>
<u>October 10 & 24, 2023</u>	<u>Canterbury Elementary School</u>
<u>November 14 and 28, 2023</u>	<u>Belmont Elementary School</u>
<u>December 12, 2023</u>	<u>Canterbury Elementary School</u>
<u>January 9 & 23, 2024</u>	<u>Belmont Middle School</u>
<u>February 13, 2024</u>	<u>Canterbury Elementary School</u>
<u>March 12 & 26, 2024</u>	<u>Belmont High School</u>
<u>April 9, 2024</u>	<u>Canterbury Elementary School</u>

May 14 & 28, 2024	Belmont Elementary School
June 11 & 25, 2024	Canterbury Elementary School
Meeting agendas and minutes are posted on the district website at http://www.sau80.org/schoolboardinfo/meetingagendasandminutes.html	
School Board Policy information is available at http://www.sau80.org/Policy%20Manual/policymanual.html	

Canterbury Elementary School Staff Directory

Please remember, *confidential information should never be sent via electronic mail*, and you should never assume that the recipient has received the note. If the message is important, you should always confirm receipt.

NAME	POSITION	EMAIL ADDRESS	VOICEMAIL EXT.
Angus, Dawn	Head Custodian	dangus@sau80.org	
Baldi, Patricia	Grade 5 Teacher	pbaldi@sau80.org	4215
Boucher, Cheyenne	Speech	cboucher@sau80.org	4214
Briggs, Kimberly	Grade 3 Teacher	kbriggs@sau80.org	4109
Cashman, Johnny	Custodian	jcashman@sau80.org	
Chubb, Erin	Principal	echubb@sau80.org	4201
Collins, Traci	Reading Tutor	tcollins@sau80.org	4107
Johanna Currier	Grade 4 Teacher	jcurrier@sau80.org	4219
Sarah Daigle	1:1 Assistant	sdaigle@sau80.org	
Dalzell, Marie	Kitchen Manager	mdalzell@sau80.org	4211
Decker-Gendron, Karen	Nurse	kdecker-gendron@sau80.org	4217
Desborough, Kristin	Media Specialist	kdesborough@sau80.org	4218
Embree, Griffin	Technology Integrator	gembree@sau80.org	4212
Gingrich, Karen	Enrichment	kgingrich@sau80.org	4212
Harris, Constance	1:1 Assistant	charris@sau80.org	
Hebert, Danyel	Kindergarten Teacher	dhebert@sau80.org	4106
Hoover, Emily	Music Teacher	ehoover@sau80.org	4220
Houston, Rhonda	Classroom Assistant	rhouston@sau80.org	
Martin, Stacia	OT	smartin@sau80.org	4214
McCauley, Hannah	Grade 1 Teacher	hmccauley@sau80.org	4105
McGill, Kathleen	Art Teacher	kmcgill@sau80.org	4220
McWhinnie, Young	P.E. Teacher	ymewhinnie@sau80.org	
Mudgett, Lori	Classroom Assistant		
Myers, Jeannine	School Counselor	jmyers@sau80.org	4216
Nelson, Beverly	Secretary	bnelson@sau80.org	4200
Perlet, Emily	Grade 1 Teacher	eperlet@sau80.org	4103
Porter, Stefanie	1:1 Assistant	sporter@sau80.org	
Scanlon, Kathryn	Library Assistant	kscanlon@sau80.org	4218
Shoemaker, Meghan	Special Ed. Teacher	mshoemaker@sau80.org	4214
Stearns, Christine	Instructional Coach	cstearns@sau80.org	5311
Walczak, Stacey	Kitchen Worker	swaczak@sau80.org	4211
Whitney, Tia	Grade 2 Teacher	twhitney@sau80.org	4108
Wieck, Kimberly	Kindergarten Teacher	kwieck@sau80.org	4104
Wong, Christine	Classroom Assistant	cwong@sau80.org	

Colcord, Stephen	School Resource Officer	scolcord@sau80.org	
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Who to Contact with Questions in Each of the Schools

Belmont Elementary School

26 Best Street. Belmont, NH 03220

Phone: 603-267-6568 *Fax:* 603-267-6136

Website: bes.sau80.org

Ben Hill	Principal	bhill@sau80.org
Ginelle Johnson	Assistant Principal	gjohnson@sau80.org
Kaitlyn Stimpson	School Nurse	kstimpson@sau80.org
Taylor Hurteau	School Counselor	thurteau@sau80.org
Kaitlyn Vachon	School Counselor	kvachon@sau80.org
Lisa Tuthill	Secretary	ltuthill@sau80.org
Katherine Rock	Secretary	krock@sau80.org

Canterbury Elementary School

15 Baptist Rd., Canterbury, NH 03224

Phone: 603-783-9944 *Fax:* 603-783-4981

Website: ces.sau80.org

Erin Chubb	Principal	echubb@sau80.org
Karen Decker-Gendron	Nurse	kdecker-gendron@sau80.org
Jeannine Myers	School Counselor	jmyers@sau80.org
Beverly Nelson	Secretary	bnelson@sau80.org

Belmont Middle School

38 School St., Belmont, NH 03220

Phone: 603-267-9220 *Fax:* 603-267-9228

Website: bms.sau80.org

Aaron Pope	Principal	apope@sau80.org
Timothy Saunders	Assistant Principal	tsaunders@sau80.org
Rachelle Ashley	Nurse	rashey@sau80.org
Annette Blake	School Counselor	ablake@sau80.org
Gabrielle Laflamme	School Counselor	glafamme@sau80.org
Cherri Drake	Secretary	cdrake@sau80.org
Marina Cavalho	Secretary	mcavalho@sau80.org
Sherry Schofield-Bedell	Guidance Secretary	sschofield-bedell@sau80.org

Belmont High School

255 Seavey Rd., Belmont, NH 03220

Phone: 603-267-6525 *Fax:* 603-267-5962

Website: bhs.sau80.org

Matthew Finch	Principal	mfinch@sau80.org
Vanessa Sandvil	Assistant Principal	vsandvil@sau80.org
Maundey Abrahamson	School Nurse	mabrahamson@sau80.org
Polly Camire	Guidance Coordinator	pcamire@sau80.org
Julie Haubrich	School Counselor	jhaubrich@sau80.org
Angela Conway	Secretary	aconway@sau80.org

Leanne Marchand	Secretary Guidance Secretary	lmarchand@sau80.org
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SHAKER REGIONAL SCHOOL DISTRICT

MISSION STATEMENT OF THE DISTRICT

“Engaging all learners to succeed in their ever-changing world.”



Core Values

How we will work together as we carry out our mission and vision

INTEGRITY	Encompassing honesty, fairness, trustworthiness, honor, and consistent adherence to high-level moral principles
EXCELLENCE	Taking pride in one's work; giving one's best effort; reflecting on one's work; and applying this new learning to subsequent tasks
ACCEPTANCE	Being open to and respecting the experiences, ideas and cultures of others
TEAMWORK	Working collaboratively and cooperatively toward achieving a common recognized end
ACCOUNTABILITY	Taking responsibility for the content and process of decisions made, actions taken, and the resulting outcomes
COURAGE	Being willing to risk oneself despite challenging consequences or fear
CITIZENSHIP	Contributing to the local/global community in active, positive and creative ways and encouraging the participation of others
GROWTH MINDSET	Believing in the efficacy of oneself and others, in the possibility and potential for improvement/growth in everyone

PHILOSOPHY



A child's education is a team effort. It is one that requires the dedicated efforts of our staff, students, parents, and the community as a whole. The staff of Canterbury Elementary School recognizes each child as a unique individual. We strive to provide each student with the opportunities to learn, develop, and succeed to their fullest capacity. Our goals are that through quality instruction and curriculum Canterbury students will master skills that are basic to life, develop responsible attitudes, develop a sense of self-respect and a respect for those around them and display continuous academic and social growth.

The support of the entire community is essential to quality education. In our school students are expected to make the most of all learning opportunities, and as a staff we feel that constant communication between parents and the school is an important factor in our total educational program.

