

Belmont High School
255 Seavey Road • Belmont, NH 03220

Phone: 603-267-6525 Fax: 603-267-5962 www.shaker.k12.nh.us

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Belmont High School Mission Statement

“The mission of Belmont High School is to develop contributing members of society who are communicators and life long learners.”

IMPORTANT PHONE NUMBERS

SRSD Superintendent’s Office	267-9223	Belmont High Fax	267-5962
Belmont High Main Office	267-6525 ext 0	SRSD Special Education Director	267-9222
Belmont High Guidance Office	267-7338 ext 340	First Student –Bus Company	524-1787
Belmont High Athletic Dept.	267-6525 ext 362		

ADMINISTRATION

Mr. Mark Blount	Superintendent	Mrs. Tonyel Mitchell-Berry	Director of Special Education/ESOL Coordinator Shaker Regional School District ext 352
Mr. Russell Holden	Principal Belmont High School ext 301	Ms. Barbara DiRoma	Director of Food Service Shaker Regional School District ext 352
Mr. Dan Clary	Assistant Principal Belmont High School ext 302	Mr. Doug Ellis	Director of Building and Grounds Shaker Regional School District 267-9223
Ms. Brenda Seifert	Director of Guidance/504 Coordinator at Shaker Regional School District ext 341	Mr. Jon White	Director of Technology Shaker Regional School District 267-9223

FACULTY

(Telephone extension in parenthesis)

Art:	Edibeth Farrington (113), John Frick (106)	Physical Education:	Rick Acquilano (362), Patty Bates (361)
Business:	Ben Hill (211)	Science:	Kevin Charleston (111), Aaron Hayward (107), Thomas Morin (209), Dan Pleeter (109), Nathan Green (109)
Computer Science:	Donna Delgado (112), Steve Fournier (108)	Social Studies:	Tonya Angwin (204), Barry Best (216), Justin Bourque (202) Michael Foley (202), Elizabeth Tardugno (208)
English:	Alison Bryant (214), Dane Loomer (206), Brian McNabb (212), Angela Pitrone (214), Laura Saxe (210)	Special Education:	Sharon Akerstrom (102), Andrew Brauch (311), Alex Takantjas (102)
Health:	Rick Acquilano (362), Laura Lavallee (103)	World Language:	Christine Ferguson (105), Sharon Hampton (105)
Library/Media Center:	Ben Russell (201)	E.L.O. Facilitator:	Dianna Harper (304)
Mathematics:	David Benedetto (114), Donna Delgado (112), Scott Currier (114), Rachel Small (207), Charles Tautkus (110), Randy Wormald (110)	School to Career:	Ralph Dixon (307)
Music:	Ray Craigie (150), Scott Lounsbury (150)		
Nurse:	Lisa Langton (321)		

Reporting Dates

Progress Reports

1 st Quarter	October	1*
2 nd Quarter	December	10*
3 rd Quarter	February	18*
4 th Quarter	May	6*

Report Cards Issued

1 st Quarter	November	10**
2 nd Quarter	January	26**
3 rd Quarter	April	6**
4 th Quarter	June	23**

Dates for Grade Closing:	1st Quar.— Nov. 5th	2nd Quar.— Jan 20th
	3rd Quar. — April 1st	4th Quar. — June 16th

* Mailing will take place two days after
** Dates indicate when report cards are printed, and not necessarily mailed

SCHOOL HOURS

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

Bell Schedule

7:15	First Bell
7:22	Warning Bell
7:25-8:55	Block 1
8:55-9:07	Break
9:10-10:40	Block 2/3
	Block 2 9:10-9:55
	Block 3 9:55-10:40

10:45-12:40 Block 4

Lunch Schedule

* Lunch 1	10:45-11:11
Lunch 2	11:15-11:41
Lunch 3	11:45-12:11
Lunch 4	12:14-12:40

12:45-2:15 Block 5

*NOTE: On the first day, all students must report directly to their Block 4 Class, prior to dismissal for lunch.

Two Hour Delay Schedule

9:20	Warning Bell
9:25-10:30	Block 1
10:35-12:02	Block 2/3
	Lunch 1 10:35-10:56
	Lunch 2 10:57-11:18
	Lunch 3 11:19-11:40
	Lunch 4 11:41-12:02
12:06-1:09	Block 4
1:13-2:15	Block 5

School Cancellation/Delay/Early Release

Listening to your local radio and TV station is the quickest way to learn if school is delayed, cancelled, or if there is an early release because of unsafe driving conditions. The following stations will announce the information as soon as a decision is made.

WJYY 105FM	WEMJ 1490AM	WGIR 610AM	WLKZ 105FM
WFTN 94FM	WLNH 98.3FM	WMUR Channel 9	

Or on the Web at:
<http://www.thewmurchannel.com/index.html/>

BELMONT HIGH SCHOOL WEB PAGE
<http://www.shaker.k12.nh.us>

STUDENT ACCEPTABLE COMPUTER USE POLICY CODE EGA - R & P

Purpose of this Document

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

Introduction

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

The-District computer information systems, with/or without Internet access, are provided for the use of all students and staff.

The District is required by NH Law (RSA 194:3-d) to have an Acceptable Use Policy. RSA 194:3-d "School District Computer Networks" states:

1. "Every school district which has computer systems or network(s) shall adopt a policy which outlines appropriate and acceptable use, as well as the inappropriate and illegal use, of school district computer systems and networks, including, but not limited to, the Internet."
2. "All users of school district computer systems and/or networks who intentionally violate the district policy and who intentionally damage the computer system and/or the network shall assume legal and financial liability for such damage. For purposes of this section, "user" means any person authorized to access the school district's computer systems or network, including, but not limited to, the Internet." **Source. 1997, 285:1, eff. Jan. 1, 1998.**

Definition

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

Educational Purpose

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

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The District will endeavor to provide a secure and wholesome Internet experience. The District utilizes Children's Internet Protection Act (CIPA) compliant content filtering mechanisms to filter Internet access. However, it is possible that a user will be able to find ways to circumvent Internet access controls. Students are warned of the potential availability of offensive material on the Internet, and are advised that they are ultimately responsible for their conduct on the Internet.

The District will, as part of Information and Communication Technologies Instruction, review, on an annual basis, this policy and general Internet Safety Guidelines with all students.

District Rights

The District reserves the right to:

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

Monitoring/Data Retention Policy

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

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User Responsibilities

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

Usage Guidelines

Acceptable Use

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

Unacceptable Use

The District has the right to take disciplinary action, remove computer information systems privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable activities constitute, but are not limited to, any activity through which any user:

1. Interferes with or disrupts other computer information systems users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms, viruses and such, distributing quantities of information that overwhelm the system, and/or using District computer information systems to make unauthorized entry into any other resource accessible via the network.
2. Invades the privacy of individuals or entities or seeks to gain or gains unauthorized access to information resources.
3. Violates institutional or third-party copyright, license agreements or other contracts.
4. Uses or knowingly allows another to use any computer or computer information system to devise or execute a scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources, including hardware, software, or data.
6. Uses the computer information systems for commercial or political activity.
7. Installs unauthorized software for use on District computers.
8. Modifies computer configuration settings, including but not limited, to file sharing configurations and network settings.
9. Uses the computer information system to access inappropriate materials.
10. Acquires, communicates, creates, submits, publishes, displays or participates in any materials, messages or activities on District computer information systems.

