



**CAMPBELL HIGH SCHOOL
STUDENT AND PARENT
HANDBOOK**

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Campbell High School

Dear CHS Parents, Students, and Community Members

On behalf of the Campbell staff, I welcome back the returning Classes of 2018, 2019, 2020, and the incoming freshman of the Class of 2021.

Please take time to review this student handbook. It is a valuable guide for understanding what the expectations are for students here at CHS. These expectations are guided by our four core values: Character, Courage, Respect, and Responsibility. As members of this community, as we guide our actions by these principles, we create a culture that strongly fosters student success in the classroom and beyond. We are hopeful that students will see the value in that.

Last year was a terrific first year for me as Principal as I quickly felt myself welcomed and immersed in the culture of Campbell High School. It was inspirational working with teachers, staff, parents and community members committed to prepare students for college and career success. I learned a great deal and am grateful for the experience.

Our administrative team of Mike Perez, Jodi Callinan, Jarod Mills, and I are committed to continue the hard work at Campbell to offer programming and activities contributing to student success. And we have seen that success demonstrated in the academic classrooms, in students participating in and leading at CTE programs at other schools, in the performing and fine arts, on the athletics fields, and in the tremendous spirit of volunteerism and community building fostered through sophomore projects and student groups like NHS and Student Council, among the many opportunities. We are hopeful we can inspire and motivate students to take advantage of these possibilities in creating pathways for their own success both in and out of the classroom.

Have a great year everyone!

William D. Lonergan
Principal

Campbell High School Mission Statement

CORE VALUES

Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners exhibiting character, courage, respect and responsibility in all aspects of life.

BELIEFS

1. All students and staff are capable of engaging in rigorous and challenging educational opportunities in which individual talents, lifelong learning and full potential are fostered.
2. Faculty and staff are committed to encouraging all students to be self-directed learners who can achieve their personal best academically, socially and civically.
3. All students can develop an understanding of their own strengths and learning styles.
4. A safe, supportive and healthy learning environment promotes wellness in spirit and physical, mental, and emotional maturity.
5. All members of the school community promote Campbell pride, spirit and integrity.

LEARNING EXPECTATIONS

Campbell graduates will be college and career ready because they can:

Academic:

1. Read actively and critically for diverse purposes
2. Communicate effectively using a variety of mediums
3. Write effectively for a variety of purposes
4. Utilize current technology and other resources to research, organize and evaluate possibilities to enhance learning
5. Think critically, creatively and effectively in order to solve problems, and to transfer solutions to complete authentic tasks across all disciplines

Social:

1. Exhibit personal responsibility and initiative
2. Understand, appreciate and respect diversity
3. Work cooperatively in an atmosphere of mutual respect

Civic:

1. Contribute as an active member of the community
2. Demonstrate civic responsibilities

Approved

Student Council 4/19/2013

Leadership Committee 5/1/2013

Faculty 5/7/2013

Litchfield School Board Members

Brian Bourque, Chairperson

Christina Harrison, Vice Chairperson

Derek Barka

John York

TBA

2017-2018 LITCHFIELD SCHOOL DISTRICT CALENDAR
APPROVED 3/30/17

| <p align="center">AUGUST 2017</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> | M | T | W | Th | F | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 31 | | <p>9 New Teacher Orientation</p> <p>22-24 Teacher Workshop</p> <p>28 1st Day of School</p> <p><u>4 days</u></p> | <p align="center">FEBRUARY 2018</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </tbody> </table> | M | T | W | Th | F | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | | | <p>7 <u>ALL SCHOOLS</u> 2 HOUR DELAYED OPENING</p> <p>26- Mar 2 Winter Recess - NS</p> <p><u>17 days</u></p> |
|--|----|----|----|----|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|---|---|---|----|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
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| <p align="center">SEPTEMBER 2017</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> | M | T | W | Th | F | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | <p>1 Friday before Labor Day-NS</p> <p>4 Labor Day</p> <p>27 <u>ALL SCHOOLS</u> 2 HOUR DELAYED OPENING</p> <p><u>19 days</u></p> | <p align="center">MARCH 2018</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> | M | T | W | Th | F | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | <p>1-2 Winter Recess cont. - NS</p> <p>13 Teacher Workshop - NS</p> <p><u>19 days</u></p> |
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| <p align="center">OCTOBER 2017</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> | M | T | W | Th | F | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | 31 | | | | <p>9 Columbus Day - NS (observed)</p> <p>26 <u>ALL SCHOOLS</u> 2 HOUR DELAYED OPENING</p> <p><u>21 days</u></p> | <p align="center">APRIL 2018</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | M | T | W | Th | F | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | | | | | <p>12 <u>ALL SCHOOLS</u> 2 HOUR DELAYED OPENING</p> <p>23-27 Spring Recess - NS</p> <p><u>16 days</u></p> |
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| <p align="center">NOVEMBER 2017</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> | M | T | W | Th | F | | | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | | <p>10 Veterans Day - NS</p> <p>20 Parent/Teacher Conferences All Day and Evening - NS</p> <p>21 Teacher Workshop - NS</p> <p>22-24 Thanksgiving Recess</p> <p><u>16 days</u></p> | <p align="center">MAY 2018</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> | M | T | W | Th | F | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 31 | | <p>17 Senior Project Evaluation - Early Release for CHS Grades 9, 10, & 11 -12:30pm</p> <p>28 Memorial Day - NS (observed)</p> <p><u>22 days</u></p> |
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| <p align="center">DECEMBER 2017</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> | M | T | W | Th | F | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | <p>25-Jan 1 Holiday Recess - NS</p> <p><u>16 days</u></p> | <p align="center">JUNE 2018</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> | M | T | W | Th | F | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | <p>Graduation - To Be Determined</p> <p>19 Last day of school with 4 snow days</p> <p><u>9 days</u></p> |
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| <p align="center">JANUARY 2018</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> | M | T | W | Th | F | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | | | <p>1 Holiday Recess cont. - NS</p> <p>15 Martin Luther King, Jr./ Civil Rights Day - NS</p> <p><u>21 days</u></p> | <p>NOTES:</p> <p>■ Shaded Days and NS = No School</p> <p>☒ 2 HOUR DELAY <u>ALL SCHOOLS</u> September 27, October 26, February 7 & April 12</p> <p>☒ Early Release CHS Grades 9, 10 & 11 Only - May 17 12:35 pm</p> <p><i>Snow days will be made up at end of school year (June)</i></p> <p>SEPT thru JAN - 97 DAYS FEB thru JUNE - 83 DAYS 180 Total Student School Days - 190 School, Snow & TW Days</p> <p>Please Mark Your Calendar: Voting Day March 13, 2018</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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SECTION 2 – COMMUNICATION

2.1 HOW TO CONTACT ADMINISTRATION, SCHOOL COUNSELORS AND FACULTY

Main Office: 546-0300 (Please report absences between 6:45 and 7:45 a.m.)

Athletic Director: 546-0300, Ext. 2118

Director of Guidance: 546-0300, Ext. 2255

Asst. Principal: 546-0300, Ext. 1111

Principal's Office: 546-0300, Ext. 1204

SCHOOL COUNSELORS:

A - D: Bill Raymond, 546-0300 Ext. 2272

E – K: Jodi Callinan, 546-0300 Ext. 2255

L – Z: Jeff Parsons, 546-0300 Ext. 2256

Any questions for the Guidance office should be directed to Michelle Vecchiarello, Ext. 2257. Faculty may be reached through links to the CHS website: www.campbellhs.org.

2.2 BLACKBOARD CONNECT

Blackboard Connect is a communication system that allows individual schools and the District to communicate information about emergencies and important school events to parents in a very rapid manner through telephone and e-mail systems. Parents may choose up to five contacts for emergency messages.

2.3 SCHOOL CANCELLATIONS AND DELAYS

If weather conditions are judged hazardous, school will be cancelled for the day or delayed for two hours. In this event, an announcement will be made using the Blackboard Connect System and including but not limited to the following television and radio stations:

WZID (95.7 FM), WGIR (610 AM)

WMUR (Channel 9), WCVB (Channel 5), WBZ (Channel 4), WFXT (Channel 25)

2.4 ANNOUNCEMENTS

The Pledge of Allegiance is read over the intercom each morning. Students are encouraged to recite the Pledge of Allegiance. They must stand quietly during the recitation. Students in the hallway must stop and stand for the duration of the Pledge. School organizations wishing announcements to be delivered to the school community must have them approved by the organization's advisor and submitted to the Main Office before 7:05 a.m. in order to be included that day. General announcements are delivered as part of the attendance information and are read during second block.

2.5 ADDRESS AND PHONE CHANGES

It is imperative that CHS is kept informed of correct home addresses, phone numbers, emergency phone numbers, and emergency contact persons. If there is a change, please provide information to the Main Office as soon as possible.

SECTION 3 – ACADEMICS

3.1 HIGH SCHOOL GRADUATION REQUIREMENTS

The Litchfield School Board believes students should be prepared for success in their post-secondary endeavors. To master this broad set of skills, all high school students will be required to earn 24 credits for a regular high school diploma.