It is our goal to make learning a positive, interesting and rewarding life experience for the children of our school.

PROGRAM



Canterbury Elementary School offers students a broad and well-balanced curriculum. Instruction at all grade levels includes: language arts, reading, mathematics, science, social studies, art, physical education, music, health and technology.

Curriculum Support

Enrichment

Student groups and individuals participate in special instruction and special projects to help them develop their talents and creative abilities. A goal of this program is to include as many children as possible with the understanding that all children possess particular strengths. Talents can be enhanced and developed when children are given guidance and an opportunity to express their abilities.

Guidance

Counselors meet with student groups and individuals to provide guidance and support for children as they grow through normal developmental stages. Counselors also provide classroom instruction in problem solving, decision making, self-esteem, and social skills.

Reading

Language Arts skills are the foundation of the elementary school curriculum. All other learning is in some way, dependent upon competency in this area. Along with classroom instruction, we provide the support of a Student Support Team (SST) and a reading tutor. The SST provides support and resources for effective and innovative instructional strategies. The reading tutor provides individual or small group instruction for students who need extra support and interventions to develop their reading skills.

Technology

CES has one-to-one computing. We provide students with personal portable computers, (Chromebooks), to enhance opportunities for learning. The devices help engage our students in the digital generation by nurturing individual (or 1-to-1) learning experiences. Our technology integrator meets with students to help them develop technology skills and the ability to access and utilize Internet resources.

Library/Media Center

Our media center staff teaches library skills and helps students with research and media selection. All classes have at least one lesson scheduled in the center each week. Other visits are scheduled as needed. Students may check out titles at these times. It is the student's responsibility to return the library material in good condition by the due date. The student who signed the items out must pay for media that is lost, damaged or destroyed.

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 Education 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 students' 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.



ASSESSMENT

Each child's progress is continually evaluated throughout the school year. This is done through observations, projects, curriculum tests, portfolios and a standardized testing program.

Progress Reports

Shaker Regional has a competency based curriculum. Progress reports list what curriculum standards have been taught during the trimester and indicate the level of student learning for each standard. The measure for learning is a proficiency scale, which outlines what a student knows and is able to do within the standards taught. Written reports are issued in December, March and June. Parent teacher conferences are also scheduled during the school year.

Progress report learning target scoring:

- (1) With help, the learner has a partial understanding of some of the simpler details and processes.
- (2) Proficient in the Foundational Knowledge: No major errors or omissions regarding the simpler details and processes.
- (3) The targeted proficiency level for all students is to achieve a score of 3.0. We describe that targeted knowledge as complex knowledge.
- (4) In addition to score 3.0, in- depth inferences and applications that go beyond the targeted proficiency level.

See Grading, Shaker School Board Policy Code IKA.

If you have any questions or concerns about how your child is doing, please let us know right away. The earlier we can address a problem together, the better we can work out a solution. Feel free to request a conference, e-mail or call school staff at any time.

Annual Testing

All grades participate in some form of formal assessment during the school year. Kindergarten students are given "Dynamic Indicators of Basic Early Literacy Skills" (DIBELS), a pre-reading skills evaluation. Reading progress is monitored in grades 1 through 5 with the Diagnostic Reading Assessment, which is administered in the winter and spring of each year. Our state test, the New Hampshire Statewide Assessment, is administered in the spring. Third, fourth and fifth graders are asked to demonstrate their abilities in reading and math. Fifth graders take the state science test in May. Kindergarten and grade one students take the STAR Early Literacy progress monitoring fall, winter and spring. Grades 2 through 5 take the STAR Reading and Math for progress monitoring in the fall, winter and spring.

It is important to remember that each individual test is only one piece of information that must be considered with many other sources of information and types of assessment before decisions are made about a child's abilities or progress level.

Promotion and Retention of Students – Shaker School Board Policy Code IKE

At CES, a student shall be promoted based on grade level academic proficiency. A student is not entitled to promotion. Normally, students will progress annually from grade to grade. Exceptions may be made based upon the judgment of the professional staff and after taking into consideration the child's chronological age, academic progress and potential, mental development, social adjustment, physical well-being, emotional stability, and school attendance. The final administrative decision rests with the school principal.

CO-CURRICULAR

Band and Chorus

4th and 5th grade students who choose to learn how to play a musical instrument are given weekly lessons. The children practice together as a beginner band once each week. Third, fourth and fifth grade students may choose to participate in the school's chorus program, which meets once a week during school hours. Each year the band and chorus present concerts for the school and community.

Newspaper Club

Students in grades 2 through 5 work with a faculty advisor to produce a school periodical containing information about current school projects, activities and events.

Sports

Students may participate in our after-school sports programs. Basketball and volleyball are currently offered at CES for grades 3 through 5.

School Store Club

3rd through 5th graders are in charge of running the school store, which supplies items such as pens, pencils, and folders. The students are responsible for all aspects of this activity including purchasing, sales, management and accounting.

Drama Club

The school presents at least one program each year. Students from grades 1 through 5 are encouraged to participate.

Computer Club

One day each week students from grades 2 through 5 have the opportunity to explore educational web sites and learn a variety of technology skills. Students also take part in scientific projects and experiments.

Homework Club

Children are able to take advantage of school resources and instructional support as they complete weekly homework assignments. The club meets for one hour twice each week after school for grades 1 through 5.

Student Council

Students in grades 4 and 5 have the opportunity to serve on the Student Council. Student Council members participate in school activities, provide input on school matters, and promote school spirit and unity.

Garden Club

2nd through 5th graders who are interested in learning about planting, and maintaining flower/plant gardens around the school.

Yearbook Club

Provides students grades 2 through 5 with the opportunity to assist in creating the school's yearbook. Students assist in designing the pages, taking photographs, and advertising for yearbook sales.

Running Club

The Running Club is open to 3rd through 5th graders. The program is coached by CES staff members who, as trained volunteer coaches, inspire students to build confidence and other important life skills through dynamic, interactive lessons and physical activity.

RELEASE OF INFORMATION

“Directory Information” may be publicly released without the permission of the parents. Parents or legal guardians of a student who do not want this information released must notify the school system in writing, each year, if any of the directory information is to be withheld. Shaker Regional School District designates the following as directory information:

- Student’s name
- Address
- Telephone number
- Date of birth
- Participation in activities and sports
- Photograph
- Weight and height of members of athletic teams
- Diplomas, honors and awards received

See **Student Records and Access, Shaker School Board Policy Code JRA-R.**

ATTENDANCE

Absences

Regular attendance is CRITICAL for school success. Children need to attend as many school days as possible. Personal illness, family emergency, and other urgent reasons affecting the child may necessitate absence. If your child cannot attend school, please call the office between 7:30 and 9:00 a.m. A NOTE THAT VALIDATES THE ABSENCE MUST ACCOMPANY THEIR RETURN. This note explaining the reason and date or dates of the absence should be presented to your child’s classroom teacher. If you feel that the absence may be prolonged, please feel free to contact the office for assignments and books. If it is necessary for a child to be absent for five or more consecutive days, they should return to school with a note from a doctor.

Dismissal

If you wish to have your child dismissed early, you must notify the school secretary **IN WRITING**. Your student will be in the office at the designated dismissal time waiting for your arrival. For safety reasons children are not allowed to wait for dismissal outside of the building. Students must bring in a note if there is any change in their regular transportation home. This would include private transportation, or bus home if the child usually takes private transportation. There are occasions when a dismissal plan needs to be changed after the school day has begun. In this case, parents must call or email the school secretary with dismissal instructions. Parents should **NOT** email teachers or call/text their child directly, as the message might not be seen. We can only take directions from parents.

Tardiness

Any student arriving at school after 8:30 must report to the office and sign in before going to their classroom. The student will be marked as tardy on his/her report card and permanent record. Chronic tardiness negatively affects a child’s education program and disrupts the classroom schedule. Parents are asked to make every effort to ensure that children arrive on time, thereby helping students begin to establish good work habits that will last a lifetime.