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Restricted Materials and Actions

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

1. Use of personal computers.
2. Use of personal email accounts. Users may not access these accounts from the school network. This includes, but is not limited to Hotmail, AOL mail, Yahoo mail, and personal mail accounts through an Internet Service Provider account.
3. Use of peer-to-peer file sharing programs.
4. Use of games, unless for educational purposes and approved by the building principal.
5. Use of online chat rooms or instant message systems, unless for educational purposes and with prior approval of the building principal.
6. Use of social networking sites, unless set up for educational purposes by the student's teacher and with prior approval of the building principal.
7. Use or publication of a student's full name, address and/or email address in conjunction with District web pages.

Consequences of Violations

The District values the appropriate and responsible use of its computer information system. Any system user identified as a security risk or violating District computer information system guidelines shall be denied access to the District's computer information systems.

Infractions set forth in this agreement may result in suspension or termination of access privileges and/or other appropriate disciplinary action in accordance with District policy. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

Exceptions

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

Disclaimer

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

FERPA

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

1. The right to inspect and review the student's education records within 45 days from the day that the school receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies shall be made available to parents at a reasonable cost.

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2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Belmont High School to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identifying the part of the records they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them within ten (10) days of their right to a hearing regarding their request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests in the records of the individual student. A school official is a person employed by the school as an Administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform special task regarding the individual student (such as an attorney, auditor, medical consultant, or therapist); such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
 Family Policy Compliance Office
 US Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605

INDIVIDUALS WITH DISABILITIES ACT

The District shall provide a free and appropriate public education and necessary related services to all children with disabilities residing within the District in accordance with the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (See School District Policy IHBA). The law also requires a school district to identify such children from birth through two years of age. This law applies to all children including those in non-public schools, pre-schools and hospital settings. If at anytime you suspect your child might have an educationally handicapping condition, you are encouraged to contact your child’s school to discuss your concerns. School personnel will provide you with information on the procedures for determining if a child is educationally handicapped and in need of special educational services. For more detailed information about the policies and procedures established for special education in your school district, the SAU #46 Special Education Plan is available for review in the Superintendent’s office, or contact the Special Education Director at 267-9222.

NONDISCRIMINATION/ EQUAL OPPORTUNITY

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

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

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

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY – BULLYING

Conduct constituting bullying will not be tolerated. For the purposes of this policy, “bullying” is conduct which subjects a student to persistent or repeated insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner.

Any school employee or employee of a company under contract with the District (e.g.: for transportation services), who has witnessed or has reliable information that bullying has occurred shall report such bullying to the bullied student’s principal, or designee, for further report to the Superintendent.

If it is determined, after investigation that a student has engaged in bullying conduct prohibited by this policy, that student shall be subject to appropriate disciplinary action. Verbal bullying shall, in the first instance, be considered minor misconduct. Physical bullying shall, in the first instance, be considered misconduct. (In accordance with School District policy JBAAA.)

RELEASE OF INFORMATION

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

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

SEXUAL AND OTHER HARASSMENT POLICIES

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

1. Submission to such conduct is made explicitly a term or condition of employment.
2. 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.
3. 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. This policy prohibits all such activities whether engaged in by an administrator, principal, supervisor, agent of Belmont High School, co-worker, student or other non-employee who is on Belmont High School premises or who comes in contact with Belmont High School employees or students.

Administrators, supervisors, faculty, staff, students and those in a position of authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and/or educational relationships are involved. In addition, Belmont High School will not tolerate harassment on the basis of race, color, religion, gender, national origin, age, disability or for any other unlawful reason.

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

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

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

TITLE IX GRIEVANCE PROCEDURES

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

Procedures to be followed are:

Step 1 A grievance should be initiated within 15 working days after the occurrence-giving rise to it. A grievant should first discuss the grievance with the district representative in an attempt to resolve the matter mutually at that time. It shall be the district's grievance representative's responsibility to impartially investigate the complaint and deliver the findings within 10 working days. The representative, if finding in favor of the grievant, shall make recommendations for remediation to the Superintendent of Schools. In the event that the Superintendent concurs with the recommendation(s), he or she shall make every effort to implement such recommendation(s). The Superintendent should advise the grievant of the concurrence and the effort to implement the recommendation(s).

Step 2 If the grievant is not satisfied with the decision in Step 1, he or she may appeal the decision to the Superintendent of Schools within 10 working days after receipt of the district's grievance representative's decision. The appeal shall be in writing and must specify:

- a. The nature of the grievance and the specific provisions of the Title IX that have been violated, misinterpreted or misapplied
- b. The injury or the loss claimed
- c. The remedies sought

The Superintendent of Schools shall investigate the grievance and communicate his/her decision in writing to the grievant within 10 working days of its written receipt.

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Step 3 Following step 2, the grievant may request the presence of a third party representative or observer. This privilege will also be offered to the school district. If the grievant is not satisfied with the decision in Step 2, he or she may appeal the grievance to the School Board in writing within 10 days after receipt of the Superintendent's decision. The School Board shall investigate the grievance and render a decision in writing within 10 working days after its receipt of the appeal. The School Board may assign a subcommittee to investigate, but the entire Board that is assembled must make the final decision.

Further Alternative Appeal – If the grievant is not satisfied with, or does not wish to use the district's procedures, the grievant may report the grievance directly to **the Director of the Regional Office for Civil Rights**.

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

PROGRAM OF STUDIES

INTRODUCTION

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

ACADEMIC POLICIES AND PROCEDURES

Requirements for graduation, minimum credits for class standing, requirements for enrollment and course descriptions are included in the *Student Guide to Course Selection*. In the spring of the school year, students in attendance are given registration instructions and a copy of the *Guide*, and are required to register for the next school year. Students new to the school register upon entrance. All students should review the *Guide* and check that they are meeting all school and course requirements.

A final average of 70 is necessary for credit in any subject. It is recommended that a student plan to select an ADVANCED COURSE only if his/her previous year's average in that subject is at least a "C".

Once parents and the school have approved a course of study, SUBJECTS MAY BE ADDED OR DROPPED ONLY AFTER A CONFERENCE WITH THE GUIDANCE OFFICE AND APPROVAL BY PARENTS. Students have five class days to drop a course without penalty.

DISMISSAL

The only reasons that students are allowed to leave campus within the hours of instruction will be for:

1. Scheduled appointments approved by the school
2. An alternative schedule – for seniors who have Block 1 or Block 5 free
3. A junior or senior who is enrolled in a work release program through the school

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4. An emergency; for example as explained below

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

If the student has a parental/guardian request to be dismissed during the school day, the request should be brought to the main office **before** 7:30am. The student should sign out with the Attendance Coordinator at the time of dismissal. The reason for dismissal should be stated in the written note. Requests for dismissal should be for compelling reasons only.