All high school students must also successfully complete Sophomore and Senior Projects in order to graduate. Sophomore and Senior Projects may be eligible for credit based on the criteria that govern these projects.

Minimum graduation requirements are as follows:

| | |
|--|-----------------------|
| English | 4 credits |
| Social Studies | 3 credits |
| Math | 4 credits |
| Science | 3 credits |
| Information Communications Technology | ½ credit |
| ICT or Technology Elective | ½ credit |
| Physical Education | 1 credit |
| Visual & Performing Arts | 1 credit |
| Health | ½ credit |
| Electives | 7 ½ credits |
| Campbell Advisory Program (CAP) (No credit) | 4 years participation |

The Board may approve other academic requirements for graduation.

Diploma with Distinction

A Diploma with Distinction will be awarded to eligible graduating students who meet the following criteria:

- 3.92 GPA
- 30 credits by graduation
- 15 Honors or AP classes by graduation.

The Diploma with Distinction shall be appropriately designated.

Awarding of Credit

A unit of credit or fraction thereof shall be awarded for each course successfully completed based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the building principal in awarding credit. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.

Students may earn credit toward the number of units required for graduation through the successful completion of distance education courses or alternative credit options. Credit for such courses shall be granted only if the high school principal determines that the distance learning course meets the academic standards required by the district in compliance with Litchfield School District Distance Learning (IIMB) policy and procedures.

The principal shall evaluate the transcripts of students who transfer into this secondary school from another educational program, or school in or out of state, to determine previous educational experiences toward meeting CHS graduation requirements.

Students with Disabilities

All students with disabilities in the Litchfield School District shall have an equal opportunity to complete a course of studies leading to a regular high school diploma. Awarding of any diploma other than a regular high school diploma shall not terminate the student's eligibility for a free, appropriate public education. See [Litchfield School District Policy IKF, High School Graduation Requirements](#).

3.2 GRADING AND REPORTING

Standards-Based Assessment

In a Standards-Based Assessment structure, evaluations are based on performance levels of core competencies. A core competency is predefined knowledge or skills a student must attain in order to pass the course. Final grades reflect the degree to which students have mastered the core competencies.

A Basic Tool and how it Works: Clear and Public Rubrics

A rubric is a tool that describes how achievement “looks” at each level of grading in terms of clear, commonly understood criteria. Teachers use rubrics regularly at the assignment level, so that students and their families understand expectations as well as final grading decisions. The “general assessment rubric” included here defines the criteria that are held in common by all classroom teachers for overall course achievement. Each teacher will identify the assessment needs of particular courses, in relation to the general school-wide rubric.

Grading with Core Competencies

A core competency is a combination of skills, abilities, and knowledge needed to perform a specific task. Courses at CHS have between three - five competencies per semester. Each competency must be successfully completed in order to gain credit in a course. The competencies are listed on the CHS website for each course and teachers include them on course syllabi distributed at the beginning of the school year. Core competencies for multiple section classes are the same, even when there are different teachers.

Multiple Opportunities

Students have multiple opportunities to demonstrate a competent performance level of core competencies. There are a minimum of four of these opportunities per competency/per semester. These are major assessments of learning, such as tests, certain quizzes and homework assignments, projects (including research papers), performances (including oral presentations) and/or products (including essays and labs). These are known as competency or summative assessments.

Formative & Summative Assessments

In order to measure student knowledge/skills, teachers often use formative assessments before summative assessments. Based on the results of the formative assessment, students who have not yet attained competency of the learning goal(s) are often engaged with learning activities to help them correct their errors and remedy their learning gaps. Teachers may use a certain percentage of formative work in the calculation of grades. Multiple teachers teaching the same course will use the same percentage system.

Summative assessments are larger assessments used in mastery learning to gather cumulative information on students’ learning in order to certify competence and assign grades. Summative assessments tend to be broader in scope and usually cover a larger portion of the course than do the individual formative assessments.

Re-takes

Vision

We believe all students can learn. In the spirit of this philosophy, CHS faculty and staff have instituted policies that provide students multiple opportunities to reach their academic potential.

School Policy

- Re-takes are available for a minimum of one summative assessment per competency per semester.
- Requests for re-takes must be initiated **by the student** within 3 school days after grades are posted on the student grade portal.
- Re-takes will occur within 10 school days after grades are posted on the student grade portal.
- At the conclusion of the re-take, the higher grade will stand.
- Student eligibility will be based upon completion of formative assessments.
- Re-take assessments will not duplicate the original assessment, as this would run contrary to the spirit of the re-take philosophy.
- Certain assessments such as labs or performances may be ineligible for re-takes
- Retakes will not be allowed in any courses during the 5 school days prior to the week of exams, nor during the exam period.