Truancy

Truancy is defined as an unexcused absence from school or class. **See Shaker Regional School Board Policy Code JH.** Truant students shall be subject to school discipline in accordance with **Shaker Regional School Board Policy Code JIC.**

ADMISSION



All children ages 6 through 18, whose parents are residents of the Shaker Regional School District, must attend public school unless enrolled in approved non-public schools, or otherwise legally excluded. Students seeking admission to public school must present a physician endorsed form indicating the completion of the set of prescribed immunizations. **See Admission**

Procedures, Shaker Regional School Board Policy Code JFAA.

Residence Defined: Only students who reside in the town of Canterbury or Belmont NH are considered residents of the Shaker Regional School District. It is **NOT** legal for non-residents to attend school in this district. **NH RSA 193:12**

SCHOOL EVENTS

At the beginning of each month, a calendar of school events and the lunch menu are sent home with each student. This information can also be found on our school web page, (ces.sau80.org). Students are given individual notices in reference to special events, field trips and school projects. Please check with your child at least once a week to see if he or she has received any notices. Canterbury Elementary has a parent email group. Those who choose may give the school an email address, and then all notices, calendars, newsletters etc., will be sent via electronic mail as well as in hard copy form.

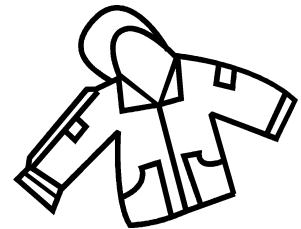
SCHOOL VISITORS



Visitors are welcome at CES. As part of our Emergency Management Plan, we require visitors to report to the office and sign in when they arrive and sign out when they leave. This procedure allows us to monitor the safety of everyone in the building in the event of an emergency. We regret that school-age friends or relatives are not allowed to attend classes.

STUDENT BELONGINGS

Each year many found items are never claimed. **PLEASE LABEL** all of your child's outerwear, (coats, hats, snow pants, gloves etc.). We request that children **do not bring toys or electronic media to school.** Favorite items might be lost or broken. Such objects also tend to distract children from academic activities.





Cell phone use by students is prohibited during school hours. If brought to school, they must be turned off during school hours and kept in a backpack. Students may not keep a phone in their desk or pocket. Cell phones will be confiscated if used during school hours.

FIELD TRIPS

Each classroom teacher schedules various field trips to interesting and educational locations. These trips are an integral part of the learning experience. Parents are encouraged to chaperone such school activities, but are asked not to bring younger children due to liability issues. Any person transporting students must provide the school district with proof of a **current driver's license** and a minimum **liability insurance coverage of \$100,000/\$300,00.** Proof of driver's license and insurance coverage needs to be resubmitted yearly. In addition, chaperones need to fill out an affidavit that is valid from September 30 of the upcoming school year to October 1 at the end of the following year. All chaperones are required to be fingerprinted and have background checks, but this needs to be done only once.

Field trips, excursions and co-curricular travel, as school activities, are considered an extension of the school campus. **Therefore, all School District policies and school rules shall apply for all students, as well as chaperones.**

See Field Trips, Shaker Regional School Board Policy Code IJOA.

HOW PARENTS CAN HELP

PREPARE YOUR CHILD FOR A GOOD DAY BY:

- Seeing that he or she has sufficient rest and sleep, complete meals and time for eating.
- Review any special activities for the next day i.e. Tomorrow, Tuesday, Scouts, come home with Mr. Jones (write a permission slip).

BECOME ACQUAINTED WITH YOUR CHILD'S PROGRAM BY:

- Visiting the school.
- Becoming acquainted with their teacher.
- Attending scheduled conferences.
- Joining the parent organization in your school. Helping with school activities.

PARENT TEACHER ORGANIZATION – PTO

Teachers, parents and other interested community members meet the **second Thursday** of each month at 6:00 P.M. to present informational programs, discuss school related issues, and to plan projects that benefit the children. Everyone is welcome and encouraged to participate.

2023-2024 PTO BOARD

CES COUGARS ROAR AWARDS

Certificates are awarded to students for demonstrating positive social, emotional, and/or academic behaviors. Staff and students are encouraged to nominate others for demonstrating positive behaviors that are recurring or a one time event. Awards are presented in a manner that gives the recipient school wide recognition for their positive behavior.

VOLUNTEER PROGRAM

The school volunteer organization is an integral part of the educational program. Volunteers are parents, grandparents, senior citizens and community members who are interested in becoming an important part of our children’s educational experience. For more information, please contact the school. No special skills are necessary, only the desire to help.

2023-2024 CES Volunteer Coordinator - Kathryn Scanlon

*Volunteers are required to complete a volunteer affidavit form **annually** which is valid from September 30 of the up-coming school year to October 1 of the following school year (See form in back pages of **this handbook**) All volunteers must have a criminal background check. Background checks need to be done only once. See pages 36 & 37.*

DRESS

Students are expected to wear comfortable, seasonal clothing that is appropriate for elementary school. Any clothing that is offensive, endangers the health and safety of the student or distracts from the educational process will not be allowed. Parents will be called and asked to bring appropriate clothing if the principal determines that it is that necessary.

Closed toe and closed heel shoes are necessary due to safety especially at recess. Flip flops, high heels, and slippers are not safe for school. Winter boots cannot be worn in class all day. Sneakers must be worn during physical education class.

PETS

Pets may not be brought into the school building without permission unless allowed by the superintendent. The intent of this policy is to protect our children’s health and safety. **See Animals on School Property, Shaker Regional School Board Policy Code IMG.**



STUDENT HEALTH AND SAFETY INFORMATION

The Shaker Regional School District requires that all students comply with NH State Law RSA 200:38.

“All students shall have a routine physical examination by a licensed physician prior to school entry.”

“All students shall be immunized prior to school attendance according to the current recommendations of the State Health Agency.”

(Current recommendations are available from the school nurse.)

New Hampshire State Law RSA 141-C:20a requires that all children be immunized. Prior to entry to school, all new students must present an immunization record or a notarized religious or medical exemption form to the school nurse. Notarized requests for exemption from student immunization or examination requirements must be made to the school nurse before school begins in the fall. Please contact your school nurse for further information on exemptions. Also information on exemptions, and the form to be notarized, can be found on the NH DOE website: <http://www.dhhs.state.nh.us/dphs/immunization/exemptions.htm>. Documentation of all student physical exams and immunizations, as well as religious or medical exemptions, will be kept on file in the Nurse/Health Office at your child’s school. Failure to comply with immunization requirements may result in exclusion from school. Whenever your child receives immunizations, please provide an updated copy of the written physician’s report to the Nurse. The Nurse will contact you if any additional immunizations are needed.

School Nurse

Canterbury Elementary School has a full time registered nurse. If a student is injured or becomes ill during school hours, the nurse will assess them. Throughout the school year, the (elementary) school nurses will conduct various health screenings. Please contact your school nurse whenever you have questions or concerns about your child’s health. **See Student Health Services, School Board Policy Code JLC-R&P**



Emergency Information

Emergency information will need to be completed by parents/guardians for each student who enrolls at our school. The information includes the address, telephone number, cell numbers, doctor, daycare providers, and persons to contact in the event of an emergency. Parents/guardians are requested to keep this information up-to-date by notifying the school if there are any changes.

Emergency First Aid

School personnel will only provide emergency first aid. More serious injuries such as fractures and lacerations that require sutures will be treated with emergency first aid and support measures until a parent/guardian can be



contacted. If neither parent can be reached nor the alternate responsible person(s) listed on the emergency card, the child will be referred to his or her family doctor or, if unavailable, the ER physician on call at the hospital.

**See Emergency Medical Care, Shaker School Board Policy Code JLCE-R
Medication**

The school nurse or a designated staff person will administer medication according to School District policy. **NO STUDENT SHOULD CARRY MEDICATIONS ON THEIR PERSON**, except an inhaler for asthma or an Epi-pen for severe allergic reactions. The school nurse may require a student to receive training and to sign a contract to ensure that the student, as well as other students, are safe from accidental ingestion. The appropriate parent /physician authorization form must be on file with the School Nurse.