ENROLLMENT and COURSE LOAD

Students shall be enrolled in school on a full-time basis (see SRSD policy JF).

A student must carry a minimum of 3 classes per semester to be considered a full time student. Exceptions must be made through the Guidance Office and approved by the Principal.

GRADUATION REQUIREMENTS

All students are required to accumulate 25 credits for graduation from Belmont High School. Minimum credit requirements for advancement to be a sophomore, junior or senior are 6, 13 and 20 credits respectively. Credit requirements will be distributed in accordance with SRSD policy IKF. Requests for early graduation will be made in accordance with policy IKFA. Students may earn credit through distance education courses, night school courses, summer school courses and transfer credits, however, all credits obtained in this manner must be approved by the administration in advance.

HONOR ROLL

Scholarship is encouraged through an academic Honor Roll. Students earning an "A" average (93-100) with no grade below 93 qualify for High Honor Roll. To qualify for the Honor Roll, students must obtain at least a "B" (85-92) average with no grade below 85. To qualify for the Achievement Roll, students must have an 85 average with no grade below 77. All three rolls will be distributed to local media outlets following each quarter.

MAKE UP

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

For make-up after a prolonged absence, individual make-up contracts may be arranged between student and teacher with the approval of the Guidance Department. If the nature of the course or the instruction missed does not lend itself to make-up work, or if the nature of the absence precludes extensive make-up, a student has a number of options. Options such as auditing the course without credit, or dropping the course, may be explored with the teacher, the Guidance Department and their parent(s)/guardians.

If an absence is unplanned and expected to be long term, please call the school's main office (267-6525). Assignments will be gathered from the teachers and any textbooks that the student does not have at home will also be collected. Arrangements will be made to send the materials home within a 24-hour time frame.

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ATTENDANCE POLICY AND PROCEDURES

ABSENCES AND EXCUSES

Regular and punctual attendance is required of each student enrolled in the District. A copy of RSA 193: 1-7 regarding attendance procedures and policies shall be sent to every person who the Administration has reason to believe does not comply with school attendance requirements. (See Shaker Regional District policy JH) Proper documentation must be submitted for any absence, tardy or dismissal to be excused.

Parents/guardians who know their child will be absent from school should call the office at 267-6525 prior to 7:30. Notification is a courtesy.

ATTENDANCE REGULATIONS

- A. All students involved in any extra curricular & co-curricular activity/event must attend school for the full day that the activity occurs, and the day after all activities/events. Any student dismissed from school due to an illness may not return to participate in the activity/event for that day. Failure to adhere to this policy will result in non-participation in the next scheduled activity/event. This section will be administered as per the new attendance policy. Exception to this would require a request, prior to that day's activity/event, from the parent to the principal.
- B. All participants are expected to attend all scheduled practices, meetings, and events. It is very important to make arrangements with the advisor for schedule conflicts.
- C. Any student suspended from school (OSS only) will not participate in any activity/event that day.

ADMISSION

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

Emergency forms are given to each student at the beginning of the school year for parents/guardians to fill out and sign. The card indicates the address, telephone number, physician, or person(s) to call in the event of an emergency. **Please notify the school with any changes, which may occur.** Parents/guardians, at times, are requested to sign consent forms for field trips, etc. Any student 18 years of age is allowed to sign his or her own forms as long as there is a parental authorization on file in the main office.

ABSENCES-ATTENDANCE POLICY

If a student reaches five days of unexcused absences per quarter, he/she will receive a grade of 69, or actual grade if lower. Parents/guardians should call or write the administration with any issues regarding absences stating the exact reason for them. The administration has the right to excuse all absences based on the documentation they receive. Documentation for all absences in excess of five days can be excused so that they don't count against the student for the following reasons:

1. Dentist's, doctor's (or medical professional, i.e., nurse practitioner, or physician's assistant) visit or consultation. Official documentation from the above is needed upon returning to school.
2. Legal matter, documentation from a court, judge, or other appropriate agency.
3. Death of a relative or friend – letter from the parent or guardian will be accepted as verification.
4. Religious holiday – letter from the parent or guardian will be accepted as verification.
5. College Visitation – official documentation from college or university that the student (only juniors and seniors in this case) attended the visitation.

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6. School sponsored field or athletic trips. The advisor or coach must verify attendance at the activity.
7. The school nurse may excuse a student for part of a day, or a full day.
8. Family vacations must be submitted well in advance of the trip (minimum of two weeks) and students must be in good academic standing in order for the trip to be excused. The parents or guardians of the student must submit the request to the Administration in advance of the trip. A student may not have more than five days excused for a family vacation for the school year.
9. Administration discretion – the building principal is authorized to evaluate and make exceptions to the preceding policy for all extended absences due to injury, chronic illness, or other special circumstances.
10. At the end of each quarter the administration will review the attendance of the students who would receive a 69 due to absenteeism and meet with the students and/or parents to verify absences and the reasons. A final decision will be made by an Attendance Appeal Committee if the student wishes to appeal the loss of credit.
11. Suspension from school will be considered unexcused absences.

DISMISSAL

Belmont High School procedure is that proper documentation (such as physician's notes, court papers, notes from college admissions offices or funeral notes) must be submitted for any absence/tardy/dismissal to be excused. All students must have the permission of the parent or guardian before they are allowed to sign out, and this permission must be made in advance of the student leaving the school. This applies to all students, no matter what the circumstances of the situation are.

NOTIFICATION OF ABSENTEEISM

Parents/guardians will periodically receive a form (or an electronic notification or email) from individual teachers documenting accumulated instances of tardiness and absences. This form will keep parents/guardians and the student informed of the absences recorded in specific classes. Reminder, that credit may be lost after 5 absences in a quarter class. Also, reminder that 3 unexcused tardies constitutes an absence. The high school administration has the right to assign Saturday detentions to students who are excessively tardy to class. If the student is offered this, he/she may serve a three hour Saturday detention to erase an absence caused by three tardies to a class. Proper documentation (such as physician's notes, court papers, notes from college admissions offices or funeral notes) must be submitted for any absence/tardy/dismissal to be excused.

QUARTER CLASS ATTENDANCE PROCESS

- 5 days each quarter may be accumulated before credit may be lost, remember (3) unexcused tardies to class is equal to one (1) day's absence.
- Bring in documentation (such as doctor's notes, court papers notes from college admissions office, funeral notes when you re-enter school).
- Teachers will contact the home after 3 and after 5 absences by way of written or email communication.
- School related absences are not counted toward the 5 days.
- Keep a record of your absences and documentation.
- If you exceed the 5 days, the administration will consult with the student to schedule an appeal at the end of the quarter - have all documentation ready for this process.
- If a student serves a long-term suspension of 5 days or more, he/she may be able to serve community service hours to gain academic credit.

