

STUDENT & PARENT HANDBOOK

2023- 2024



Approved by Shaker Regional School Board on August 8, 2023

BELMONT MIDDLE SCHOOL
38 School St.
Belmont, NH 03220
Phone: 603-267-9220 Fax: 603-267-9228
Website - <https://bms.sau80.org>

Dear Parents/Guardians and BMS Students:

On behalf of the entire staff and faculty, I would like to welcome you to Belmont Middle School. Throughout the year, I believe that you will find that we provide an exciting challenge for each student on a daily basis. It is our intent that we meet each student's individual needs academically, behaviorally and socially. Our expectations for the students are that they do the very best work that they can, respect everyone in the school and take responsibility for their actions, which will result in success.

Our staff has worked very hard to prepare for the return of your children. Although returning to school will look different this school year, I am confident that your child will receive a high quality experience. Please see the Shaker Regional/Belmont Middle School Return to School plans for specific details. These documents are located on our websites.

There are several color coded forms that require a parent signature that you have received. Not all may be applicable to your child(ren), but please read each carefully. Please promptly sign and return (to the school) any documents requiring parent signatures by **September 22, 2023**. The following forms require parent signatures:

- Handbook contract
- Permission to use student name and picture
- Computer use Form
- Volunteer Affidavit (2)
- Emergency information for the school nurse
- Student Registration Form

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

Sincerely,
Aaron Pope
Principal

Shaker Regional School District

58 School St., Belmont, NH 03220

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

Website: www.sau80.org

School Year Office Hours: Monday – Friday 7:00am – 4:00pm

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

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

2023-2024 School Board Members

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

SHAKER REGIONAL SCHOOL BOARD MEETING SCHEDULE

First Meeting Date	Second Meeting Date	Location
July 11, 2023	July 25, 2023	Belmont Middle School
August 8, 2023	August 22, 2023	Canterbury Elementary School
September 12, 2023	September 26, 2023	Belmont High School
October 10, 2023	October 24, 2023	Canterbury Elementary School
November 14, 2023	November 28, 2023	Belmont Elementary School
December 12, 2023	---	Canterbury Elementary School
January 9, 2024	January 23, 2024	Belmont Middle School
February 13, 2024	---	Canterbury Elementary School
March 12, 2024	March 26, 2024	Belmont High School
April 9, 2024	---	Canterbury Elementary School
May 14, 2024	May 28, 2024	Belmont Elementary School
June 11, 2024	June 25, 2024	Canterbury Elementary School

School Board meetings start at 6:00 p.m. Please note that occasionally work sessions will be rescheduled due to scheduling conflicts, holiday and or vacation weeks.

Meetings agendas and minutes are posted on our website for your convenience.

www.sau80.org

School Board Policy information is available at

www.sau80.org

Belmont Elementary School

26 Best Street, Belmont, NH 03220

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

Website: <http://bes.sau80.org/>

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

Canterbury Elementary School

15 Baptist Rd., Canterbury, NH 03224

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

Website: <http://ces.sau80.org/>

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

Belmont Middle School

38 School St., Belmont, NH 03220

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

Website: <http://bms.sau80.org/>

Aaron Pope	Principal	apope@sau80.org
Timothy Saunders	Associate Principal	tisaunders@sau80.org
Rachelle Ashley	Nurse	rashey@sau80.org
Annette Blake	School Counselor	ablake@sau80.org
Gabrielle Laflamme	School Counselor	glaflamme@sau80.org
Cherri Drake	Secretary	cdrake@sau80.org
Marina Carvalho	Secretary	mcarvalho@sau80.org
Stacy Kruger	School Counseling Secretary	skruger@sau80.org

Belmont High School

255 Seavey Rd., Belmont, NH 03220

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

Website: <http://bhs.sau80.org/>

Matthew Finch	Principal	mfinch@sau80.org
Vanessa Sandvil	Associate Principal	vsandvil@sau80.org
Maundey Abrahamson	School Nurse	mabrahamson@sau80.org
Polly Camire	School Counseling Coordinator	pcamire@sau80.org
Julie Haubrich	School Counselor	jhaubrich@sau80.org
Leanne Marchand	Secretary	lmarchand@sau80.org
Angie Conway	Secretary	aconway@sau80.org

Table of Contents

Letter from the Principal	2
Shaker Regional School District Personnel	3-5
Table of Contents	6
School Calendar	7
BMS Staff	8
BMS Email and Voicemail Extensions	9-10
Program of Studies	11
School Hours/Bell Schedule	12
Grading	13-14
Assessments-Formative/Summative	14
Re-Assessment Procedures/Grade Reporting	14-15
Habits of Work	15-16
Academic Recognition/Attendance	16-17
Tardiness/Support Center/Communication	17-18
Dress Code/ Lockers/Food Services	18-20
Student Passes	21
Cell Phones/Student Directory/National Junior Honor Society	21-22
Promotion/Summer School	22
Homework Guidelines/Academic Integrity	22-23
Student Planners/Field Trips/Dances	23-24
Athletics Program	24-26
Student Conduct/Student Council/Co-Curricular Activities	26
Nurse	27-28
Recess/SCounseling Services/Student Assistance Program	28-29
Student Support Center/Homework/Library Media Center/Inappropriate Items	29-30
PDA/Residency	30
Student Expectations/Behavior Matrix	31-32
Pupil Safety and Violence Prevention/In School Suspension	32-33
Out of School Suspension/Transportation/Bus Rules	33
Sexual and Other Harassment	34
Non-Discrimination/Discrimination Grievance Procedure	35-36
Child Find Notice/ESL-504	36-37
Safe School Zone/SRO/Student Acceptable Use Policy	37-45
Chromebook	45-46

Shaker Regional School District

2023-2024 School Calendar

August/September

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

February

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

October

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

March

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

November

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

April

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

December

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

May

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

January

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

June

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

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

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

() = Teacher Workshops/No School for Students X = Days Out for Students and Staff

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

178 Student Days/184 Teacher Days

Approved 12.13.2022

Belmont Middle School Staff

Principal	Aaron Pope		Assoc. Principal	Tim Saunders	
Allen	Melissa	Student Assistance Program	Lacey	Mary	Special Education Teacher
Ashey	Rachelle	School Nurse	Laflamme	Gabby	School Counselor
Bedard	Brian	Food Services	Lafond	Melissa	Special Education Assistant
Blake	Annette	School Counselor	Lamendola	Tim	Gr. 7 Teacher
Boelig	Sandra	Grade 6 Classroom Assistant	Laurendeau	Jennifer	Food Services
Brace	Chris	Grade 8 Teacher	Lawton	Keri	Gr. 8 Teacher
Carroll	Roger	Special Education Assistant	LeBlanc	Amanda	Gr. 6 Teacher
Carvalho	Marina	Office Secretary	LeBlanc	Matthew	Grade 7/8 Teacher
Clements	Nicole	Special Education Assistant	Leighton	Allen	Custodian
Cluett	Julie	LNA	Lewis	Kelly	Art Teacher
Colby	Niah	Health Teacher	Lounsbury	Scott	Music Teacher
Colcord	Steve	SRO	Maguire	Mary	World Language Teacher
Cooper	Kathryn	Special Education Assistant	Marden	Robert	Custodian
Corson	Tammy	Food Services Manager	McDannell	Chanel	Library Media Specialist
Coutu	Jessica	ABLE Room Assistant	McKim	Corrine	Gr. 6 Teacher
Davis	Chad	Physical Education Teacher	McLaughlin	Michael	Gr. 8 Teacher
Drake	Cherri	Main Office Secretary	Moulton	Deborah	Math Specialist
			Noyes	Keith	Grade 6 Teacher
Fagan	Celeste	Technology Integrator	Ojikutu	Kathleen	LNA
					Special Education
Fernandez	Chris	Special Education Assistant	Perkins	Andrew	Coordinator
Fields	Cathleen	Grade 6 Teacher	Perillo	Angela	Library Media Assistant
Fountain	Lauren	Band Director	Piscitello	Laura	Social Worker
Friend	Matthew	STEM Teacher	Prescott	Cassie	Special Education Teacher
Gagnon	Marie	Grade 7 Teacher	Pucci	Melissa	Special Education Assistant
Gingrich	Karen	Enrichment Coordinator	Reid	Cindy	Special Education Teacher
Gosselin	Irene	Grade 5 Teacher	Roberts	Charlie	A.B.L.E. Teacher
Hartford	Tatum	Grade 5 Assistant	Smith	Kathleen	Title One Teacher
Hensel	Karin	Reading Specialist	Spiers	Cyndi	Student Support Center
Hils	Sarah	Grade 7 Teacher			
Hoover	Emily	Music Teacher	St. Laurent	Karen	Special Education Teacher
Jewell	Kristie	Occupational Therapy	Stefan	Dawn	Grade 5 Teacher
Johnson	Diana	ESOL	Stevens	Stephanie	Special Education Teacher
Jones	Aaron	Grade 6 Teacher	VanBennekum	Kaitlyn	Speech Pathologist