Student responsibility

- Initiate request for re-take
- Complete a plan of study or corrective action before re-taking assessment

Department Policy

Each course will include the details of the specific retake policy in the course syllabus and Infinite Campus. Acknowledgement of the syllabus indicates students and parents have read the document.

Final Grade

A student must earn a grade of at least 65% in each competency in order to pass the course. However, at the end of first and third quarter (approximately 9 weeks into the semester), a student's overall grade will not be overridden to an F based on a failure in one or more competencies. This is due to the fact that competencies may not have been sufficiently assessed or students may not have had multiple opportunities to display competence at this point in the semester. Report cards show an overall course grade as well as individual competency averages. Athletic/Co-curricular eligibility is determined using overall course grade, not competency averages at the end of the first and third quarter.

Some courses are offered in summer school. In order to be eligible for summer school, a student must earn a final grade at least a 50% or have passed half of the core competencies of the course. Eligible students attending summer school are only required to master the core competencies they failed.

Student achievement will be recorded on transcripts in the form of letter grades:

| | | | | |
|-------------------|--------------|---------------|-------------|-------------|
| Distinguished = A | Advanced = B | Competent = C | Limited = D | Failure = F |
| A+ = 97-100 | B+ = 87-89 | C+ = 77-79 | D = 65 – 69 | F =Below 65 |
| A = 93-96 | B = 83-86 | C = 73-76 | | |
| A- = 90-92 | B- = 80-82 | C- = 70-72 | | |

Grade Point Average

G.P.A.'s will be printed on transcripts according to the following traditional scale:

| | | | |
|-----------|-----------|-----------|---------|
| A+ = 4.33 | B+ = 3.33 | C+ = 2.33 | D = 1.0 |
| A = 4.0 | B = 3.0 | C = 2.0 | F = 0 |
| A- = 3.67 | B- = 2.67 | C- = 1.67 | |

Only courses taken through CHS are eligible to be calculated into the Grade Point Average. Students earning the "honors option", or passing "honors" level will have an additional .50 calculated into the Grade Point Average and AP classes will have an additional 1.0 calculated into the Grade Point Average.

Incomplete Grade: (I)

Students may be eligible for an Incomplete (I) grade for the following reasons:

1. Excessive absences during a marking period due to illness or other absences **excused** by an administrator, or
2. Specific considerations put forth in student's IEP or 504 plan, or
3. The Child Assistance team (ChAT) may deem a student eligible for an incomplete.

Teachers giving a student an incomplete grade are responsible for setting appropriate limits and deadlines for missing assignments, projects and assessments and communicating these to parent and student. If the work is not completed within the agreed upon time period, a grade of "F" will be applied. Generally, students will have 10 school days from the end date of a semester to make up incomplete work.

****Withdrawal Grading**

Students are expected to complete courses they begin so that they can receive the instruction and knowledge. However, if a student withdraws from a class with a failing grade, the student transcript will read **W-F**. If a student withdraws from a class with a passing grade or, in the case of a full year class, at the semester break, then the transcript will read **"W"**.

3.3 CREDIT REQUIREMENTS FOR GRADE LEVEL PROMOTION

Selection of Course and Schedules

Student schedules will be developed based on their choices during pre-enrollment. Further details will be made available to students as the course selection process continues. School counselors are available to help students choose courses.

Scheduling Responsibilities

It is expected that a student will give careful consideration to course selections so that s/he will discover and develop his/her special capabilities. Teachers, counselors and parents can assist students in making important final decisions affecting their program.

Freshmen, sophomores, and juniors are required to have at least 7 classes in their schedules each semester. Seniors are required to have at least 6 classes per semester. (Teacher Aide is not considered a class for this purpose).

Since a student who registers for a course has made a commitment to complete the course, s/he is expected to do so. Should the student encounter difficulty, teachers and counselors will be available to help explore the reasons for the problem and to consider alternatives other than dropping the course.

Freshmen who have not attained 6 credits at the end of the freshman school year:

- will be retained as freshmen and will not be promoted to sophomore status, and
- may be reassigned to a freshman and/or a transition advisory.

Sophomores who have not attained 12 credits at the end of the sophomore school year, regardless of sophomore project status:

- will be retained as sophomores and will not be promoted to junior status, and
- may be reassigned to a sophomore advisory/or a transition advisory.