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TARDINESS TO SCHOOL

The student's responsibility is to be on time to class. Students who are not inside the classroom at the start of the period will be considered tardy to class. Tardiness to class without a pass will be considered an unexcused tardiness. Students are not permitted to leave class to obtain a pass. Teachers will mark students absent who are not in their first block class by 7:25. Students arriving after 7:25 must report directly to the main office where they will sign in, be marked tardy, and be given a pass to class. Occasionally tardiness may be caused by an emergency. However, oversleeping or missing the bus is not legitimate excuse for tardiness. If unexcused tardiness/dismissal exceeds 30 minutes in a 90 minute block class or 15 minutes in a 45 minute (half block) class, it may be considered a full absence.

Belmont High School procedure is that proper documentation (such as physician's notes, court papers, notes from college admissions offices or funeral notes) must be submitted for any absence/tardy/dismissal to be excused.

TRUANCY

Truancy is defined as an absence from school or class without administrative or parent/guardian permission. All truantries will be recorded as unexcused absences and will be reported to the parents or guardians. Students will receive a consequence for truancy. (See below*)

Any absence where neither the home nor the school has given permission for a student to be absent from school is considered truancy. Students who are cutting class or classes, study hall or any other scheduled appointment are also considered truant. Skipping school is considered to be truancy, and there is no such thing as an "authorized skip day". Students are expected to be in school for all 180 days of the school year. Students who for some compelling reason are unable to accompany a class on a field trip are expected to attend school. Students or parents who have questions are advised to contact the school for clarification.

*Truancy will result in disciplinary action and a parental conference is required. First offense: make up time and schoolwork missed by serving of assigned detention(s). Repeated truancy will result in ascending consequences that may involve suspension of increasing duration, and/or meeting with the Superintendent of Schools. If there has been no school notification by the parent(s)/guardian, the school will attempt to reach the home by phone or the parent/guardian at the place of employment to investigate a student's absence. Failure to reach a parent/guardian or find a satisfactory explanation for a student's absence, will result in the absence being considered truancy until proven otherwise. (See School Board Policy JHB)

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Members of co-curricular organizations must attend school for the whole day in order to participate in co-curricular events held on that day or evening, unless they have a valid excuse for late arrival or early dismissal. Dismissal must be approved in advance by the administration. Illness or similar valid excuses with proper documentation can only excuse absence from school on the day of or any part of the day following co-curricular events. Penalty for such unexcused absence will mean being barred from participating in the next scheduled event of the concerned activity. These events include games, practices, rehearsals, plays, concerts, trips, after school meetings, classes, dances and other similar functions. When an event is scheduled on a non-school day, the PARTICIPANT MUST HAVE BEEN IN ATTENDANCE ON THE PREVIOUS SCHOOL DAY An exception will be granted when the participant has received prior approval from the administration.

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ATHLETICS

ACADEMIC REQUIREMENTS

A student must pass a minimum of 2 units of work at the end of the previous grading period. Passing grade at Belmont High School is 70. Eligibility status becomes effective the day report cards are issued. Fall eligibility is determined by 4th quarter grades of the previous school year. Freshmen eligibility is determined by the last grading period of the eighth grade. Summer school grades will be averaged in accordance with current school board policy.

ELIGIBILITY

(School Board Policy Code JJIC)

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

Belmont High School students will be required to meet eligibility requirements presented by Belmont High School, NHIAA, NHS, or other state or national recognized extra curricular standards and established by this policy for participation in school extra curricula. Eligibility requirements are as follows:

1. Eligibility for each marking period is determined by grades received in the previous grading period. Semester and/or yearly grades have no effect on eligibility.
2. Students must have received passing grades in a minimum of four (4) classes and/or two (2) blocks per grading period.
3. Summer school grades will be averaged in accordance with current School Board policy.
4. Students who lose their academic eligibility while participating in an extra curricular activity in which the season extends beyond the semester will not be allowed to continue participating. Students participating in extra curricular activities who do not meet academic requirements will lose eligibility at the time that the report card is issued.
5. Transfer students' academic eligibility for participation in any extra curricular activities will be determined initially by their incoming latest report card. Transfer students whose incoming report card does not meet the academic requirements will be denied academic eligibility for that marking term in the school district.
6. A special education student who is working toward a special diploma/certificate must make standard progress in those courses taken as determined by the student's Individualized Educational Program (IEP). A special education student who is working toward a standard diploma must meet the same academic standards for participation in athletic activities.
7. Any student with two or more failing grades from the previous marking quarter will not be eligible for that season.
8. Any student with one failing grade from the previous marking quarter will be placed on athletic probation. The student will have the failing grade checked in two weeks from the date report cards were issued. At that point if the student's grade is passing then that student will be deemed eligible. If at any time throughout the remainder of the marking period the grade falls below failing, that student will be ineligible for the remainder of that season.

The Superintendent or his/her designee to monitor the academic performance of student-athletes will evaluate the eligibility process annually.

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NOTE: Student athletes and their parents or guardians should consult the agreement known as the "General Rules and Regulations Governing Extra-Curricular and Co-curricular Activities," also known as the "Athletic Contract."

EQUAL OPPORTUNITY

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

PHYSICAL EXAMS

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

CONDUCT AND BEHAVIOR EXPECTATIONS

BATHROOM PRIVILEGES

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

CHEATING AND PLAGIARISM

This information is written to communicate to students and parents that cheating and plagiarism are not acceptable at Belmont High School. All students are expected to adhere to the highest standards of personal integrity in their work. Work that is presented for credit in all classes must be original. **Cheating is defined as using dishonest methods to gain an advantage. This includes using any means of gaining information for use on quizzes, tests or homework. Plagiarism is defined as passing off the ideas and words from another as one's own.** It is literary dishonesty. For example, turning in a paper retrieved from any Internet source or including information from an encyclopedia, book, magazine, web site, database, etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper citation.

CHEATING AND PLAGIARISM VIOLATIONS

Violations of academic honesty, examples of which are given below, will be subject to severe consequences which will be increased if repeated within the same school year by a student.

- ❖ Copying homework or class work with the purpose of submitting it as your own.
- ❖ Handing in someone else's work as your own.
- ❖ Looking onto another's test or quiz or letting another student look on a test or quiz.

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- ❖ Using any method of giving answers on a test or quiz to others.
- ❖ Taking information from another source that is not properly cited (words, images, programs, etc).
- ❖ Handing in a paper written for another class without permission (self plagiarism).
- ❖ Working with others or sharing tasks on an assignment meant to be done individually.
- ❖ Submitting papers from the Internet, other publications, or other students.
- ❖ Translating a foreign language piece by way of using a mechanical device or someone else, without the instructor's permission.
- ❖ Physically taking any part of a test to use or to give to others.

All of the above violations can be considered theft; therefore, any student who is guilty of any of the above will receive a zero on the suspect assignment. A second offense of plagiarism could result in a failing grade for the course, or other increased consequences deemed necessary by the administration. In all cases where a student has been found to plagiarize, a formal letter will be placed in the student's file, describing the action and confirming the consequence(s) specified by the school with parents/guardians being notified by the administration.