Jones	Gerald	School Psychologist	White	James	Grade 5 Teacher
Kruger	Stacy	School Counseling Secretary	Wilson	Patricia	Special Education Assistant
LaBarge	Linda	Special Education Assistant	Wixson	Robin	Grade 7 Teacher
			Wood	Greg	Grade 8 Teacher

Staff E-Mail and Voicemail Extensions

Allen	Melissa	1125	mallen@sau80.org
Ashey	Rachelle	2503	rashey@sau80.org
Bedard	Brian	2502	bbedard@sau80.org
Blake	Annette	2504	ablake@sau80.org
Boelig	Sandra	2210	sboelig@sau80.org
Brace	Chris	2109	cbrace@sau80.org
Carroll	Roger		rcarroll@sau80.org
Carvalho	Marina	2501	mcarvalho@sau80.org
Clements	Nicole		nclements@sau80.org
Cluett	Julie	2123	jcluett@sau80.org
Colby	Niah	2204	ncolby@sau80.org
Colcord	Steve		scolcord@sau80.org
Cooper	Kathryn	2123	kcooper@sau80.org
Corson	Tammy	2502	tcorson@sau80.org
Coutu	Jessica	2120	jcoutu@sau80.org
Davis	Chad	2413	cdavis@sau80.org
Drake	Cherri	2500	cdrake@sau80.org
Emond	Dawn		demonnd@sau80.org
Fagan	Celeste	2202	cfagan@sau80.org
Fernandez	Chris		cfernandez@sau80.org
Fields	Cathleen	2210	cfields@sau80.org
Fortin-Lacey	Jennifer		
Fountain	Lauren	2120	lfountain@sau80.org
Friend	Matthew	2202	mfriend@sau80.org
Gagnon	Marie	2117	mgagnon@sau80.org
Gingrich	Karen	2415	kgingrich@sau80.org
Gosselin	Irene	2217	igosselin@sau80.org
Hartford	Tatum	2105	thartford@sau80.org
Hensel	Karin	2217	khensel@sau80.org
Hoover	Emily	2122	ehoover@sau80.org

Jewell	Kristie		kjewell@sau80.org
Johnson	Diana	2211	djohnson@sau80.org
Jones	Aaron	2206	ajones@sau80.org
Jones	Gerald	2413	gjones@sau80.org
Kruger	Stacy	2211	skruger@sau80.org
LaBarge	Linda	2123	llabarge@sau80.org
Lacey	Mary	2116	mlacey@sau80.org
Laflamme	Gabby	2205	glaflamme@sau80.org
Lafond	Melissa		mlafond@sau80.org
Lamendola	Timothy	2119	tlamendola@sau80.org
Lawton	Keri	2114	klawton@sau80.org
LeBlanc	Amanda	2205	aleblanc@sau80.org
LeBlanc	Matthew	2208	mleblanc@sau80.org
Leighton	Allen	2506	aleighton@sau80.org
Lewis	Kelly	2414	klewis@sau80.org
Lounsbury	Scott	2121	slounsbury@sau80.org
Maguire	Mary	2203	mmaguire@sau80.org
Marden	Robert	2506	rmarden@sau80.org
McDannell	Chanel	2201	cmcdannell@sau80.org
McKim	Corrine	2208	cmckim@sau80.org
McLaughlin	Michael	2108	mmclaughlin@sau80.org
Moulton	Deborah	2214	dmoulton@sau80.org
Noyes	Keith	2207	knoyes@sau80.org
Ojikutu	Kathleen	2123	kojikutu@sau80.org
Perillo	Angela	2201	aperillo@sau80.org
Perkins	Andrew		aperkins@sau80.org
Piscitello	Laura	1125	lpiscitello@sau80.org
Prescott	Cassie	2123	cprescott@sau80.org
Pucci	Melissa	2120	mpucci@sau80.org
Reid	Cindy	2116	creid@sau80.org
Roberts	Charlie	2102	croberts@sau80.org
Smith	Kathleen	2222	ksmith@sau80.org
Spiers	Cyndi	2222	cspiers@sau80.org
St. Laurent	Karen	2216	kstlaurent@sau80.org
Stefan	Dawn	2217	dstefan@sau80.org
Stevens	Emily	2219	estevens@sau80.org

VanBennekum	Kaitlyn		kvanbennekum@sau80.org
White	James	2220	jwhite@sau80.org
Wood	Greg	2107	gwood@sau80.org

BMS Mission Statement

Engaging All Learners to Succeed in Their Ever-Changing World

The mission of Belmont Middle School is to develop the creative adolescent mind. We strive to awaken in our students the life-long pursuits of self-discipline, tolerance, creativity, responsibility, a spirit of inquiry and a clear sense of local and global citizenship. We firmly believe that education is a responsibility shared among students, school, family/home, and community. We accomplish our mission through implementing diverse programs that integrate academic, artistic and physical work and play, that are learner-centered and standards-based.

Belmont Middle School Team Concept

The purpose of the team approach is to build unity, pride and inter-relatedness of the curriculum throughout the team. This concept should motivate students to excel both academically and socially throughout the school year. The teachers on each team will meet regularly to discuss issues pertinent to the success of the team. Curriculum discussions will focus on how each subject area can be tied to one another. Homework coordination, testing schedules and project planning will also be discussed during team meetings. Parent contact, student progress monitoring and behavior protocols will be coordinated through each teacher.

Program of Studies

Core Subjects

Language Arts
Science
Math
Social Studies
Math/Reading Lab

Unified Arts

Art
STEM
Music
World Language
School Counseling Curriculum
Computers
Information Literacy
Health
Physical Education

Electives

Band
Chorus

School Hours

Students may enter the building using the doors near the cafeteria at 7:25 a.m. and head directly to their homeroom/advisories. All students are expected to be in their homeroom/advisory by 7:45 a.m. Those not in attendance will be considered

tardy. Dismissal starts at 2:35 p.m. No students will be allowed in the building after 2:45 p.m. unless supervised by a coach or a faculty member.

Belmont Middle School Bell Schedule

7:25 a.m. Enter School

7:45 a.m. Late Bell

Lunches

11:00-11:25.....Grade 5

11:25-11:50..... Grade 8

12:00-12:25..... Grade 6

12:25-12:50..... Grade 7

2:35 p.m. dismissal

School Cancellation/Delay

The SRSD will be using the School Messenger phone messaging system to announce school delays and cancellations as well as WMUR channel 9 as soon as a decision is made:

The SRSD website (www.sau80.org) has a direct link to WMUR channel 9. Our school may be identified either as Belmont Middle School or Shaker Regional School District.

Keys to Success

Class Preparation

A. Students should arrive at all classes (including Unified Arts):

1. Ready to pay attention and participate.
2. Prepared with a chromebook, pencil, pen, notebook, class books, student planner.
3. Prepared to do the best that his or her ability allows.
4. Chromebooks are charged and ready to use.