1. PRESCRIPTION MEDICATION must be brought to school by a parent/guardian in the original pharmacy labeled bottle. Every new school year the school nurse must receive a new physician's order and signed parent authorization form in order to administer medications at school. Forms are available from the school nurse or printed by the medical provider's computer.

2. NON-PRESCRIPTION MEDICATION may be given by the nurse with the parent's written authorization. Any medication must be in the original professionally labeled packaging.

See Medications in School, School Board Policy Code JLCD & JLCD-R

Illness

Students with symptoms of illness such as fever, frequent productive cough, nausea and/or vomiting, excessively runny nose should not be sent to school. If a child arrives at school exhibiting symptoms, the nurse will assess the child and may dismiss the child from school, and it shall be the parent's responsibility to pick up the student. Should it be necessary for an ill child to go home at any time during the school day, they may not go home alone. The child will be released only to a parent, guardian or other authorized adult.

If the doctor has prescribed an antibiotic for your child, they should be kept home for at least 24 hours after beginning the medication or until the child would be considered non-contagious. All communicable diseases are subject to the restrictions of the State of New Hampshire Public Health Department, and students may be excluded accordingly.

See Communicable Diseases, Shaker School Board Policy Code JLCC-R

Recess

Recess is an important part of a student's physical and social education. Weather permitting, all students are required to go outside. Exceptions are made only with a doctor's note restricting outside play.

The decision to have outside recess during cold weather depends on the temperature and wind chill factor. Shorter recess times are scheduled very cold days. It is the parents' responsibility to see that their child comes to school dressed appropriately for the weather each day; i.e. mittens, boots, warm jacket, snow pants, etc. during the winter months. Boots are not allowed to be worn in the classroom; therefore, a change of footwear is necessary and may be left at school.



on

Nutrition

As educators, it is our responsibility to reinforce proper nutrition habits and choices with children. Breakfast is the most important meal of the day and enables children to concentrate, co-operate, and learn better. Any foods from the five food groups can be an acceptable breakfast, even if it is on the run.

Breakfast is also offered at school every morning. Snack time provides your child with an opportunity to eat something nutritious that can replenish energy and support their best performance throughout the day. Milk may be purchased at snack time also. We seek your help in eliminating unhealthy snacks, i.e. soda and sweets, and ask that you send healthy snacks to school with your child.

Head Lice Prevention

We recommend that parents check their child's hair weekly for head lice. Please contact the school nurse if any are found so close contacts may be checked. The school nurse shall conduct periodic examinations of student's heads at appropriate times. Such exams may be of an entire class or of selected students. If it is found that a student has head lice or nits (eggs), the parent/guardian will be informed. The child's hair must be treated with a lice-killing product, and all nits should be removed. The student may return to class as soon as this procedure has been completed, and the school nurse has confirmed that no live lice remain.

Bug Spray and Sunscreen

Bug spray and sunscreen cannot be applied at school by staff or students due to chemical sensitivities: they may be applied at home by parents before school.

TRANSPORTATION

Private Transportation

Private vehicles are not allowed in the parking lot from 3:00 to 3:20. During that time buses arrive and bus students are dismissed. By 3:20 the buses have left and private vehicles may enter the parking lot. Students will be waiting at the playground entrance where they will be escorted to their ride. It is important that drivers do not arrive before 3:20.

Transportation Changes

Any student who wishes to change his or her normal means of transportation home **MUST HAVE WRITTEN PARENTAL PERMISSION**. This permission needs to be given to the school secretary. **WITHOUT WRITTEN PERMISSION FOR ALTERNATE PLANS, ALL CHILDREN WILL TAKE THEIR REGULAR MEANS OF TRANSPORTATION HOME.**

Walkers

Written permission MUST be on file in the office for all students walking home.

Please review safety and conduct rules with your child.

School Cancellation

The decision for school to be delayed or canceled due to unsafe driving conditions will be made as early as possible.

The following stations will announce such information.

Radio: **WJYY, WEMJ, WGIR, WLKZ, WFTN, WLHN, WOKQ, AND WKXL**

Television: **WMUR Channel 9** www.wmur.com



Please note that a cancellation for CES may be listed as Canterbury Elementary School or The Shaker Regional School District.

Parents will also be informed when the decision is made to cancel school, delay the beginning of school, release students early or cancel after school activities through School Messenger. This messaging program allows the superintendent to make one call that will go to all of the phone numbers provided by parents.

Please be sure that you have completed the early dismissal form at the end of this handbook.

BUS SAFETY

All students transported within the Shaker Regional School District, or outside the district when traveling for school sponsored activities, shall behave in a manner which is conducive to the safety and welfare of all passengers, including the driver. The following regulations are set forth to that end:

SHAKER REGIONAL BUS RULES

General

- Children assigned to a particular bus are not permitted to ride on any other bus without a written request by a parent and the approval of the principal.
- Students riding buses may not be discharged at a stop other than their own without written permission of a parent and the approval of the principal.
- Elementary and middle school students who typically ride on district buses, but do not wish to ride home on the bus on a particular day must have *written* permission from their parents.
- Elementary and middle school students who typically ride on district buses and who are leaving the school grounds by means other than their regular bus must have the written permission of a parent and the approval of the principal. School authorities assume no responsibility for pupils leaving school grounds with or without permission, instead of taking district transportation.

Conduct prior to loading

- Be on time at the designated school bus stop.
- Stay off the road at all times while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a full stop before attempting to enter.
- Bus riders should not move toward the bus until the driver signals them to do so.

While we recommend these regulations for the safety of our students, the District does not accept the responsibility of monitoring student behavior, or providing consequences for misbehavior, prior to boarding the bus.

Conduct while on the bus

- Students are expected to treat the driver and other students with respect.
- Students must follow the directions of the driver at all times.
- Students riding District buses must stay in their seats at all times.
- Students must keep hands and head inside the bus at all times.
- Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in an accident.
- Students shall assist in keeping the bus safe and sanitary at all times.

- Students riding the bus should never tamper with the bus or its equipment.
- Students shall keep books, packages and other objects out of the aisles.
- Students shall not throw anything out of the window.
- Students shall not participate in horseplay on or around the bus.
- Students shall be quiet when the bus is approaching a railroad crossing.
- In case of road emergency pupils are to remain in the bus until they are informed what to do.
- Students riding the buses are not allowed to eat or drink on the bus.
- No gum, tobacco, smoking or smoking materials are allowed on the bus.
- No objects that may endanger the health or safety of the passengers are allowed on the bus.
- Students shall not damage or deface any equipment on the bus, including seats and windows.
- Students riding the buses are expected to take all articles that they bring on the bus with them.
- Elementary bus riders may not use electronics on the bus.

After leaving the bus:

- Be alert to a danger signal from the driver.
- If crossing the road is necessary after getting off, do so several feet in front of the bus after looking carefully in each direction.
- Older pupils should look after the safety of the younger children.

Violation of bus conduct regulations:

Students shall follow **SRSD Policy JK** – Student Discipline while en route to and from school by bus or other transportation provided by the school system, or while in any vehicle used in connection with a school function or activity. Students who violate bus conduct rules may be suspended from the privilege of bus transportation under **Shaker School Board Policy EEAEC – Student Conduct on School Buses**. Students may also be subject to suspension or expulsion from school for violations of bus conduct rules. See **Student Conduct on School Buses, Shaker School Board Policy Code EEAEC-R**.

As we strive to ensure the safety of all children, the Shaker Regional School District will be using video cameras and/or audio recordings on the buses on a rotating basis. These tools will be utilized to aid in the management of student behavior.



**First Student Bus Company 800-924-8734 or
603-524-1787**

BEHAVIOR/SCHOOL RULES

We expect each student to respect authority, respect the rights of others, establish a sense of self-discipline and self-respect, and accept individual responsibilities. Students must be aware of the school rules and the consequences that will occur when these rules are violated. Discipline will be handled in a firm and consistent manner.

In all systems, there are rules that are unwritten but equally important. We expect our students to conduct themselves in a responsible and orderly manner. It is important that our students develop a sense of pride in our school and its activities. Proper student conduct and positive work habits are attitudes that we feel are important in a student's growth.