CLASS AND STUDY HALL PREPAREDNESS

Students are required to come to class prepared with the proper textbooks and supplies, pencil and/or pen, and completed homework assignments. Failure to come prepared may result in disciplinary action. Repeated failure to come prepared will be considered a serious violation of the behavior code. In addition, students are to come to study hall prepared to do work quietly and comply with the guidelines set forth by the study hall monitors. Students in study halls are required to get passes to the library or other locations prior to their arrival in study hall. They can get these passes from any teacher or educational assistant if they have a valid reason to go this other location to do research or class related work.

STUDENT CODE OF CONDUCT

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

DISCIPLINE PROCEDURES

After-School Detention:

After-school detention may be assigned by a classroom teacher, counselor, staff member or administrator to a student to be served after school for a minimum of 30 minutes. Students will have 24 hour advance notice of when an After-School Detention is to be served in order for students to make transportation arrangements. An After-School Detention slip may be given to the student listing the action that resulted in the assigned detention and the scheduled time for the detention to be served. The slip should be signed by the student who is serving the detention, and the yellow copy should be kept by the individual assigning the detention. A phone call home will also be made to inform the parent/guardian of the assigned detention, before it is served.

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Examples of behaviors that may result in After-School Detention include, but are not limited to the following:

Repeated Tardies... Disruptive behavior in and out of class... Incomplete classwork... Inappropriate language... Teacher Referral to the Student Support Center... Three tardies to study hall.

Saturday Detention

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

Examples of behaviors that may result in a Saturday Detention include, but are not limited to the following:

Cutting an assigned After School Detention... Cutting a class or a study hall... Disrespectful behavior... Insubordination... Leaving school grounds without permission... Second offense of Three tardies to Study Hall... Second offense of the cell phone rule.

OUT-OF-SCHOOL SUSPENSIONS

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

While on suspension, students may arrange to pick up school work after school, or to have a parent or a friend pick it up during the day. For students suspended for 5 – 10 days, they will receive an administrative 69 due to five or more days of unexcused absences. (Community Service make up days will be available to students if the school board agrees with this change in policy. Students will have an opportunity to earn back Out-of-School Suspension days in order to avoid an administrative grade of 69. This may be accomplished by the student first earning a passing grade by the classroom teacher in accordance with the teacher's grading system. Students may then request a team meeting (student, parent/guardian, teacher, administrator.) The team may agree to require the completion of either a Plato computer software educational component, or an approved community service project or both. Once the team's approved requirements are met, the student will earn back unexcused absences due to their Out-of-School Suspension.)

Examples of behaviors that may result in Out-of-School Suspension include, but are not limited to the following: Skipping Saturday Detention... Assaultive Behavior... Bullying/Harassment... Vandalism... Disrespect to a Staff Member... Fighting... Possession and or use of a controlled drug or alcohol... Stealing...

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Classroom Discipline Procedures/Removal from Class

- First Offense:
- A. Student is asked to leave the room and is sent to the Student Support Center.
 - B. Teacher will notify the Student Support Center by calling 311.
 - C. Teacher will fill out and send a Disciplinary Referral form specifying the infraction of school rules to the Student Support Center.
 - D. Teacher will send work with a student to the Student Support Center.
 - E. Teacher will indicate the date and time a resolution meeting has been scheduled with the student.
 - F. Teacher will call the parent to discuss the issue.
 - G. Teacher must issue a detention for up to one hour.
 - H. Teacher and student conference must take place as soon as possible.
- Second Offense:
- A. Student is asked to leave the room and is sent to the Student Support Center.
 - B. Teacher will notify the Student Support Center by calling 311.
 - C. Teacher will fill out and send a Disciplinary Referral form specifying the infraction of school rules to the Student Support Center.
 - D. Teacher will send work for the student to the Student Support Center.
 - E. Teacher will discuss the issue with the student.
 - F. The administration will call the parent/guardian and may give up to a four hour detention to be served on a Saturday.
- Third Offense:
- A. Student is asked to leave the room and is sent to the Student Support Center.
 - B. Teacher will notify the Student Support Center by calling 311.
 - C. Teacher will fill out and send a Disciplinary Referral form specifying the infraction of school rules to the Student Support Center.
 - D. Teacher will send work with a student to the Student Support Center.
 - E. The Assistant Principal will ask the parent for a conference including the teacher, student, parent/guardian, and Guidance Counselor and Administration.
 - F. A behavior contract will be set up at this time.
 - G. The student will not be allowed to return to class until the conference has occurred and a contract has been established.
 - H. A Saturday Detention may be issued at this time by the Assistant Principal.
- Fourth Offense:
- A. Follow steps A-D. At this point a student loses his/her right to be in this class if the teacher and the administrative team agree to withdraw the student.
 - B. Teacher will notify Administrator, a meeting will be set up to discuss the student being withdrawn from the class.
 - C. The Administration will call the parent/guardian and may give up to a four hour detention to be served on a Saturday.

Expectations are subjected to disciplinary consequences which may include suspension from school.

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DRESS

Appropriate dress is of concern in establishing an environment for learning. Clothing containing language or emblems promoting drug/alcohol, sexual innuendo or chains or loose straps hanging from pants or other articles of clothing or deemed to disrupt the educational process will not be allowed. Headgear is not be worn inside the building unless for a special occasion. Sunglasses, unless prescribed by an optometrist are not to be worn inside the building. Students who arrive in inappropriate clothing will be given the option of removing or changing the objectionable garment or item or calling a parent/guardian for a change of clothing. All students must be sure that sleeves are part of proper upper body clothing. No low-cut clothing that is revealing will be permitted. Students who do not comply with dress code expectations are subjected to disciplinary consequences which may include suspension from school.

DRUG AND ALCOHOL USE

Illegal Drugs The taking of, or being under the influence of, illegal drugs, and/or the possession of same, in any form, is not permitted on district property or at school functions at any time, and will result in a minimum of 5 days out-of-school suspension, and a maximum of a 10 day suspension, (which could be extended by the superintendent) and possibly referred to the school board for expulsion. An "official" school function is defined as one that is authorized and conducted by the school with school officials present, and on duty, such as, but not limited to: Interscholastic athletic contents, student organization activities, field trips, school dances. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Shaker Regional School Board and other proper authorities.

- a. In case a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and remove him or her to his home or to medical facilities.
- b. In severe cases, or if the parents will not come to school, the Principal is authorized to call an ambulance to remove the student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses.
- c. Upon reasonable evidence of the illegal possession and/or use of drugs by any student on district property, the student will be suspended from school at least five school days. A conference with the parents, child and Principal should be held prior to the student being readmitted to school.
- d. Any student found selling, distributing, or giving away illegal drugs will be turned over to the police authorities immediately, and suspended from school at once pending action by the Shaker Regional School Board.
- e. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending action by the Shaker Regional School Board.

Alcohol Alcoholic beverages will not be permitted on school property at any time. Any student in possession of, or under the influence of alcohol, while on school property or while attending a school function, will be immediately suspended from school for a minimum of five school days out-of-school suspension, and a maximum of a ten day suspension, which could be extended by the Superintendent. The student could possibly be referred to the School Board for expulsion if the situation warrants this action.