B. Good Study Habits:

1. Write down all assignments in student planner.
2. Check assignments before leaving school.

3. Take home all necessary books and materials. Have parents check and sign the student planner on a daily basis.
4. Set aside time for homework each day.
5. Select a place to study away from distractions.
6. Review your work.

Grading

(Shaker Regional School District Policy IKA)

Belmont Middle School identifies specific learning standards that describe what students are expected to know and be able to do.

Belmont Middle School's grading system reflects proficiency level scores on each learning standard. By design, some learning standards, and subsequent assessments, may not provide opportunities to access all levels of proficiency.

The proficiency scale used to determine the level of proficiency for a learning standard or competency is as follows:

Score Equivalent	Score Descriptor
4	In addition to score 3.0, in-depth inferences and applications that go beyond the targeted proficiency level
3.5	In addition to score of 3.0 performance, partial success at score of 4.0 content
3	The targeted proficiency level for all students, we describe that targeted knowledge as complex knowledge
2.5	No major errors or omissions regarding score of 2.0, partial success on 3.0 content
2	Proficient in foundational knowledge, no major errors or omissions regarding simpler details and processes
1.5	Partial success at score of 2.0 content, but major errors or omissions regarding 3.0 content
1	With help, the learner has a partial understanding of some of the simpler details and processes
0	Not enough evidence

Definitions

Belmont Middle School uses two broad types of assessments:

Summative Assessments: A summative assessment is a comprehensive measure of a student's ability to demonstrate the concepts, skills, and knowledge embedded within a course standard. It is an assessment of learning.

Examples include:

- Enrichment activities (supplementary activities that support learning standards) Written, oral, and performance tasks
- Tests
- Quizzes (beyond skill checks)
- Writings (term papers, essays, stories, etc.)
- Projects
- Presentations
- Problem-based / inquiry learning tasks
- Other comprehensive / cumulative assignments not listed above

Formative Assessments:

A formative assessment is an assessment for learning and can be broadly described as an indicator that captures a student’s progress through the learning process. It explains to what extent a student is learning a concept, skill, or knowledge set. In a sense, a formative assessment is “practice” for the summative performance task.

Examples include:

- Skill checks (quizzes used for practice or reinforcement; classroom openers)
- First drafts of writing
- Teacher questions during instruction
- Worksheets
- Informal observations
- Pre-testing
- Homework
- Other class work not listed above

RE-ASSESSMENT PROCEDURES

1. Opportunities will be made available to all students for any summative assessment that is less than proficient.
2. A teacher may require a student to complete a series of formative assessments at a proficient level before they are eligible to take a summative re-assessment. Re-assessments should be taken within two weeks. The second assessment should only take place when the student has demonstrated the agreed upon relearning and/or completion of work in preparation for the assessment. Re-assessments may

require students to complete learning tasks outside of regularly scheduled class time.

3. Reassessment opportunities are available for formative assessments at the teacher's discretion.

4. Teachers may give alternative versions of the assessment.

5. Parents may be asked to sign the original assessment or assignment so that they are aware that their child has required additional attempts to achieve a proficient level of learning.

6. Reassessment scores replace the previous grade or mark unless the new score is lower.

7. Students must earn a score of 3.0 or better in their Habits of Work in order to have input about when and how the reassessment happens. If a student scores below 3.0 in their Habits of Work, the teacher will have full discretion on when and how the reassessment occurs. "Teacher discretion about scheduling re-assessments will take precedence over participation in extracurricular or co-curricular activities." This applies to all extracurricular activities including athletics, clubs and organizations.

GRADE REPORTING DATES

Belmont Middle School will be reporting learning progress on a trimester basis. Progress reports will be sent home twice a trimester with the students except for the end of the year report card which will be mailed home. Progress reports should be signed by the parent/guardian and a copy returned to school. Parents are encouraged to contact the school, 267-9220, at any time if they have a concern about their child's progress.

REPORTING DATES

Progress 1- October 17, 2023

Progress 2- December 5, 2023

Progress 3- January 25, 2024

Progress 4- March 15, 2024

Progress 5- May 3, 2024

Report Card- June 14, 2024

HABITS OF WORK

Meeting Deadlines, Participation and meeting Quality Standards shall not be included in grades but reported separately, unless they are an approved part of a standard. (example: Regular participation in physical activity is identified nationally as a core standard and thus

is included in the BMS Physical Education standard). Every student will be assessed each trimester by all teachers with respect to their achievement of school-wide Habits of Work, which will address expectations for student personal skills.

	Habits of Work Student understands and is skilled at being accountable for their work		
	Meeting Deadlines	Participation	Meeting Quality Standards
4 Advanced “Life-Long Learning Habit”	Student is able to meet deadlines all of the time for providing evidence of learning and practice.	Student is able to participate in class activities and discussions, which includes regular and on time attendance.	Student always meets quality standards and seeks feedback and correction to attain the highest quality of learning tasks.
3 Proficient	Student is able to meet deadlines most of the time for providing evidence of learning and practice.	Student is able to participate in class activities and discussions most of the time, which includes regular and on time attendance.	Student is able to meet quality standards most of the time with effective strategies for meeting criteria and expectations and takes pride in and responsibility for learning tasks: <ul style="list-style-type: none"> • Is skilled at following directions to accomplish a task. • Is skilled at double checking work for completion and meeting criteria and expectations.
2 Developing	Student sometimes meets deadlines for providing evidence of learning and practice.	Student sometimes is able to participate in class activities and discussions with some regular and on time attendance.	Student understands the criteria for meeting quality standards: <ul style="list-style-type: none"> • Understands key terms: quality, directions, expectations, punctual, accuracy, criteria, effort. • Understand people who meet quality standards take time and check over their products. • Understands people who meet quality standards put the most effort into their work instead of settling for minimum requirements.
1 Emerging	Student rarely meets deadlines for providing evidence of learning and practice.	Student rarely participates in class activities and discussions and regular attendance is a concern.	Student is beginning to understand the processes and concepts of meeting quality standards.

ACADEMIC RECOGNITION

Academic recognition will be calculated at the end of the school year based on the following criteria:

Proficient

Student has earned a proficient score on all learning goals covered in a given course during the school year.

Proficient with Distinction

Student meets proficient criteria as well as earns above proficient scores on all learning goals with a level 4 task in a given course during the school year.

Principal's List

Student meets proficient with distinction criteria in all core classes.

ATTENDANCE

Consistent attendance at school is essential for academic progress and promotion. When a child is absent, the parent/guardian should call the middle school office at 267-9220 by 9:30 a.m. Students that are absent or tardy from school will require a health professional's note to be considered **excused** from school. If possible, please make appointments after school hours. Students exceeding (5) absences per trimester will be required to make up (1) hour of academic recovery time for each absence, after school, in the Student Support Center. Family vacations, outside of the district-wide school calendar, are not considered excused absences. Students with excessive absences may be referred to the NH. Division of Children Youth and Families and/or lose the right to participate in extracurricular activities.

Students who are absent from school must work with their teachers to make up work within a reasonable amount of time. Parents and/or students may request work for the day of their absence, and every effort will be made to have it available in the office at day's end. Students who are absent, tardy or dismissed early from school may not be allowed to attend school-sponsored events after school, on the day of their absence, tardiness or dismissal. Exceptions will be made for students who produce a note from a medical/mental health professional providing evidence of the student's need to be out of school.

TARDINESS

Students are considered tardy if they are not in their assigned room at 7:45am. After being tardy five times per trimester, a student will be required to make-up one hour after school in the Student Support Center for each additional incident of tardiness.

TRUANCY

Students are considered truant if they intentionally choose not to attend a day of school, a class or leave class without permission. If the school is unable to verify the reason for a student's absence, the student will be considered truant. Truant students may be assigned detention after school. A school resource officer may be contacted to conduct a child welfare safety check on students who are considered truant. Students that are habitually truant, may be reported to DCYF.

STUDENT SUPPORT CENTER

The Student Support Center is designed to provide behavior intervention support and strategies to address student behaviors in a variety of educational settings. The Student

Support Center is also used for students to catch-up on missing work, is an alternative academic setting, supervises students accessing alternative educational opportunities, and supports students in developing a plan to be successful in school.