Our School Resource Officer (SRO) works with administration to deter acts of violence, address threats to safety, provide support with habitual truancy, and promote an atmosphere of safety for students and faculty members through the use of school discipline and enforcement of local, state, and federal laws, and town ordinances.

We appreciate your cooperation and reinforcement in any discipline problem that may occur. By working together, we are assured that we can create a sound educational environment for our students.

BEHAVIOR PROGRAM

School Behavior Goals

P-Practice Kindness

A-Accept Responsibility

W-Work Hard/

S-Stay Safe

Behavior Program Objectives:

- To help students develop positive attitudes toward behavior and responsibility.
- To help students realize that they are responsible for their actions.
- To help students see the effects of their actions on themselves and on others.
- To help students set goals that are related to their self-improvement.
- To provide an avenue to discuss these goals and give support.

Important Behaviors

- The student will develop a respect for others.
- The student will share with others.
- The student will not push, fight or engage in rough play.
- The student will be responsible for his or her conduct.
- The student will deal with conflict without violence.
- The student will display proper sportsmanship when involved in games.
- The student will not call others names or use offensive language.
- The student will respect the rights of others.
- The student will be considerate in their actions.
- The student will respect school property.
- The student will follow classroom rules.
- The student will listen attentively.
- The student will work well in independent and group activities.
- The student will develop an attitude of responsibility and cooperation.

Rules and Expectations

Playground

- Be kind to others.
- Share equipment with others.
- If you take school equipment outside, you must return it to the building.

- Act, do not react, and play without pushing and shoving, kicking and karate movements, tackling or touching others, throwing things, inappropriate language, fighting, and throwing snow or snowballs.
- Stay outside unless an adult gives you permission to enter the building.
- Do not bring bats or hard balls to school.
- Line up quickly and quietly when the bell rings to signal the end of recess.
- Use playground equipment appropriately.

The slide

- Sit when sliding, feet first.
- Wait until the person ahead of you is out of the way.
- Slide **down** the slide. Do not climb up the side.



Blue and Yellow Play Structure

- Move safely on the play structure.
- Do not push or shove another student.
- Do not use the structure when it is wet or snow covered.

Swings

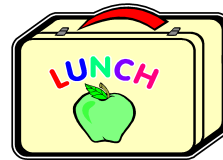
- Sit when swinging. Do not stand or kneel on swings.
- You may push others from behind but may not run under the swing.
- Swing back and forth. Do not spin or swing sideways.

Teeters

- Sit only on blue seats and only one child per seat. No standing or sitting anywhere else.

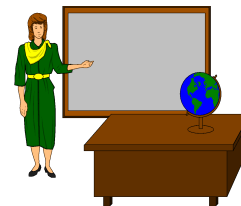
Cafeteria

- Be nice to other people.
- Use appropriate table manners.
- Always speak in a moderate voice.
- If you need help, raise your hand.
- Remain seated while eating.
- Do not make loud noises (popping bags, banging on tables, etc.)
- Clean up after yourself. Do not leave any paper or food at your place.
- Walk at all times.
- Do not leave the cafeteria without permission from the supervising adult.



Assemblies/Classroom Guests

- Be polite and attentive. Remain seated.
- Show appreciation with applause only.
- Do not ask to leave a presentation unless it is absolutely



necessary.

Classroom

- Be respectful of other students and your teacher.
- Treat others as you would like to be treated.
- Follow the directions of your teacher.

General

- Always move in a safe manner when inside the building. No running, skipping or jumping.
- Stay in line when passing with your class.
- Talk quietly. Do not disturb other classes.
- Gum, lollipops, and hard candy are not allowed.

- Always speak in a polite manner.
- Follow the directions of school staff.

DISCIPLINE

The Shaker Regional School District shall use educationally sound discipline practices. The purpose of discipline is to promote acceptable student conduct to the end of providing an effective and safe learning environment. **See Student Discipline, Shaker School Board Policy Code JK.**

Positive Behavior

Awards
 Praise
 Extra recess/activity time
 Responsible jobs for students
(Classroom aide, tutor, office work, etc.)
 Letters to students and parents
 Use of positive reinforcement ideas/materials

Negative Behavior

Warning/reprimand
 Time out that is in or out of classroom
 Loss of recess privilege
 Office referral
 Parent contact
 Parent/Teacher/Principal Conference
 Before/after-school detention
 Suspension

SCHOOL MEALS PROGRAM

Canterbury Elementary School serves meals each school day. Children may buy lunch and breakfast. Milk is part of the lunch meal. Children who bring their own lunch may purchase milk at school.

Please refer to the district web site for current school meals prices. Most children bring a snack and drink from home for the mid-morning snack break.

Milk may be purchased at this time. **PLEASE**, pay for the milk and meals your child wishes to purchase for the following week on **Friday** and if

possible place an amount on account that your child can draw from as necessary. This procedure eliminates much bookkeeping time and helps the food service program run more efficiently. A report of balances can be obtained anytime by calling Michele Donelan at the SAU office, 267-9223 ext.5308. The District will extend credit for a total of \$10.00. **Policy Code EFDA and EFDA-Rules and Procedures**



School Meals

Students must 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 as a la carte based on each item selected. 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.

Meal Prices

Children need healthy meals to learn. Shaker Regional School District offers healthy meals every school day. At all schools breakfast costs \$1.65; lunch costs \$3.25 at the Elementary Schools and \$3.50 at the Middle School and High School. Applications can be received at the school office, by contacting the SAU Office at 267-9223 x5308, or you can apply online at

<http://www.school lunchapp.com/>.

Free and Reduced Meals

Families whose income falls below standards set by the Federal Government are eligible for free and reduced price meals. Applications and qualification guidelines are sent home with students the first week of school. You may apply for free and reduced meals anytime during the school year. If during the school year you have a decrease in household income, an increase in household size; if you become unemployed, get food stamps or AFDC for your children, then you may wish to file an application for free or reduced meals. Applications are always available in the office. If a student is approved for Free and Reduced Lunches, he/she also qualifies for Free or Reduced Breakfast. Snack Milk is not included in the Free or Reduced Program and must be purchased.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

EMERGENCY DRILLS

Canterbury Elementary School has a detailed Emergency Management Plan that includes preparations and procedures to follow in the event of a safety hazard. Throughout the school year, children will participate in several evacuation drills and practice other emergency safety procedures. Copies of our Emergency Management Plan are available for review.

SEXUAL AND OTHER HARASSMENT

General Statement of Shaker School Board Policy Code GBAA

The Shaker Regional School District (SRSD) will not tolerate the harassment of any student, employee or visitor on the basis of sex. This policy prohibits all such activities whether engaged in by an administrator, principal, supervisor, agent of the SRSD coworker, student or other non-employee who is on SDRS premises or who comes in contact with SRSD employees or students.

In addition, the Shaker Regional School District will not tolerate harassment on the basis of race, color, religion, gender, national origin, age, disability or for any other unlawful reason.

Sexual Harassment Defined

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 or implicitly 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 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.

Retaliation against an individual who makes a complaint about sexual or other harassment is a violation of SRSD's policy and is prohibited by both state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of harassment.

Reporting Procedures

Any student who has witnessed or has reliable information that harassment, in any form, has occurred shall report such harassment to the building principal or to the Business Administrator in the office of the Superintendent.

Unlawful harassment of any sort is a violation of SRSD's policy and it is prohibited by both state and federal law. A student who believes that he or she has been subjected to sexual or unlawful harassment should report the incident to a School Counselor, Teacher or School Administrator. The incident shall be referred to the school Principal.

Investigation Recommendation

Upon receipt of a report, the Principal shall notify the Superintendent of Schools immediately. A written report shall be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. The principal shall conduct an investigation and present the findings, in writing, within 10 working days to the Superintendent. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the School Board.

Discipline

Upon a finding that harassment has occurred, the Superintendent shall take action as appropriate based on such findings. Students in violation are subject to discipline under **Shaker School Board Policy JK**. The findings of the investigation and the disciplinary action resulting shall be recorded and provided to all involved parties.