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

ELECTRONIC EQUIPMENT

A public phone is located outside the cafeteria. Because of the limited time available, calls should be short in duration. Students will NOT be excused from class to use the phone, unless it is deemed an emergency by the teacher or staff person in charge. Communication by phone with a student in the high school shall be made through the main office. Please call the school at 267-6525 to get in touch with a teacher or an administrator. Students can also be reached in case of an emergency by calling the same number. Each classroom is equipped with a phone, so contacts can be made quickly, and messages can be given to students if the situation warrants it. Cellular phone use is prohibited in the building or on high school grounds from the time the student enters school through 2:15pm on normal school days unless other authorization has been given by the administration. NOTE: Cell phones must be shut off and be out of

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sight when a student is in classrooms and hallways, and they will be confiscated and turned over to the administration until the end of the day for the first violation. On the first offense, an office detention of one hour will also be required. A violation consists of one of the following:

- A Cell phone that rings or makes a noise that is distracting.
- A Cell phone that is taken out of a student's bag or pocket for any reason, and is seen by a staff member.
- A Cell phone is used by a student who reaches into their pocket or bag and attempts to text message or use the phone in any way.
- On the second violation that occurs when a cell phone is confiscated by any staff member, and handed over to the administration, the student will be required to spend four hours of detention on the next Saturday detention.
- On the third offense, the phone will be confiscated and the student will be required to spend four hours of detention also, and phone must be turned in daily, to the office for five schooldays. If a student fails to hand over a cell phone to any staff member who requests it, that student will be suspended for the school day. On the fourth offense the phone will be confiscated and the student will be suspended for the next school day.

Note: The administration can allow exceptions to the above policy under special circumstances. This would be done on a case by case basis, and must be agreed to before a student is allowed the exception.

FOOD

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

SAFE SCHOOL ACT

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

TOBACCO

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

WEAPONS

Students are not allowed on school property or at school-sponsored activities with weapons such as, but not limited to powder and gas actuated firearms, (Note: This includes "paint ball guns") explosives, incendiaries, martial arts weapons, electronic defense weapons, metallic knuckles or knives as well as the use of any object as a threatening weapon, as determined by the building administration. Students who possess weapons in school, even when it is determined that they did not bring the weapon to school, shall be subject to suspension and referral to the School Board for further action. (See SRSD policy JICI.)

The Superintendent of Schools may modify expulsion requirements on a case-by-case basis with the approval of the School Board. The Administration and School Board shall conduct disciplinary hearings dealing with weapons. ***There will be a mandatory 10 day Out-of-School Suspension for any weapons violations.*** Expulsion penalties shall conform when appropriate, to the requirements of the Individuals with Disabilities Act and with Section 504 of the Federal Rehabilitation Act.

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STUDENT SERVICES AND ACTIVITIES

(Students must sign the approved contract to remain eligible for any sport or co-curricular or extra-curricular activity.)

ARRANGEMENTS FOR ACTIVITIES

The time and place for holding all school functions must be cleared through the principal's office. Students planning an event or activity should obtain preliminary permission from the Student Council. Once the Student Council approves the event and date requested, a *School Facilities Use Form* (available in the office) must be completed and approved.

CO-CURRICULAR ACTIVITIES/ATHLETIC OFFERINGS

All students are encouraged to participate in the activities of the school, whether athletic, scholastic, musical or social. These activities are included in the school program to acquaint students with the benefits of group participation and shared responsibilities with others having like interests. Some of the activities may include:

Alpine Skiing
Basketball
Class Organizations
Drama
Homecoming
National Honor Society
Student Council

Track & Field
Chess Club
School Newspaper
Foreign Language Clubs
Jazz Band
Ice Hockey

Astronomy Club
Chorus
Concert Band
Golf
Marching Band
Soccer

Baseball
Class Committees
Cross Country Running
Granite State Challenge
Math Team
Softball

Class advisors will be responsible for all class affairs and activities. Notice of any activity will not be accepted in the main office until it has the signed approval of the class advisor. Applications for class meetings must include an agenda approved by the advisor and a 5 day notice given to the faculty. *NOTE: All posters advertising activities must be signed by an administrator before being displayed.

DRIVER EDUCATION

Driver education is offered as an after-school program to anyone who is sixteen or older during the school year, by the last day of the course. However, priority on driving time is given to the older candidates. Credit for graduation is given for this course and a fee is required. Cost for 2009-2010 School year is \$500.00. Instructor's name: Mrs. Dale LaPlante, call 520-0865 for more information.

Dates for this year's Driver Education Classes: **Fall 9/2 - 10/21/10, Fall/Winter 10/28 - 12/21/10, Winter 1/4 - 2/24/11**
Winter/Spring 3/8 - 4/21/11, Spring 5/3-6/21/11, Summer 7/14 - 8/18/11

FOOD SERVICE PROGRAM

The District's Food Service Program is intended to be user-funded although federal resources supplement it. Breakfast and hot lunch meals are available to students and staff who wish to purchase them. Breakfast will be available from the time a student arrives at school in the morning until the bell for Block 1, which is at 7:25. The district may extend credit for student meals. When a student's outstanding credit balance exceeds \$10.00, credit purchases shall be limited to a sandwich and milk at half the cost of a regular meal. A student who has exceeded the credit limit, may purchase a regular meal, if paid for by cash, acceptable check or money order.

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Prices for the 2010-2011 school year are as follows in the high school:

**Student Breakfast: \$1.50, Student Lunch: \$2.25,
Adult Breakfast: \$1.75, Adult Lunch: \$3.50**

Note: If a student is eligible for free or reduced student lunch, he/she is also eligible for a free or reduced student breakfast.

Forms are available in the main office for application to the Free and Reduced lunch program. As of August 2010, no refunds will be given unless a parent supplies a note and follows up with a phone call to food services.

HEALTH SERVICES

Students who become ill at school ARE NOT to call parents/guardians directly to be picked up at the school; that is the job of the school nurse, or in her absence, the front office. Students who are dismissed by the nurse need to sign-out in the Main Office and wait there for their ride, unless directed otherwise by the school nurse.

In the event that a student is injured during school hours, the school is responsible for administering immediate first aid only. Whenever possible, the family of an injured student will be immediately notified. In all instances of injury, the school shall take those actions deemed necessary.

Emergency cards are given to each student at the beginning of the school year for parent(s)/guardians to fill out and sign. The card indicates the address, telephone number, doctor, or persons to call in the event of an emergency. Please notify the school with any changes, which may occur. Students may carry their own asthma inhalers and Epi-pens if the parent/guardian and physician consent for these to be carried by the student and if there is a physician's written order for the same on file. (see SRSD policy JLCD R&P) Students carrying these are still encouraged to consult with the school nurse about their asthma and allergy management needs at school.