COMMUNICATION

Communication between the home and school assures the success of all students. We offer a number of methods to encourage open communication:

- Student Planners encourage notes between parents and teachers
- Telephone and voice mail system- 267-9220
- Email
- School Messenger automated messaging system for important messages and school closing

PLEDGE OF ALLEGIANCE

Belmont Middle School starts each day with the Pledge of Allegiance to the U.S. flag during homeroom/Advisory. Students not participating are asked to stand and observe quietly, respecting the rights of others to pledge. People in corridors or areas where there are no flags should show proper respect by remaining still and silent. (Shaker Regional School District Policy IMDA)

DRESS CODE

Belmont Middle School believes that appropriate dress contributes to a positive academic attitude and a formal culture for learning. Adherence to our school's dress code demonstrates personal integrity, respect for one's self and respect for our school community.

Clothing that displays inappropriate or distracting language or design is unacceptable and conflicts with our goal of promoting a positive academic attitude and culture of learning. Inappropriate or distracting language or design may include, but is not limited to:

- Tobacco
- Alcohol
- Drugs
- Weapons
- Offensive language
- Sexual innuendo
- Insensitivity to any population or group
- Promotion of violence

Our dress code requires that clothing must properly cover the individual. Student undergarments should not be visible. The following clothing is considered inappropriate at Belmont Middle School:

- Shorts, skirts and dresses that are shorter than mid-thigh
- Tops that expose one's midsection, low cut tops, see through tops, tops with spaghetti straps, tank tops and basketball style jerseys without a t-shirt underneath
- Excessively torn jeans/pants or shorts
- Costume jewelry accessories (eg. cat ear headbands, face masks, oversize glasses, etc.)

There may be times, such as a dance, concert or formal event, when student dress may be adapted to take into account the need to relax restrictions in order to wear more formal gowns or dresses.

Our dress code also recognizes that the following items may not be worn in/at school;

- Hats, visors, hoods, sweatbands, bandanas, sunglasses, chains, gloves, pajamas, slippers, lanyards and blankets

Belmont Middle School's Dress Code applies to all school events including, but not limited to; special events, field trips, concerts and dances. If a student is wearing clothing that is deemed inappropriate, he/she will be asked to change and parents may be contacted. Repeated failure to adhere to our school's dress code will be subject to administrative action/consequences. The administrative team will make the final determination regarding matters that relate to our school's dress code.

The Belmont Middle School community respectfully requests that all visitors honor our dress code. (SRSD Policy JICA)

LOCKERS

Students in grades five through eight may be assigned a locker, with another student. Students using a lock should make sure that their locker is locked at all times. Keeping the lock combination confidential is essential to locker security. Students choosing to put a lock on the lockers will need to give the school the code or key. Students should not leave money or valuables in their locker. Students leaving money or valuables in their locker do so at their own risk. The SRSD is not responsible for any lost or stolen items from lockers. Students should not enter another student's locker. Students should not share their locker combination with other students. Students need to keep their locker neat. All lockers are the property of The Shaker Regional School District and may be searched at any time.

FOOD SERVICES

Children need healthy meals to learn. Shaker Regional School District offers healthy meals every school day. At all schools breakfast costs \$1.65. Lunch costs \$3.25 at the Elementary

Schools and \$3.50 at the Middle School and High School.

<http://www.schoollunchapp.com/>.

Students are required to take the required number of meal components in order for the meal to be counted as a complete reimbursable meal and to be counted as a free or reduced price meal for those students who qualify. Any meal taken that has fewer than the required number of components will be charged a la carte basis on each item selected.

Parents/Guardians are responsible for payment for items purchased by their children. No cash refunds from a student's food service account will be made to the student. When a child moves out of the district or graduates the parent must request a refund by calling the SAU at 267-9223 ext. 5308. The refund will be processed and the check will be mailed from the SAU Office.

Non-Discrimination Statement

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

STUDENT PASSES

All students need a student planner or a hall pass to go from one designated area to any other area. A student must first report to her/his assigned teacher before reporting to a different teacher or area of the building (including the restroom). The office secretary cannot give late passes to class to excuse tardiness. If a student loses their planner, additional planners can be purchased for \$5.00 in the main office.

TELEPHONES/CELLULAR PHONES

The office telephone is for use by school faculty and staff. Students will be allowed to use classroom telephones, only in appropriate situations, with permission from a staff member. Students should make plans for after-school activities, prior to arriving at school. No cell phones are allowed at dances or on field trips.

Students are not allowed to use cellular phones in school unless authorized by the principal. Cellular phones are to be kept off in the student's locker at all times during school hours. Students that are in possession of their cell phones during the school day will have their phones confiscated and turned into administration. Students are not allowed to use their cell phones while in the cafeteria during our morning or afternoon entry/dismissal transitions. Cell phones that are confiscated will not be given back to the student and need to be picked up by a parent or guardian from administration. After the first violation, an after school detention will be assigned in our Student Support Center until 3:30 pm

STUDENT DIRECTORY INFORMATION

The following individual student information will be released to anyone requesting the information unless specifically requested in writing by a parent or legal guardian, to the school office, that it not be. (SRSD Policy JRA)

- Student name
- Address
- Participation in activities
- Photograph
- Diplomas, degrees, awards

NATIONAL JUNIOR HONOR SOCIETY

The Belmont Middle School National Junior Honor Society is an organization founded on the principles of the National Junior Honor Society and is open to any 6th, 7th or 8th grader who meets the following criteria:

1. Scholarship: Candidates must have a minimum scholastic average of 3.5 or above,

with no grade less than a 3 for learning goals and habits of work in order to apply for and maintain membership.

2. Service: Students must display voluntary contributions to the school and/or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
3. Leadership: Students must demonstrate resourcefulness, be good problem solvers, and promote school activities.
4. Character: Students must uphold principles of morality and ethics, generally maintaining a good and clean lifestyle.
5. Citizenship: Students must uphold high standards of honesty, reliability, effort, courtesy, and respect.

To evaluate a candidate's character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character, and leadership. These forms and the application are carefully reviewed by the Faculty Council to determine membership.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor Mrs. Blake by phone at 267-9220 or by email at ablake@sau80.org

MIDDLE SCHOOL PROMOTION

Students who do not meet academic proficiency may be subject to an alternative/customized learning plan.

Parents of grade 8 students who do not meet minimum academic requirements, will be notified, prior to the promotion ceremony, that their child may not be promoted to high school.

SUMMER SCHOOL-STANDARDS RECOVERY

Personalized assistance/instruction will be offered during the summer in the areas of language arts and math, during the month of July, for students that qualify. Summer school may also be assigned to students that do not meet the academic requirements of the regular school year in order to be promoted to the next grade level.

HOMEWORK GUIDELINES

Homework is a meaningful part of the academic program at Belmont Middle School. Homework is a continuation of the classroom program, extending and reinforcing concepts outlined during the school day. Homework is formative and allows students to practice what

was taught and for the teacher to determine if the student has grasped the learning. Additionally, homework can be used to gain new information through reading and research that enriches the learning and builds a foundation for classroom discussions. Finally, it is the belief of Belmont Middle School that homework nurtures responsibility, organization, and planning skills for the middle level student. Completing homework, as assigned, is the responsibility of each student. However, we believe that the parents and teachers must act as a team to ensure that homework is completed. Teachers will ensure that students are provided the organizational skills necessary to achieve success. Parents must ensure that a structure is in place at home to allow the student to complete homework assignments. It is strongly suggested that a specific time, place and setting be established daily for homework to be completed. Furthermore, it is recommended that time be spent reading if a student does not have homework.