Right to Alternate Complaint Procedures

Any individual with a sexual harassment complaint may choose to bypass this policy and proceed directly to the NH Commission of Human Rights, 2 Chenelle Drive, Concord, NH, 03301, telephone

number (603)271-2767 or Office of Civil Rights, Health and Human Services, Region #1, Room 2403, JFK Federal Building, Government Center, Boston, MA, 02203, telephone number (617)565-1340. See **Sexual and Other Harassment Shaker School Board Policy Code GBAA.**

SAFE SCHOOL ZONE

The Belmont Police Department, the Canterbury Police Department, and the Shaker Regional School District have joined in a cooperative effort to provide a safe and healthy environment for the students, faculty, and staff at our schools. We intend to do this in accordance with Shaker Regional School Board policy. Everyone deserves the right to feel safe at school. In no way should a student threaten anyone nor should he or she be threatened. We must work together to make our schools as comfortable as possible. People are entitled to be protected from criminal activity both on and off school property.

Rights and Responsibilities

It is required by law that any school official who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report the information to a school authority, who shall then contact the police. The safe school zone is identified as an area inclusive of any school property including school buses. Although not all inclusive, by law the following acts must be reported: “Act of theft, violence or destruction.”

Confidentiality

School administration can exchange information with police relating only to the acts of theft, destruction, or violence in a safe school zone. The police and school can have open communication. Behaviors or acts witnessed at school may help the police better understand a situation allowing them to get students the help they may need. There are many services the police use to assist juveniles, which include, but are not limited to, anger management, conflict resolution, and truancy prevention.

Parental Involvement

Parents are an important part of the effort to have a safe and healthy school. School officials and law enforcement officers intend to inform and to involve parents during these investigations. We encourage parents to be actively aware of all the activities of their children. If you have any questions about this policy or how it will be enforced, contact any school’s principal or the local law enforcement agency.

Neglect and Abuse Reporting

New Hampshire RSA 169:C is the law written to mandate reporting of suspected child abuse and neglect to the New Hampshire Division for Children and Youth Services (1-800-458-5542). Specifically, RSA 169-C29 requires school officials, or any person having reasons to suspect that a child has been abused or neglected, shall make a report to the Division. See **Safe Schools, Shaker School Board Policy Code ADD.**

TITLE IX – GRIEVANCE PROCEDURE

A grievance is a complaint by an employee, student, parent or groups of individuals who feel there has been discrimination based on sex, which would be an alleged violation, misinterpretation or misapplication of Title IX provisions. The District has established grievance procedures. The Superintendent of Schools may be contacted concerning grievance procedures.

See Non-Discrimination, Shaker School Board Policy, Code ACE.

NO SMOKING/NO TOBACCO PRODUCTS

The use of tobacco products is strictly prohibited. No person shall use any tobacco product in any facility maintained by the School District, on any of the grounds of the District, or in any vehicles or property engaged in service to and for students. See **Tobacco Products Ban Shaker School Board Policy Code ADC.**



PUPIL SAFETY AND VIOLENCE PREVENTION

The Shaker Regional School District provides a safe and non-violent environment for all students. Conduct that constitutes bullying, whether verbal or physical will not be tolerated. See **Pupil Safety and Violence Prevention Shaker School Board Policy Code JBAAA.**

NON-DISCRIMINATION POLICY

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. Neither shall the District discriminate in its practices of employment as 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. **Non-Discrimination, Shaker School Board Policy Code AC.**

STUDENT CONDUCT

A. General Policy

The Shaker Regional School Board (SRSB) is committed to promoting a safe, healthy, orderly and supportive school, and learning environment. To achieve that for all, it is important for students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration of other students, District personnel and other members of the community. Students are expected and required to maintain appropriate behavior that allows teachers and staff to perform their professional duties effectively and without disruption while on School District property or on property within the jurisdiction of the School District (including vehicles); and/or while attending or engaged in school activities.

Expectations for student conduct and standards of behavior shall be communicated through written Board policies, as well as District and/or school rules. Those policies and rules should be included in a Code of Conduct for each school.

Student conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, or visitors, and/or violates the Code of Conduct, or classroom rules is prohibited. Response to violations of the Code of Conduct, however, should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. District personnel who interact with students are expected to utilize progressive disciplinary measures, and to place emphasis on educating students so they may grow in self-discipline. Suspensions and expulsions shall be administered consistent with the applicable Code of Conduct and Board policy JICD.

B. Student Code of Conduct

The SRSB delegates to the Superintendent, in consultation with the appropriate building Principal and counselors, the responsibility of adopting and implementing a Student Code of Conduct with such age-appropriate rules and regulations for each school as he/she deems necessary to implement the objectives of this policy.

The Code of Conduct shall be noted in the student handbook. Consistent with the Board's statutory authority, and other Board policies regarding review of administrative rules, regulations and procedures, the School Board retains the authority to modify, supersede, or suspend any provision of the Code of Conduct.

The Code of Conduct should include:

1. A graduated, age-appropriate system of supports and intervention strategies, including but not limited to:

- parent conferences,
- counseling,
- peer mediation,
- instruction in conflict resolution and anger management,
- parent counseling and training,
- community service, and
- rearranging class schedules

2. Graduated, age-appropriate disciplinary consequences, including but not limited to:

- restriction from extra-curricular activities,
- temporary (same day) removal from class or activity,
- detention,
- temporary reassignment/in-school suspension,
- out-of-school suspension, and
- expulsion.

3. Provisions describing how and when short-term suspensions of up to 5 days, short-term suspensions up to 10 days, long term suspensions up to 20 days, and/or expulsion should be imposed. These standards shall make reference to and reflect:

- the nature and degree of disruption caused to the school environment;
- the threat to the health and safety of pupils and school personnel, volunteers or visitors;
- whether the conduct or behavior is isolated or repeated.

All temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and expulsions shall comport with applicable laws, regulations and Board policy JICD.

4. Information regarding RSA 193:13, 193-D, this policy, Board policy JICD, and other Board policies or District/school rules regulating student conduct on and off²⁴ campus. Except where the complete text of a statute, regulation or policy is required, the Code of Conduct should include age-appropriate language. E.g., summaries for elementary grade levels.

C. Implementation and Notice.

The Superintendent shall assure that the Code of Conduct, complete with the information set out in section B.4, above, shall be in each student handbook, made available to parents at the beginning of the school year, publicly available on the school, District and/or SAU district website. Additionally, building Principal(s) shall assure student awareness of the Code of Conduct and other District policies and building rules.

D. Parental Notification of Simple Assaults.

Pursuant to RSA 193-D:4, I (b), the Superintendent is directed to adopt and implement procedures to notify parents/guardians of each student involved in a simple assault (victim and perpetrator) occurring during the school day, when such assault causes: any form of bodily injury, including bruising or discoloration, or would otherwise constitute a disciplinable offense under the Code of Conduct. For purposes of this policy, "simple assault" shall have the same meaning as that provided in RSA 631:2-a (a simple assault occurs when one purposefully or knowingly causes bodily injury or unprivileged physical contact to another; or recklessly causes bodily injury to another or negligently causes bodily injury to another by means of a deadly weapon)

E. Disciplinary Removal of Students with Disabilities.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any class or activity removal, suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

Non-Discrimination, Shaker School Board Policy Code JIC.

STUDENT DISCIPLINE AND DUE PROCESS

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the school.

Disciplinary consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. The Shaker Regional School District (SRSD) will follow the procedures set forth by state and federal law, specifically RSA 193:13 and Ed 317, in the discipline of students. The Shaker Regional School Board (SRSB) does not review appeals of student disciplinary decisions unless a right to appeal is explicitly conferred by policy or by law.

Behavior that also violates the law may be referred to law enforcement authorities.

Temporary Removal from Classroom

Students may be temporarily removed from the classroom at the discretion of the classroom teacher. A student may be temporarily removed if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the

classroom environment, or otherwise engages in conduct that violates the Student Code of Conduct. During such removals, students will be sent to the building principal's office or designated area.