LOCKERS

Each Belmont High School student is issued a locker and padlock for their use during the four years they are at the high school. Each student will keep the same locker for all four years. The locker and padlock are loaned to the students by the school district. However, as the property of the district, any damage to the locker or loss of the padlock will require restitution, and possibly, disciplinary action, if vandalism occurs. Lockers may be opened and inspected by school staff at anytime. Only the school-issued padlocks may be used. **NO MONEY OR PERSONAL VALUABLES SHOULD BE LEFT IN A LOCKER THAT IS LEFT UNLOCKED.** Leaving money or valuables in a locker is done **AT THE STUDENT'S OWN RISK.**

LIBRARY MEDIA CENTER

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

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

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

NATIONAL HONOR SOCIETY

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

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

RULES FOR PARTICIPATION IN ACTIVITIES

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

1. Once inside the building, students will not leave the building and be readmitted.
2. Students will follow the directions of the teachers and/or chaperones in charge.
3. Dances are only open to students enrolled at the school, unless otherwise specified.
4. Students are encouraged to dress appropriately for all social functions and to behave in a manner that reflects positively to themselves and the school. Parents/guardians are encouraged to attend.

Any participant who is disrespectful to teachers, school, or community or who has behaved in any manner to reflect discredit on himself/herself, his/her school, or his/her community, shall be suspended from co-curricular participation for such length of time as is decided by the Administration.

If at any time an unsatisfactory report is forthcoming on any co-curricular participant with regard to marks, attitude, behavior, etc. that participant will meet with the Administration. After discussing the matter fully, the participant may be suspended from co-curricular participation depending on the results of the discussion.

STUDENT ASSISTANCE PROGRAM

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

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

STUDENT COUNCIL

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

TRANSPORTATION

AUTOMOBILES

Students will be authorized to bring cars to school as long as there is room enough in the parking lot, under the following conditions:

1. Students must register their vehicle with the office.
2. Cars are to be parked in designated areas only, and the school issued hanger with the student parking #, must be displayed while on school grounds.
3. Students will not be allowed to use automobiles during the school day without parental/guardian permission and the permission of school officials. In general, permission would be granted for medical reason or emergencies only.
4. Students will not be permitted in cars during the school day.
5. Students must maintain safe, sensible driving habits in the school area and obey the 5 miles per hour speed limit on school grounds. Student drivers leaving at the end of school day will respect the right-of-way of the school buses.

Authorization for students to drive to school will be revoked if a student fails to follow safe driving conditions, after one warning.

Students who attend vocational courses at the Huot Technical Center are provided with school bus transportation and are required to take the bus. Use of private cars is **NOT** allowed. If there is a special need for use of a student's own car, written permission must be obtained in advance from the Huot Technical Center, the parent/guardian and the Administration of Belmont High School. Additional passengers are never permitted. (School Board policy JLIE.)

BUS POLICIES

Students are expected to conduct themselves according to the rules and regulations governing conduct at Belmont High School, when they are on any school bus that is contracted with the Shaker Regional School District. Violation of those rules may result in disciplinary proceedings which may include short or long-term suspension or expulsion, depending on the severity of the offense.

Students should report any incidents of bullying, harassment, or unsafe behavior to the bus driver and/or to the School Principal or other Administrator or faculty.

The right of all students to ride the school buses is conditional upon their good behavior and observance of the following rules and regulations. Students who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis. Parents/guardians would then be held responsible for the transportation of his/her child to school.

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The driver is in charge of and responsible for the students who ride the bus. Disrespect, discourtesy, or any actions which interfere with the bus driver in any way will not be tolerated.

Video surveillance may be used on buses to support the bus driver's reports of unacceptable behavior.

Bus passes must be obtained at the main office if a student wants to take a different bus.

LATE BUS

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

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

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Shaker Regional School District

58 School St., Belmont, NH 03220

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

Website: www.shaker.k12.nh.us

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

Summer/Vacation Week Office Hours: Monday – Friday 7:30 – 4:00

Mark Blount	Superintendent of Schools	mblount@shaker.k12.nh.us
Deb Gay	Business Administrator	dgay@shaker.k12.nh.us
Linda Murphy	Personnel Manager	lmurphy@shaker.k12.nh.us
Shannon Bartlett	Director of Curriculum & Assessment	sbartlett@shaker.k12.nh.us
Diane Clary	Bookkeeper	dclary@shaker.k12.nh.us
Jacqui McGettigan	Administrative Assistant	jmcgettigan@shaker.k12.nh.us
Doug Ellis	Director of Buildings and Grounds	dellis@shaker.k12.nh.us
Jonathan White	Technology Coordinator	jwhite@shaker.k12.nh.us
James Bureau	Systems Engineer	jbureau@shaker.k12.nh.us
Christina Oxford	Computer Technician	coxford@shaker.k12.nh.us
Tonyel Mitchell-Berry	Director of Student Services	tmitchell-berry@shaker.k12.nh.us
Cherri Drake	Administrative Assistant	cdrake@shaker.k12.nh.us
Julie Barker	Administrative Assistant	jbarker@shaker.k12.nh.us

2010-2011 School Board Members

Diane O'Hara, Chair	2010-13	dikaoh@lycos.com	783-9560
Preston Tuthill, VC	2008-11	pbtcki@worldpath.net	524-1799
Sumner Dole	2008-11	sumner.dole@gmail.com	783-4541
Sean Embree	2010-13	sean.embree@gmail.com	528-1905
Thomas Goulette	2009-12	tgoulette@shaker.k12.nh.us	524-2679
Heidi Hutchinson	2009-12	heidihutchinson1@myfairpoint.net	783-4720
Gretta Olson-Wilder	2010-11	dbwilder@metrocast.net	524-2782

Meeting agendas and minutes are posted on the district website at
<http://www.shaker.k12.nh.us/schoolboardinfo/meetingagendasandminutes.html>

School Board Policy information is available at
<http://www.shaker.k12.nh.us/Policy%20Manual/policymanual.html>

School Board Meeting Schedule

September 9, 2010	Belmont High School
October 14, 2010	Canterbury Elementary School
November 11, 2010	Belmont Elementary School
December 9, 2010	Canterbury Elementary School
January 13, 2011	Belmont Middle School
February 10, 2011	Canterbury Elementary School
March 10, 2011	Belmont High School
April 14, 2011	Canterbury Elementary School
May 12, 2011	Belmont Elementary School
June 9, 2011	Canterbury Elementary School

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: <http://beselem.shaker.k12.nh.us/>

Emily Spear	Principal	espear@shaker.k12.nh.us
Alison Roberts	Assistant Principal	aroberts@shaker.k12.nh.us
Rachelle Ashley	School Nurse	rashey@shaker.k12.nh.us
Curt Colby	Guidance Counselor	ccolby@shaker.k12.nh.us
Annette Belanger	Guidance Counselor	abelanger@shaker.k12.nh.us
Diane Hawkins	Secretary	dihawkins@shaker.k12.nh.us
Tracey LeClair	Secretary	tleclair@shaker.k12.nh.us