It is expected that teachers will discuss assignment and project schedules with one another so that homework is not excessive. Students are expected to budget time for long term projects. On the occasion when homework is not assigned, it is expected that students will use the time to read or to work on long term projects. Parents are encouraged to communicate with teachers if their child is routinely spending more time than allotted. Students who are absent from school will be given a reasonable amount of time to make up homework assignments. (SRSD Policy IKB)

ACADEMIC INTEGRITY

Plagiarism and cheating are not acceptable at Belmont Middle School. 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 any means of gaining information for use on formative and summative work. Plagiarism is defined as *passing off the ideas and words of another as one's own*. Written assignments are considered plagiarized if any part of it is taken from another source without proper citation, or if the information is not mentally processed and connected to the thesis and presented in the student's own voice. Students determined to have cheated or plagiarized will be required to re-do the work in order to determine an accurate level of proficiency for learning standards that are being assessed. In addition, students will be asked to participate in an Academic Integrity Remediation activity after school in the Student Support Center.

STUDENT PLANNER

Each student at Belmont Middle School is given a student planner. In this planner, students are responsible to write down all assignments, short and long term. Teachers will have an opportunity to write comments relating to student performance, homework completion, etc. To help assure academic success, parents are requested to check planners nightly and initial that they have seen the completed assignments for each area assigned.

FIELD TRIPS

Throughout the school year, grade levels may participate in field trips that relate to the academic curriculum and are organized for the purpose of team building. Field trips are a privilege and can be restricted for students whose behavior is determined to be unsafe or whose behavior has been challenging throughout the school year.

Students need the appropriate paperwork filled out in order to attend. Students will be transported using school provided transportation. Parents wishing to pick up their own child from a field trip location may do so by signing out their child, in person, with the appropriate staff member. For safety and security reasons, no notes, phone calls or non-guardian pick-ups will be accepted.

DANCES

Throughout the school year, a number of school sponsored dances will be scheduled for students in grades 6, 7 and 8. All school rules and regulations, including the school dress code, are in effect during dances. Once students arrive at a dance, they will not be allowed to leave prior to the end of the dance unless dismissed by a parent/guardian. In order to ensure that everyone has a good time, those who do not behave acceptably may be asked to leave and be picked up by a parent/guardian. It is important that arrangements are made, in advance, to have students picked up promptly at the end of the dance. There will be no visitors from outside of the Belmont Middle School or cell phones allowed at dances. Students will be asked to store their phones in a secure location at the dance entrance. Good behavior during the school day is essential in order to be eligible to attend dances. Administration will make the determination on who is eligible based on behavior. Students must be in school on the day of the dance in order to attend.

ATHLETIC PROGRAMS

Belmont Middle School offers a comprehensive interscholastic and intramural athletic program. The athletic programs provide an opportunity for all interested middle school students to participate. Belmont Middle School currently offers the following programs:

Interscholastic:

Soccer	boys/girls	grades 5-8
Cross Country	boys/girls	grades 5-8
Volleyball	boys/girls	grades 7+8
Basketball	boys/girls	grades 5-8

Alpine Skiing	boys/girls	grades 6-8
Baseball	boys	grades 6-8
Softball	girls	grades 6-8
Track and Field	boys/girls	grades 5-8

Intramural:

Volleyball	boys/girls	grades 5+6
Golf	boys/girls	grades 5-8

PARENT/GUARDIAN PERMISSION

Students who wish to participate in the athletic program need to register their student athlete through the Sports Registration (Final Forms) portal on our website. Eligibility to participate in the athletic program will be withheld until all registration and eligibility requirements are fulfilled.

PHYSICAL EXAMINATION

Students who wish to participate in the athletic program are required to have a physical examination by a licensed medical professional before they are eligible to participate in the athletic program. Documentation of a signed physical examination must be on file with the school nurse before eligibility to practice or play is granted. A physical examination needs to be completed yearly in order to participate. Parents are responsible for contacting coaching staff about medical issues pertaining to their student athlete and for providing emergency medications for life threatening allergies and asthma if needed.

ACADEMIC EXPECTATIONS

- If a student is assessed below a 2.0 proficiency level on any learning standard and in any Habits of Work, the student will be declared ineligible to participate in athletic and/or co-curricular activities until they demonstrate evidence of reaching this minimum level of proficiency.
- Students who have been declared ineligible may not participate in practices/games and co-curricular activities for a period of 5 school days from the date they were

declared ineligible. After the 5th school day, students *may* have their eligibility restored if the minimum eligibility expectations of a 2.0 is reached.

- Students who have been declared ineligible may not participate in interscholastic travel competition and may not sit on the bench during competition while they are ineligible. Participation may resume after the 5 days if the classroom teacher is satisfied with the evidence to meet minimum proficiency.

Students who participate in the athletic program are expected to strive to do their best to be academically successful. Students participating in a co-curricular activity and/or interscholastic athletic team will have their academic progress reviewed at 5 checkpoints during the school year.

STUDENT CONDUCT

Students participating in the athletic program are expected to fulfill the **Expectations and Responsibilities of Students** guidelines as outlined in the student handbook and requirements set forth in the **Belmont Middle School Athletics Guidelines**. Students assigned to teacher or administrative detentions are required to fulfill those obligations before being released to participate in the athletic program. Students who are assigned In School (ISS) or Out of School (OSS) suspensions are not eligible to participate in the athletic program on the dates they are suspended.

MIDDLE SCHOOL STUDENT COUNCIL

The Middle School Student Council is a leadership organization open to all students. Meetings are usually held after the school day. Activities involve fundraising, dances, school pride day, step-up day and other special events during the year.

OTHER CO-CURRICULAR ACTIVITIES

Yearbook	Math Team
Robotics	Creative Writing Club
Homework Club	Scrabble Club
Drama Club	Art Club
Multi-Media Club	National Junior Honor Society
Chess Club	Student Council
Maple Syrup Club	GSA Club

NURSE

Nurse / Health Services

1. There is a full time nurse available throughout the school day. The health office is located on the second floor, across from the media center. If a student becomes ill during the day or has an accident, he/she should report to the teacher in charge then be given a pass to the nurse's office.
2. Students are dismissed when necessary by the nurse. Students are not to call or text parents to pick them up for any reason. The nurse will assess each student's medical condition to determine if there is a medical need to leave school. When the nurse is not available, the principal or his chosen designee will contact the student's family; transportation is the responsibility of the parents.
3. Any student with an assistive device of any type such as crutches or cast, who has been out for a significant illness, medical emergency, concussion or extended period of time, must check in with the nurse upon returning to school.
4. Serious injuries such as fractures or cuts requiring sutures are treated only for emergency measures until the parent or emergency contact can be reached. When necessary, an ambulance will be called if other means of transportation are not available or the condition warrants emergency services.
5. If student participation in school is limited due to health reasons, a parent or guardian should contact the school nurse. Inability to attend school over an extended period (3 days) will require a written note from a medical provider.

It is important that Emergency Information Forms are updated throughout the year !

6. Children should not be sent to school with any of the following:
 1. Fever
 2. Persistent sore throat
 3. Serious cough or flu
 4. Vomiting/diarrhea
 5. Widespread skin rash
 6. Conjunctivitis

Students out sick may return once:

1. Fever free for 24 hours without medication
2. No vomiting for 24 hours
3. Cleared by medical provider to return to school

According to the New Hampshire RSA 200:22-200:38, a student entering the New Hampshire public school system from another state is required to have a physical examination upon entrance or to have certification of the completion of a physical exam within a year prior to entrance.

According to the New Hampshire Code of Administrative Rule HeP301.13(4)c: "Acceptable levels of immunization for school entrance shall be in accordance with the New Hampshire 2019/20 School Immunization Requirements."

Children entering the 7th grade are required to have a one-time TDaP Booster immunization *prior to the start of the school year.*

According to New Hampshire Administrative Rule He-P301.15: “A child may be admitted under “conditional enrollment” with documentation of at least one dose of each required vaccine. The parent or guardian shall also provide an appointment date for the next due dose of DTP/DT/Td/TDaP/TOPV, from a health care provider. This appointment date shall serve as their suspension date if they fail to keep the scheduled appointment.”

Medication Administration

Parents must contact the school nurse if their child needs to take medication during the school day, including emergency medication for asthma, allergic reactions or seizures.