Teacher Detention

Students may be assigned a detention at the discretion of the classroom teacher. A student may receive a detention if the student refuses to follow the teacher's directions, fails to follow school policies or rules, disrupts the classroom environment, or otherwise engages in conduct which violates the Student Code of Conduct.

During such detentions, students will be required to remain at school during non-school hours; elementary students may serve a detention during their recess period(s). Parents will be notified at least twenty-four (24) hours prior to the detention. The length of the detention is left to the discretion of the classroom teacher and will generally not exceed one (1) hour.

Administrative After-School Detention

Students may be assigned a detention at the discretion of the building Principal or designee. A student may receive a detention if the student refuses to follow the administrator's directions, fails to follow school policies or rules, disrupts the school environment, or otherwise engages in conduct which violates the Student Code of Conduct.

During such detentions, students will be required to remain at school during non-school hours; elementary students may serve a detention during their recess period(s). Parents will be notified at least twenty-four (24) hours prior to the detention. The length of the detention is left to the discretion of the administration and will generally not exceed one (1) hour.

Administrative Saturday Morning Detention

High school and middle school students may be assigned a Saturday morning detention at the discretion of the building Principal or designee. A student may receive a Saturday morning detention if the student engages in conduct set forth in the Student Code of Conduct.

During such detentions, students will be required to remain at the High School on Saturday mornings. Parents will be notified hours prior to the detention. The length of the detention is left to the discretion of building administration, and can be up to three (3) hours.

In-School Suspension

Students may be assigned in-school suspension at the discretion of the building Principal or designee. During such in-school suspensions, the student will attend school but will be removed from one or more classes and placed in a restricted and supervised classroom within the district. The student will be expected to remain of good behavior and work quietly on school work while serving the in-school suspension. Parents will be notified 24 hours prior to the in-school suspension.

Short-Term Out-of-School Suspension

The building Principal or representative designated in writing by the Superintendent is authorized to suspend a student for a specific period of time, not to exceed ten (10) consecutive school days. A suspension may be imposed for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

A student who is subject to a short-term suspension (ten school days or fewer) is entitled to the following due process:

1. The student will meet with the building principal or associate principal to discuss the charges and the evidence against the student. The principal or associate principal will inform the student of the possibility of a short-term suspension.
2. The student will be given an opportunity to present his or her side of the story at this meeting.
3. The student and at least one of the student's parents/guardians will receive a written statement explaining any disciplinary action taken against the student.

Depending on the severity of the student's conduct, the building Principal or designee may also refer or recommend the student to the Superintendent or to the School Board for further disciplinary consequences.

Principal Authority

The Principal is authorized by the Superintendent to suspend students from school for a period not to exceed ten (10) school days for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school.

Long-Term Out-of-School Suspension

The Superintendent, as the School Board's designee, may extend a student's suspension for up to an additional ten (10) consecutive school days. A long-term out- of- school suspension may be imposed for:

- An act of theft, destruction, or violence as defined in RSA 193-D;
- Bullying pursuant to school district policy, JICK when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- Possession of a firearm, BB gun, paintball gun, or airsoft gun.

During such suspensions, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

A student who is subject to a long-term suspension is entitled to the following due process:

1. Upon recommendation of a long-term suspension and prior to any hearing,

- there shall be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail (US Postal Service) to the student's last known address, which states the charges and an explanation of the evidence against the student.
2. A hearing that meets the requirements of Ed 317.04(f)(3)(g).
 - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
 - b. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.
 - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
 - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
 3. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
 4. The written decision shall include notice to the student that the decision may be appealed. For a long-term suspension issued by Superintendent, the decision must be appealed in writing to the School Board within ten days after the issuance of the decision. The School Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Superintendent.
 5. For a long-term suspension issued by the School Board, the decision must be appealed to the New Hampshire State Board of Education within 20 days after receipt of the decision.
 6. The long-term suspension shall remain in effect while an appeal is pending unless the School Board stays the suspension.

Depending on the severity of the student's conduct, the Superintendent may also refer or recommend the student to the School Board for further disciplinary consequences.

Expulsion

The School Board may expel a student, which permanently denies a student's attendance at school. An expulsion may be imposed for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- A repeated act that would permit a long term suspension;
- Any act of physical or sexual assault that would be a felony if committed by an adult;
- Any act of violence that constitutes a "violent crime" pursuant to RSA 651:5, XIII; or
- Criminal threatening that constitutes a class B felony pursuant to RSA

631:4, II(a).

During an expulsion, unless otherwise stipulated in writing, a student is not permitted to attend school classes or activities, school sponsored events, or occasion school property.

A student who is subject to expulsion is entitled to the following due process:

1. Upon recommendation of an expulsion and prior to any hearing, there shall be a written notice to the student and at least one of the student's parents or guardians, delivered in person or by mail (US Postal Service) to the student's last known address, which states the date, time, and place for a hearing before the School Board. The notice shall be delivered to the student and at least one of the student's parents/guardians at least five calendar days prior to the hearing.
2. The School Board shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed 317.04(f)(3)(g).
 - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
 - b. During the hearing, the student, or the parent/guardian shall have the right to examine any witnesses presented by school officials.
 - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
 - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.
3. Before expelling a pupil under this section the School Board shall consider each of the following factors:
 - a. The student's age;
 - b. The student's disciplinary history;
 - c. Whether the student has a disability;
 - d. The seriousness of the violation or behavior committed by the student;
 - e. Whether the school district has implemented positive behavioral interventions;
 - f. Whether a lesser intervention would properly address the violation or behavior committed by the student.
4. The School Board shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.
5. The expulsion shall run until the School Board reviews it and restores the student's permission to attend school. The written decision shall state any action that the student may take to be restored by the School Board. The decision shall also state that the student has the right to appeal the decision to the New Hampshire State Board of Education at any time while the expulsion remains in effect.

Any expulsion shall be subject to review by the School Board, if requested, prior to the start of each school year. A student seeking restoration of permission to attend school shall file a written request with the Superintendent prior to the start of each school year which details the basis for the request.

Possession of a Firearm

Pursuant to RSA 193:13, IV, any student who brings or possesses a firearm (as defined in 18 U.S.C. § 921) in a safe school zone, as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the SRSB for a period of not less than 12 months.

Pursuant to RSA 193:13, VI, a student who is expelled from school in another state under the provisions of the Gun Free School Zones Act of 1994 shall not be eligible to enroll in the SRSD during such expulsion. If the out of state expulsion is for an indefinite period of time, the student may petition the School Board for enrollment upon establishing residency.

As provided in RSA 193:13, VII, both of the above expulsions may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. The expelled student must submit a written application to the Superintendent requesting modification of the expulsion, and the student will be required to submit sufficient evidence in the form of letters, work history, or other documents that it is in the school's best interest and the student's best interest to allow a modification.

Superintendent Authority

The School Board authorizes the Superintendent to reinstate a suspended or expelled pupil on a case-by-case basis.

Educational Assignments

The student's school will make all educational assignments available to the suspended student during the student's suspension.

The school district will provide alternative educational services to a student whenever the student is suspended in excess of twenty (20) cumulative days within any school year. Such alternative educational services will be determined by the school Principal or Assistant Principal and shall be designed to enable the student to advance from grade to grade.

No student shall be penalized academically solely by virtue of missing class due to suspension.

The School Board, in its discretion, may authorize educational services to be provided to an expelled student in an alternative setting on a case-by-case basis.

Behavior Intervention Plans

The student's school will develop an intervention plan for any student who has been suspended more than ten (10) cumulative school days in any school year. The intervention plan will be designed to proactively address the student's problematic behaviors.

Students with Disabilities

Discipline of students with identified or suspected disabilities will be in accordance with the Individuals with Disabilities Education Act of 2004, New Hampshire State Law on Special Education (RSA 186-C), New Hampshire Standards for the Education of Children with Disabilities (Ed 1100), and Section 504 of the Rehabilitation Act of 1973.