Canterbury Elementary School

15 Baptist Rd., Canterbury, NH 03224

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

Website: <http://ceselem.shaker.k12.nh.us/>

Mary Morrison	Principal	mmorrison@shaker.k12.nh.us
Mary Jo Reed	Nurse	mreed@shaker.k12.nh.us
Martha Madsen	Guidance Counselor	mmadsen@shaker.k12.nh.us
Sandi Dougherty	Secretary	sdougherty@shaker.k12.nh.us

Belmont Middle School

38 School St., Belmont, NH 03220

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

Website: <http://middle.shaker.k12.nh.us/>

Aaron Pope	Principal	apope@shaker.k12.nh.us
Timothy Saunders	Assistant Principal	tsaunders@shaker.k12.nh.us
Gerri Harvey	Nurse	gharvey@shaker.k12.nh.us
Annette Blake	Guidance Counselor	ablake@shaker.k12.nh.us
Julie Cascio	Guidance Counselor	jcascio@shaker.k12.nh.us
Joanne Jacques	Secretary	jjacques@shaker.k12.nh.us
Stacy Kruger	Secretary	skruger@shaker.k12.nh.us

Belmont High School

255 Seavey Rd., Belmont, NH 03220

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

Website: <http://highschool.shaker.k12.nh.us/>

Russell Holden	Principal	rholden@shaker.k12.nh.us
Daniel Clary	Assistant Principal	dancrary@shaker.k12.nh.us
Lisa Langton	School Nurse	llangton@shaker.k12.nh.us
Brenda Seiferth	Guidance Director	bseiferth@shaker.k12.nh.us
Jody Mercier	Guidance Counselor	jmercier@shaker.k12.nh.us
Ruth Bennett	Secretary	rbennett@shaker.k12.nh.us
Mary Clairmont	Secretary/Attendance	mclairmont@shaker.k12.nh.us

Belmont High 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	Subject Area	Email Address	Name	Subject Area	Email Address
Richard Acquilano	Physical Education Teacher/AD	racquilano@shaker.k12.nh.us	Robert Harper	Custodian	n/a
Sharon Akerstrom	Special Education Teacher	sakerstrom@shaker.k12.nh.us	Aaron Hayward	Science Teacher	ahayward@shaker.k12.nh.us
Tonya Angwin	Social Studies Teacher	tangwin@shaker.k12.nh.us	Paul Hickey	Assistant	phickey@shaker.k12.nh.us
Patricia Bates	Physical Education Teacher	pbates@shaker.k12.nh.us	Benjamin Hill	Business Teacher	bhill@shaker.k12.nh.us
David Benedetto	Math Teacher	dbenedetto@shaker.k12.nh.us	Russell Holden	Principal	rholden@shaker.k12.nh.us
Ruth Bennett	Secretary	rbennett@shaker.k12.nh.us	Lisa Langton	Nurse	llangton@shaker.k12.nh.us
Barry Best	Social Studies Teacher	bbest@shaker.k12.nh.us	Laura Lavallee	Health Teacher	llavallee@shaker.k12.nh.us
Justin Bourque	Social Studies Teacher	jbouque@shaker.k12.nh.us	Linda Lemieux	Food Service Staff	n/a
Andrew Brauch	Special Education Teacher	abrauch@shaker.k12.nh.us	Ryan Long	School Psychologist	rlong@shaker.k12.nh.us
Alison Bryant	English Teacher	acharbeneau@shaker.k12.nh.us	Dane Loomer	English Teacher	dloomer@shaker.k12.nh.us
Richard Bryant	School Resource Officer	rbryant@shaker.k12.nh.us	Scott Lounsbury	Music Teacher	splouns@shaker.k12.nh.us
Kevin Charleston	Science Teacher	kcharleston@shaker.k12.nh.us	David Marden	Custodian	n/a
Mary Clairmont	Secretary	mclairmont@shaker.k12.nh.us	Elizabeth McDonough	Assistant	emcdonough@shaker.k12.nh.us
Kathy Clairmont	Assistant	kclairmont@shaker.k12.nh.us	Brian McNabb	English Teacher	bmcnabb@shaker.k12.nh.us
Daniel Clary	Assistant principal	dancrary@shaker.k12.nh.us	Jody Mercier	Guidance Counselor	jmercier@shaker.k12.nh.us
Carl Cleveland Jr.	Custodian	n/a	Tammy Mercier	Food Service Staff	n/a
Tammy Corson	Food Service Staff	n/a	Gail Milliken	Food Service Staff	n/a
Raymond Craigie	Music Teacher	rcraigie@shaker.k12.nh.us	Thomas Morin	Science Teacher	tmorin@shaker.k12.nh.us
Scott Currier	Math Teacher	scurrier@shaker.k12.nh.us	Caryn O'Connell	Guidance Secretary	coconnell@shaker.k12.nh.us
Donna Delgado	Math Teacher	ddelgado@shaker.k12.nh.us	Angela Pitrone	English Teacher	apitrone@shaker.k12.nh.us
Ralph Dixon	School to Work Coordinator	rdixon@shaker.k12.nh.us	Daniel Pleeter	Science Teacher	dpleeter@shaker.k12.nh.us
Edibeth Farrington	Art Teacher	efarrington@shaker.k12.nh.us	Elizabeth Roach	Library Assistant	eroach@shaker.k12.nh.us
Michael Foley	Social Studies Teacher	mfoley@shaker.k12.nh.us	Benjamin Russell	Media Specialist	brussell@shaker.k12.nh.us
Carrie Fontone	Assistant	cfontone@shaker.k12.nh.us	Laura Saxe	English Teacher	lsaxe@shaker.k12.nh.us
Steven Fournier	Technology Teacher	sfournier@shaker.k12.nh.us	Brenda Seiferth	Guidance Director	bseiferth@shaker.k12.nh.us
John Frick	Computer Teacher	jfrick@shaker.k12.nh.us	Michael Shields	Assistant	n/a
Christine Ferguson	French/Spanish Teacher	cferguson@shaker.k12.nh.us	Rachel Small	Math Teacher	rsmall@shaker.k12.nh.us
Jennifer Gagnon	Substance Abuse Counselor	kgagnon@shaker.k12.nh.us	Edith Takantjas	French Teacher	etakantjas@shaker.k12.nh.us
John Goegel	Math Teacher	jgoegel@shaker.k12nh.us	Alexander Takantjas	Special Education Teacher	atakantjas@shaker.k12.nh.us
Carol Greene	Occupational Therapist	cgreene@shaker.k12.nh.us	Elizabeth Tardugno	Social Studies Teacher	etardugno@shaker.k12.nh.us
Nathaniel Greene	Science Teacher	ngreene@shaker.k12.nh.us	Charles Tautkus	Math Teacher	ctautkus@shaker.k12.nh.us
Sharon Hampton	Spanish Teacher	shampton@shaker.k12.nh.us	Randy Wormald	Math Teacher	rwormald@shaker.k12.nh.us
Dianna Harper	Assistant	dharper@shaker.k12.nh.us	Susan Wright	Assistant	swright@shaker.k12.nh.us