1. Prescribed medication must be properly labeled in its prescription bottle and accompanied by a written statement from the prescribing physician detailing the name of the medication, dosage and time scheduled to be given. A permission to administer form must be signed by a parent or guardian prior to the administration of medication. Forms may be obtained at the nurse's office in the middle school. Medication will not be administered without the required form signed by the parent.
 2. Student medications must be brought to and from school by a parent or guardian.
- Students are not allowed to bring their own medications to the school nurse.**
3. The school will not administer medication that is labeled for another person.
 4. A limited supply of over-the-counter (OTC) medications are available for students. A signed permission to dispense OTC medication by a parent or guardian is required each school year by state law, prior to medication being administered.
 5. A pupil may possess and self-administer an emergency rescue inhaler to alleviate or prevent asthmatic reactions, auto-injectors for severe allergic reactions, and other injectable medications such as insulin, if authorized in writing by both the student’s physician and parent/legal guardian. The parent/ guardian must provide written proof of the diagnosis along with verification that the student has the knowledge, skills, and ability to safely possess and use the medication in a school setting.

Students shall not share any prescription or over-the-counter medication with another student.

RECESS

All middle school students have a scheduled recess each day. Children in attendance are expected to be outside at recess unless a medical professional indicates, in writing, that he/she should remain indoors or, if in the school nurse’s judgment, there is a medical need to stay inside. Students are to wear appropriate outdoor clothing for the weather.

COUNSELING SERVICES

As school counselors, we aim to support your child's academic, career, and social/emotional growth through a variety of activities and initiatives. Our practices are guided by the recommendations put forth by the American School Counseling Association (ASCA). Throughout the course of the school year we will be meeting with students on both formal and informal levels. These interactions may include lunch bunches and drop-in meetings, classroom counseling curriculum, and scheduled individual or group counseling sessions. If it is recommended that your child participate in regular individual or group counseling sessions a request will be communicated prior to the onset of the formal counseling relationship. When school counselors work with students on an ongoing individual or group level the services are designed to be short term. In some cases it may be recommended that your child engage in additional counseling services outside of the school day.

As counseling is based on a trusting relationship between counselor and counselee, please be aware that the counselor will keep all shared information confidential except in certain situations in which an ethical responsibility limits confidentiality. We aim to work closely with the school faculty and staff in support of your students. Further, we hope to collaborate with you, as parents, in hopes of best supporting your student's needs. We encourage you to contact us if you have information that you think would benefit our ability to best serve your student.

In signing this handbook you are granting your student permission to engage in counseling related services at Belmont Middle School. Please contact your student's school counselor at any time with questions or concerns regarding your student or the school counseling department. For more information about the services offered by our school counseling department visit our website at: <https://sites.google.com/a/sau80.org/bms-guidance/>

STUDENT ASSISTANCE

We are proud to offer a student assistance program led by Melissa Allen. This program is part of the overall health curriculum. This program provides group and individual instruction, counseling, and opportunities for middle school students to discuss at risk behaviors in today's society.

STUDENT SUPPORT

Identified students may receive services from the School Counselor, Reading Specialist, Special Education Teacher, Math Specialist, Speech and Language Therapist, Physical Therapist, Occupational Therapist, School Psychologist or other appropriate members of the student support services staff.

STANDARDS RECOVERY

Belmont Middle School offers a standards recovery program after school from 2:35 pm. until 4:00 pm. 4 days a week. Computer and Media Center resources are available during this time as well. Students needing help on their learning standards are strongly encouraged to attend these support sessions. Transportation is available.

LIBRARY MEDIA CENTER

Practice in using the Library Media Center is vital to lifelong learning. Throughout the middle school years, many assignments will require the resources of the library.

Information skills are also very important life skills.

1. Students may use the Library Media Center with the permission of their teacher and the librarian. They must have a pass from their teacher in order to use the library.
2. Students must have work that requires the use of the resources in the Library Media Center to work there.
3. A quiet academic atmosphere will be maintained.
4. Students who disobey rules will lose the privilege to use the center for a determined amount of time.

OPEN LIBRARY

Open Library is available to all students Monday through Thursday in the Library Media Center from 2:45 pm - 4:50 pm. A late bus for Canterbury students is available in the front lot at 4:50 pm that will bring students into Canterbury.

INAPPROPRIATE ITEMS AT SCHOOL

To ensure that Belmont Middle School is a safe and orderly school, the following items must not be brought to school: toys, trading/gaming cards, music players, electronic devices, cameras (without faculty permission), matches, lighters, weapons, energy drinks, soft drinks, caffeinated drinks, open containers (without faculty permission), tobacco, vapes, alcohol products and any other items deemed inappropriate. (SRSD Policies JICG, JICH, JICI, JICJ) Inappropriate items that are confiscated will not be given back to the student and need to be picked up by a parent or guardian from the administration or in some cases Belmont Police Department. After the first offense, an after school detention in our student support center may be issued.

Students may have unflavored, non-carbonated, water with them throughout the school day.

PUBLIC DISPLAY OF AFFECTION

Belmont Middle School is not a place for students to publicly display affection. Students

should not be physically affectionate while on school grounds or while in attendance at school sponsored events.

RESIDENCY

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

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

EXPECTATIONS AND RESPONSIBILITIES OF STUDENTS

[*Updated SRSD conduct Policies JIC \(Student Conduct\) and JICD \(Student Discipline and Due Process\).](#)

As a member of the Belmont Middle School, you can expect:

1. To have a healthy and safe environment.
2. To have a neat and orderly school
3. To learn to your fullest capacity.
4. To be treated with courtesy and respect.

It is your responsibility to ensure that other's rights are not abused. To ensure that all students are able to achieve to their full potential, and to provide a peaceful and cooperative school environment, the following responsibilities are expected:

Belmont Middle School-behavior Matrix

<u>Hallway</u>	<u>Bathroom</u>	<u>Cafeteria</u>	<u>Classroom</u>	<u>Assembly/Field Trip EmergencyProcedures</u>
<u>Safety</u>				
Keep hands to self Keep to the right Walk at all times	Keep hands to self	Remain seated Hands to self at all times Use utensils appropriately	Follow all safety protocols Keep hands, feet and objects to self	Stay with your group/class Keep hands/feet to self
<u>Responsibility</u>				
Go directly to class Follow adult directions Use the correct path Keep hallways clean Have a signed pass Use locker at locker time	Use assigned bathroom Have a pass Respect privacy Be efficient Flush after use Wash/Dry hands Dry the area Put trash in receptacle	Use conversational voices Use proper dining manners Keep eating area clean	Give your best effort Be prepared with all supplies Take care of room Follow daily routine Follow directions of teacher Arrive on time Stay on task	Follow all directions Proceed to assembly area quietly Follow event protocol
<u>Respect</u>				
Use a conversational voice Use respectful language Greet others who greet you	Take care of equipment Keep walls free of graffiti	Be respectful to all staff Use respectful language Encourage new people to join your table	Use respectful language Use conversational voice Wait your turn to speak Listen to others when talking	Be a polite listener Respect chaperones/adults Celebrate appropriately Use respectful language Use conversational voice
<u>Results</u>				
Arrive to class on time Safer and cleaner hallways Orderly atmosphere Appropriate social behavior while at school	Feel comfortable Cleaner sanitary bathrooms	Enjoyable social atmosphere More time to eat Safer and cleaner cafeteria Orderly and well maintained cafeteria	Increased learning time Safe environment to learn Positive and productive learning environment	Polite, safe and orderly experience for everyone

At the beginning of each school year, all school-wide expectations are shared and discussed in small groups, at grade level meetings and as a school community. Student accountability, as they relate to school-wide expectations, are also reviewed and clarified. Student accountability ranges from re-teaching expectations to out-of-school suspension. Transportation for students receiving after school detention and Saturday detention consequences are the responsibility of a parent or guardian. After school consequences take priority over all other extra and co-curricular activities. Students receiving In-School or Out-of-School suspension consequences are not eligible to participate in school-sponsored activities on the date(s) of the suspension consequence(s).