Code of Conduct

The School Board authorizes the Superintendent, or designee, to establish a Code of Conduct which will contain a system of supports and consequences designed to correct student misconduct and promote behavior within acceptable norms. The Code of Conduct will include a graduated set of age-appropriate responses to misconduct and will set forth standards for short-term suspensions up to five (5) school days, short-term suspensions up to ten (10) school days, long term suspensions up to 20 school days, and expulsion. Such standards will make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action. (See policy JIC)

Superintendent and Principal Designees.

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

Notice

This policy and school rules which inform the student body of the content of RSA 193:13 shall be included in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting, and/or announcements. Nothing herein shall prevent a school principal from printing, posting, and/or announcing other rules applicable to the school.

Cross References:

Student Rights and Responsibilities, Policy JI
Code of Conduct/Student Behavior Standards, Policy JIC
Weapons on School Property, Policy JICI
Pupil Safety and Violence Prevention – Bullying, Policy JICK

Legal References:

18 U.S.C. § 921, Definition of Firearm RSA 189:15, Regulations
RSA 193:13, Suspension & Expulsion of Pupils
RSA 651:5, XIII, Annulment of Criminal Records - Violent Crimes RSA 631:4, II(a), Criminal Threatening
RSA Chapter 193-D, Safe School Zones
RSA Chapter 193-F, Pupil Safety and Violence Prevention
NH Code of Administrative Rules, Section Ed 306.04(a), Policy Development NH Code of Administrative
Rules, Section Ed 306.04(f), Student Discipline
NH Code of Administrative Rules, Section Ed 317, Standards and Procedures for Suspension and Expulsion of
Pupils Including Procedures Assuring Due Process

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 Improvement Act (IDEIA), 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.

Tonyel M. Berry, Director of Student Services, Shaker Regional School District, 58 School Street, Belmont, NH 03220, (603) 267-9222.



**SHAKER REGIONAL SCHOOL DISTRICT
BACKGROUND INVESTIGATION, CRIMINAL RECORDS CHECK
AND FINGERPRINTING POLICY**

The District shall conduct a background investigation and criminal records check of all applicants for employment. All offers of employment are conditioned upon submitting to, and the satisfactory results of a background investigation and criminal records check, including fingerprinting, as more fully described below.

In addition, all District employees and all other persons who have regular contact with students, such as volunteers, coaches, student interns and student teachers, and those agencies/individuals who provide contracted services to our students, as the District deems appropriate, shall be subject to background investigations, criminal records checks, including fingerprinting. Further, all contracted provider services will furnish the District with copies of satisfactorily completed criminal background checks, including fingerprinting.

The refusal to submit to or otherwise cooperate with the District's efforts to conduct a complete background investigation and criminal records check, including fingerprinting, and/or the receipt of unsatisfactory results from a background investigation or criminal records check shall result in the withdrawal of a conditional offer of employment and/or disciplinary action up to and including immediate termination of an employee, volunteers, coach, student intern, student teacher or contracted service provider.

New Hampshire law specifically prohibits any District from hiring an individual who has been convicted of crimes under RSA 630:1, 6:30:1-a, 630:1b, 6:30:2, 632-A:2, 632-A:3, 632-A:4, 633:1, 639:2, 639:3, 645:1 I(b), II or III, 645:2, 649-A:3, 649-B:3, or 649-B4, or any violation or attempted violation of RSA 650:2 where the act involves a child in material deemed obscene, in this state under any statute prohibiting the same conduct in another state, territory, or possession of the United States. If a criminal records check reflects a conviction of this type, the conditional offer of employment will be withdrawn. In addition to these specifically enumerated crimes, the District will not employ or utilize the services of anyone who has been convicted of any felony. In the event that an employee, volunteer, coach, student intern, student teacher or contracted service provider has been convicted of a misdemeanor, the Board and Administration will review such convictions and determine appropriate action on a case-by-case basis.

The District pays the fees associated with the fingerprinting and criminal records checks conducted in accordance with this policy, except for contracted service providers who are responsible for paying their own fees.

Background Investigation

All individuals covered by this policy must authorize the District, in writing, to conduct a background investigation and consent to the release by third parties (such as former employers) of the information requested during the District's investigation. A background investigation may include, but is not limited to: entire employment history; fitness for duty at all prior employment; education history; criminal record and military record, if any; obtaining opinions and references regarding moral character and reputation; and soliciting and obtaining any other information the District, in its discretion, deems necessary.

Fingerprinting

All individuals covered by this policy shall submit to fingerprinting conducted by an authorized employee of the District, or at the request of the District, a qualified law enforcement agency. If, after two attempts, the District is unable to procure valid fingerprints, the District may withdraw a conditional offer of employment pending the confirmation of whether any criminal information is available in any community the person lived during the past five years.

Criminal Background Check

All individuals covered by this policy must execute and submit to the District, a notarized criminal history records release form, as provided by the Division of State Police, authorizing release of information regarding the presence or absence of any criminal conviction of the individual. In addition, the individual must submit to fingerprinting conducted by an authorized employee of the District, or at the request of the District, a qualified law enforcement officer. If, after two attempts, the District is unable to procure valid fingerprints, the District may withdraw a conditional offer of employment and/or impose disciplinary action, up to and including immediate termination of an employee, volunteer, coach, student intern or student teacher.



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Disclaimer

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

2023-2024 School Calendar

August/September

	M	T	W	T	F
		(29)	(30)	(31)	X
	X	5	6	7	8
19 Days	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

February

	M	T	W	T	F
				1	2
	5	6	7	8	9
17 Days	12	13	14	15	16
	19	20	21	22	23
	X	X	X	X	

October

	M	T	W	T	F
	2	3	4	5	6
21 Days	X	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

March

	M	T	W	T	F
					X
19 Days	4	5	6	7	8
	11	(12)	13	14	15
	18	19	20	21	22
	25	26	27	28	29

November

	M	T	W	T	F
			1	2	3
17 Days	6	(7)	8	9	X
	13	14	15	16	17
	20	21	X	X	X
	27	28	29	30	

April

	M	T	W	T	F
	1	2	3	4	5
17 Days	8	9	10	11	12
	15	16	17	18	19
	X	X	X	X	X
	29	30			

December

	M	T	W	T	F
					1
16 Days	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	X	X	X	X	X

May

	M	T	W	T	F
			1	2	3
22 Days	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	X	28	29	30	31

January

	M	T	W	T	F
	X	2	3	4	5
20 Days	8	9	10	11	12
	X	16	17	18	19
	22	23	24	25	(26)
	29	30	31		

June

	M	T	W	T	F
	3	4	5	6	7
10 Days	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Aug 29 – Aug 31Teacher Workshop
 Sept 4Labor Day
 Sept 5Students Start School
 Oct 9Columbus Day
 Nov 10Veteran's Day
 Nov 22 - 24Thanksgiving Break
 Dec 25 - Jan 1Holiday Break

Jan 15 Martin Luther King Jr. Civil Rights Day
 Feb 26 – Mar 1 Winter Break
 Apr 22 –26 Spring Break
 May 27 Memorial Day
 June 7 Graduation (*Tentative*)
 June 14 Anticipated Last School Day – Early Release
 June 17 – 28 Anticipated Snow Days

() = 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.

178 Student Days/184 Teacher Days

Approved 12.13.2022

EARLY DISMISSAL

On rare occasions, it may be necessary to close school early due to weather conditions. It is important that children are aware of your plans for them in these instances. To help us assist the children, please fill out the following and return it to school

_____ No special arrangements necessary. (Do as they do every day for transportation home).

_____ In the event of early dismissal, my child _____
is to: _____

Parent/Guardian Signature _____

.....

SHAKER REGIONAL SCHOOL DISTRICT
CANTERBURY ELEMENTARY SCHOOL
2023-2024 STUDENT HANDBOOK

This handbook has been prepared for you as a reference of school policies and procedures. Please read it carefully and become familiar with its contents. If you have any questions, do not hesitate to call the school (603) 783-9944.

Please detach and return this form to school.

I have received and read a copy of the 2023-2024 Canterbury Elementary School Handbook.

Date: _____

Student(s): _____

Parent/Guardian: _____