Students may be referred to the administration for disciplinary action. In such cases, detention, in-school suspension and out-of-school suspension may be assigned. (SRSD Policy JK)

PUPIL SAFETY AND VIOLENCE PREVENTION-BULLYING

Belmont Middle School supports a safe, secure and peaceful environment that is free from harassment, bullying, and cyberbullying.

Belmont Middle School recognizes and supports the NH RSA 193-F Pupil Safety and Violence Prevention. Any school employee or employee of a company under contract with the school district, who has witnessed or has reliable information that bullying or harassing conduct has occurred, shall report such conduct to the principal, or designee, for further investigation.

If it is determined, after investigation, that a student has engaged in written, verbal, physical or cyber-bullying conduct, the student shall be subject to appropriate disciplinary action that is consistent with (SRSD Policy JBAAA) and the NH RSA 193-F Pupil Safety and Violence Prevention.

Staff and students at Belmont Middle School are expected to speak with one another in a respectful manner at all times. Inappropriate physical contact of any kind (i.e. horseplay, fighting, etc.) is not acceptable and will not be tolerated. Incidences deemed as an assault will be processed with our School Resource Officer in collaboration with the Belmont Police Department. Students involved in fights will be suspended from school.

IN-SCHOOL SUSPENSION

Students assigned to in-school suspension will be supervised in the Student Support Center. During in-school suspension, students will do their assigned work. Additionally, students will be asked to do a reflection activity regarding the behavior that contributed to the in-school suspension consequence. It is possible for a student to serve an in-school suspension consequence following a first offense violation depending upon the severity of the incident.

OUT-OF-SCHOOL SUSPENSION

Major violation(s) of school policy will result in an out-of-school suspension consequence with the parents/guardian bearing the responsibility for the supervision of the student. The parent/guardian will be notified in advance of the action taken. The length of the suspension will be determined by the administration and/or School Board. The student will be readmitted to school after parent communication with administration and a satisfactory resolution is agreed upon between the student, parent/guardian and administration. It is possible for a student to be suspended from school following a first offense violation depending upon the severity of the incident.

TRANSPORTATION

The bus driver is responsible for maintaining order and safety on the bus. Misconduct on the bus can result in the loss of riding privileges or other disciplinary action. In order to help ensure that students behave in an appropriate manner, cameras will be used on our buses. (SRSD Policy EEAA)

SCHOOL BUS RULES

1. Follow the bus driver's directions at all times.
2. Be on time and do not fool around at the bus stop.
3. Stay in your seat while the bus is moving.
4. Keep your head, arms and hands inside the bus at all times.

5. Do not eat or drink on the bus.
6. Be courteous; talk quietly.
7. Treat the bus and equipment kindly.
8. Cross in front of the bus at the driver's signal only.
9. Observe all school rules when waiting for and/or on the bus.
10. Students may not bring large school projects on the bus.

First offense: Written warning.

Second offense: 1-3 days suspension from bus.

Third offense: 3-5 days suspension from bus, and a parent conference. Subsequent offenses may result in removal from the bus transportation for the remainder of the school year.

No student may ride on any school bus other than the one to which they are regularly assigned or get off at a stop other than their own without written permission from a parent/guardian. It is possible for a student to be suspended from the bus following a first offense. (Policy EEAEC)

SEXUAL AND OTHER HARASSMENT

The Shaker Regional School District will not tolerate the harassment of any students, 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.

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 Shaker Regional School District, co-worker, student or other non-employee who is on District premises or who comes in contact with Shaker Regional School District employees or students. Administrators, supervisors, faculty, staff, students and those in a position of authority should be sensitive to 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, Shaker Regional School District will not tolerate harassment on the basis of race, color, religion, gender, national origin, age, disability or for any other unlawful reason.

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 harassment should report the incident to a guidance counselor, teacher or school principal, who may in turn contact the Business Administrator at the superintendent's office.

Retaliation against an individual who makes a complaint about sexual or other harassment is a violation of The Shaker Regional School District policy and is prohibited by both state and federal law. Such retaliation is a form of harassment and will be handled in the same manner as other forms of harassment. (SRSD GBAA)

NON-DISCRIMINATION POLICY

The district shall not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, age, gender, gender identity, marital status, national ethnic origin, economic status, disability, 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 the State law (RSA 354-A:7) Any person having inquiries concerning the school district's compliance with the regulations implementing these laws may contact the Superintendent of Schools. (SRSD Policies AC, ACE)

DISCRIMINATION-GRIEVANCE PROCEDURE

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 an 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.

A. - A grievance should be initiated within 15 working days after the occurrence. A grievant should first discuss the grievance with the district representative in an attempt to resolve the matter A grievance is a complaint by an employee, student, parent or groups of individuals who feel there has been discrimination based on sex, which would be an alleged violation,

misinterpretation or misapplication of Title IX provisions. A grievance shall not apply to any matter for which a method of review is prescribed by law or for any rule or regulation of the State Commissioner, State Board of Education, or Department of Labor. Any individual(s) entitled to file a grievance under this policy may contact the Title IX Coordinator (Business Administrator) for assistance.

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 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 recommendations.

B. - 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 decision of the district's grievance representative. The appeal shall be in writing and must specify:

- The nature of the grievance and the specific provisions of Title IX that have been violated, misinterpreted or misapplied; The injury or loss claimed; The remedies sought.
- The Superintendent of Schools shall investigate the matter and communicate the decision in writing to the grievant within 10 working days from receipt of the written grievance.

C. - Following **Step 2**, the grievant may request the presence of a third party as a 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 working days after receipt of the Superintendent's decision. The School Board shall investigate the grievance and render a decision in writing within 10 working days after receipt of the 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 final decision must be made by the entire board that is assembled.

D. - 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**.

E. - Designation of Representatives -The Superintendent of Schools has designated the Business Administrator as the Title IX Coordinator. All alleged violations under Title IX should be reported to the Business Administrator as soon as possible so that an investigation may be promptly conducted. The Superintendent of Schools has designated the Special Education Director as the compliance officer and Civil Rights Coordinator for violations of

Section 504, Title One and Title VII. All alleged violations under these Chapters should be reported to the Director of Student Services as soon as possible so that an investigation may be promptly conducted,

CHILD FIND NOTICE: CHILDREN WITH DISABILITIES

The Shaker Regional School District provides special education, related services and accommodations to eligible children with disabilities who reside within the district. The district has a duty to identify, locate, and provide notice of its responsibilities to every child with a disability or every child suspected of having a disability in its jurisdiction, including those who are not receiving a public education. If a child living within the boundaries of the school district, ages 3 through 21, is a child identified with a disability or is suspected of being disabled, the parent/guardian is encouraged to contact: Tonyel M. Berry, Director of Student Services, Shaker Regional School District, 58 School Street, Belmont, NH 03220, (603) 267-9222. The district will work with parents/guardians to evaluate the child, determine if he/she qualifies for special education and/or special education and related services under the Individuals with Disabilities Education Improvement Act (IDEIA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or the Americans with Disabilities Act of 1990 (ADA), and provide a free, appropriate public education to the children to the extent he/she is eligible under these laws. Upon referral, the district will provide parents/guardians with notice of procedural safeguards under the applicable law(s).

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

ESL and SECTION 504

Parents with ESL and Section 504 children are encouraged to contact Tonyel Mitchell-Berry at 267-9222 for more detailed information about policies and procedures.

SAFE SCHOOL ZONE

School property and buses are to be free from theft, burglary, arson, criminal mischief, felonious or aggravated sexual assault, simple assault, weapons or possession of drugs and alcohol and fireworks. **(NH. RSA 193-D Safe School Zone)** The term weapon includes, but is not limited to: guns, BB guns, dart guns, knives, pepper spray, brass knuckles, etc.

Students who are found in possession of a weapon, including a knife or BB gun, may be expelled from school for twelve months, as well as face police and court action.

The first offense for violating other Safe School Zone laws may result in up to a minimum of three (3) days Out-of-School suspension and notification to the Belmont Police Department. A second offense may result in up to a minimum of five (5) days out-of-school suspension and notification to the Belmont Police Department. A third offense will be referred to the superintendent for a longer suspension, a possible recommendation to the Shaker Regional School Board for expulsion and a notification to the Belmont Police Department.

In the case of suspicion of a student being in possession of a weapon, drug, alcohol, tobacco, or electronic cigarette paraphernalia the administration will:

- Confront the student of the allegation;
- Ask to search the belongings/locker of the student;
- Contact parent to discuss the incident.

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

STUDENT ACCEPTABLE COMPUTER USE POLICY

Purpose of this Document

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

Introduction

Today we live in a world that makes it possible for people to communicate globally. Through the use of new technologies in telecommunications, such as computer networks and the internet, people are capable of gaining and sharing vast amounts of information with others from their businesses, homes and schools. These technologies make it possible for

students in the SRSD to research thousands of libraries, universities, and databases for information related to appropriate subjects taught in their classrooms.

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

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

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

The SRSD will endeavor to provide a secure and wholesome Internet experience. The SRSD utilizes Children's Internet Protection Act (CIPA) compliant content filtering mechanisms to filter Internet access. However, it is possible that a user will be able to find

ways to circumvent Internet access controls. Students are warned of the potential availability of offensive material on the Internet, and are advised that they are ultimately responsible for their conduct on the Internet.

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

District Rights

The SRSD reserves the right to:

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 SRSD's network activity.

Monitoring/Data Retention Policy

1. Teachers and staff will supervise students while accessing SRSD computer information systems. Outside of school, families bear the responsibility to guide their children as they access the Internet just as parents do with other information sources such as television, telephones, movies, and other potentially offensive media.
2. Network administrators will review files and communications periodically to maintain system integrity and ensure that users are using the systems responsibly.
3. All log files used by the SRSD for monitoring purposes shall be purged from the system 30 days after the file creation date. These will include all logs currently generated by SRSD firewalls in the schools and the School Administrative Unit (SAU) offices.
4. All files created on the SRSD computer information systems are considered SRSD property. Any right of privacy the user may otherwise have to material that the user has accessed through or stored on the district computer information systems is hereby waived. Students have no rights of privacy with regard to the use of the SRSD's computer information systems.
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 Director of Information Technology for the SRSD will then assist the person viewing the files to prevent the disclosure of personally identifiable student information and other information exempt from disclosure under the law. In other words, a person will not be given log files containing exempt information on

disks to take home and filter on his/her own. A person who wishes to review a large number of log entries may be charged an appropriate administrative fee.

User Responsibilities

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 SRSD 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 SRSD 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 SRSD are limited. All users must exercise prudence in the shared use of these resources.
5. All communications and information accessible via any SRSD computer information system shall be treated as SRSD property.
6. All software installation will be done by personnel authorized by the SRSD Director of Information Technology.
7. All software used on SRSD equipment must be licensed to the SRSD.

Unacceptable Use

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

1. Invades the privacy of individuals or entities or seeks to gain unauthorized access to information resources.
2. Violates institutional or third-party copyright, license agreements or other contracts.

3. 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.
4. Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources, including hardware, software, or data.
5. Uses the computer information systems for commercial or political activity.
6. Installs unauthorized software for use on district computers.
7. Modifies computer configuration settings, including but not limited to file sharing configurations and network settings.
8. Uses the computer information system to access inappropriate materials.
9. Acquires, communicates, creates, submits, publishes, displays or participates in any materials, messages or activities on district computer information systems.

Restricted Materials and Actions

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

1. Use of personal computers, except when such use is provided by a signed *Student Acceptable Use Agreement for Personal Wireless Devices*.
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 the SRSD web pages.

Consequences of Violations

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

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

Exceptions

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

Disclaimer

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

Student Acceptable Use Agreement for Personal Wireless Devices

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

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

Acceptable Devices: Students may access the student wireless network with any device with 802.11 connectivity. Students may only access the network with devices that are their own personal property. (The sharing of devices will result in loss of privilege.)

Content: Filtered access to the Internet will be provided for student-owned devices.

Personal Responsibility: The SRSD assumes no responsibility for the loss of, theft of, or damage to any personal device that a student connects to the student wireless network or any information on that device.

Security: Students shall not impair the security of the SRSD networks. This expectation includes but is not limited to:

Students are expected to maintain up-to-date antivirus and antispyware protection on all devices that are connected to the SRSD student wireless network. Devices without

up-to-date security programs may be denied access to the network.

Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.

No IT Support: Students are responsible for setting up and maintaining the devices that they connect to the network. The SRSD will not provide IT support for student-owned devices.

Authorized Use: Students may use the student wireless network when they are not in class. Students may not use the student wireless network in class *unless* authorized by the teacher of that class.

Inappropriate Use: The SRSD networks are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the SRSD student wireless network primarily for educational purposes. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate school policy or local law. These include but are not limited to:

1. Online gaming.
2. Downloading software, music, movies or other content in violation of licensing requirements, a copyright or other intellectual property rights.
3. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
4. Conducting any activity that is in violation of school policy or local, state, or federal law.
5. Participating in political activities.
6. Conducting for-profit business.
7. Using hacking tools on the network or intentionally introducing malicious code into the SRSD network.
8. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.
9. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering, or other security measures.
10. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

No Expectation of Privacy: SRSD can and does monitor Internet access and activity on the SRSD networks, including but not limited to sites visited, content viewed, and email sent and received. The SRSD may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

Disruptive Activity: Students should not intentionally interfere with the performance

of the student wireless network and the SRSD's overall networks.

Unauthorized Networks: Students may not create unauthorized wireless networks to access SRSD's student wireless network. This includes establishing wireless access points, wireless routers, and open networks on personal devices.

No Use of Wired Networks: Students may use only the SRSD student wireless network for personal devices. They may not attach personal devices to the SRSD wired networks.

Consequences of Inappropriate Use: Students who misuse SRSD's student wireless network will be subject to discipline, which may include loss of access to student wireless or all Internet access and/or other appropriate disciplinary or legal action in accordance with SRSD Policies and applicable laws.

Parents Right to Know

PARENTS' RIGHT-TO-KNOW – Section 1111(h)(6)(A-C of the No Child Left Behind Act)

Under the requirements for the Elementary and Secondary Education Act, No Child Left Behind 2001, parents of students attending Belmont Middle School have the right to know the following information. Parents may request information regarding the professional qualifications of their child's classroom teachers including;

- a.) Whether or not the teacher meets state certification for grade level and subject areas taught;
- b.) Whether or not the teacher is teaching under emergency or provisional certification;
- c.) The degree major of the teacher and other graduate degrees.

Parents have the right to know if their child is receiving instruction from paraprofessionals and if so, their qualifications.

Parents will be given timely notice that their child has been assigned to, or has been taught for four consecutive weeks by a teacher who is not highly qualified.

Parents will be given information on the level of achievement the child has made on all state assessments. If you have any questions regarding the qualifications of your child's teachers/tutors, please call the school at 267-9220.

Additional Information – A school that receives Title I funds must provide to each parent-

- Information on the level of achievement the child has made on all state assessments.
- Timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Format – The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and to the extent practicable, provided in a language that the parents can understand.

Chromebook Expectations

Each student at Belmont Middle School is issued a Chromebook and a charger. Students are offered the opportunity to purchase insurance for their Chromebook. The following are expectations connected to the use of Chromebooks;

- Chromebooks are only to be used for school work.
- Chromebooks are to be fully charged each evening.
- Chromebooks are to be brought to school each day.
- Chromebook content may be checked at any time to ensure that only school related work and searches are being conducted.

Chromebook Accountability

- 1st Offense violation - Warning from classroom teacher.
- 2nd Offense violation- Administrative detention after school and loss of Take Home option for 2 weeks.
- 3rd offense violation- Administrative detention after school and loss of Take Home option TBD by administration. Access restrictions may also be applied.