Sophomores who have attained 12.0 credits at the end of the sophomore school year but have not completed their sophomore projects:

- will not be promoted to junior status, and
- must complete the sophomore project by the Friday before the first day of the school year. Students who do not complete the sophomore project by this day will be reclassified to sophomore status and will be reassigned to a sophomore advisory/or a transition advisory the first day of school.

Juniors who have not attained 18.0 credits at the end of the junior school year:

- will be retained as juniors and will not be promoted to senior status, and
- may be reassigned to a junior advisory/or a transition advisory, and
- will not be eligible for a parking permit.

Seniors

- graduating seniors are exempt from the spring final exams.

Promotions in grade level will be made only at the end of each semester.

3.4 REPORTING SCHEDULE AND INFINITE CAMPUS

Infinite Campus

Infinite Campus allows parents and students Internet access to grades and other information. Both students and parents are assigned user names and passwords at the beginning of the school year and may use these to access their grades 24/7. All faculty members update their Infinite Campus grade books at least every two weeks on designated dates.

Reporting Schedule

Grades will be electronically posted each quarter. Credit will be awarded on a semester basis when final grades are officially recorded on transcripts. If a student fails to earn credit in a given semester in a course required for graduation, he or she will be required to make up the course.

3.5 SOPHOMORE PROJECT

All students must successfully complete and present a project during their sophomore year in order to graduate from Campbell High School. The Sophomore Project is a minimum of 30 hours of community service chosen by the student and approved by the Sophomore Project Clearinghouse. Opportunities to gain up to one full credit for the project are based on documented hours, a log that states specifically what was accomplished, signatures from the clearinghouse, and submitting appropriate paperwork to Guidance (67.5 hours = ½ credit, 135+ hours=1 credit).

Note: Sophomores must complete the sophomore project by August during the sophomore year in order to be promoted to junior status.

The Sophomore Project packet is available online on the Campbell High School website (www.campbellhs.org). Additional information may be obtained through the clearinghouse personnel or the students' advisors.

3.6 HONOR ROLL

The Honor Roll is comprised of students whose grades reflect a B- or higher for all grades. The High Honor Roll is comprised of students whose grades reflect an A- or higher for all grades.

3.7 HONORS OPTION

Our intention at Campbell High School is to challenge each student academically. Some students, however, may wish to challenge themselves beyond the general curriculum requirements. For these students, Campbell High School will offer an honors option. Students may choose to complete an honors option in most classes. Upon successful completion of honors option requirements, students will receive an honors designation on their academic transcript. All honors option paperwork must be turned into your teacher by September 15th (First Semester) and February 15th (Second Semester).

Honors Option Requirements

Students selecting the honors option must complete the following requirements at the beginning of the semester:

1. Develop an honors option plan with the classroom teacher, detailing a timeline of activities the student will engage in throughout the semester and as part of their honors option requirement;
2. Students and teachers will select one or more activities to complete from the following list:
 - a. selected readings,
 - b. interdisciplinary projects,
 - c. problem-solving or inquiry-based projects,
 - d. development and/or public presentation of one's work and/or
 - e. in-depth and expanded study of specific curricular areas;
3. Complete a learning journal of outside reading assignments and other learning activities associated with the honors option;
4. Demonstrate leadership qualities in the classroom;
5. Demonstrate self-direction and motivation as a learner, as well as exemplary work habits;
6. Demonstrate mastery of fundamental concepts; and
7. Complete a self-evaluation
8. Work assignments that reflect 35-45 hours of additional course work
9. The Honors Option is earned by fulfilling the Honors Option contract and receiving a final grade of B or better (not B-)

Process for Selecting the Honors Option

Students interested in the honors option should meet with teachers at the start of the semester to develop their honors option plan. Students are required to submit an “Honors Proposal” to the teacher in the course they seek to be considered for the Honors Program. They are also required to complete the “Honors Program Contract” and get the necessary signatures of teacher, student and parents on this contract. (Examples of the Program Proposal and Contract are available on the Campbell HS website). Students must hand in a copy of the completed signed contract to Guidance as well as their teacher at the start of the Honors Option. At that time, students will discuss specific requirements, ideas, and a timeline with their instructors.

Students should continue to meet with their teachers a minimum of four times throughout the semester to keep teachers informed of progress. Students may choose at any time, to terminate their honors option study. Termination will have no impact on course grades; students will simply not receive the honors designation on their academic transcript. The teacher will evaluate and assess student’s progress and determine whether the student has successfully completed the honors option requirements outlined in the original plan.

Applications for Honors Option are available on the Campbell High School website – www.campbellhs.org and through the computers in the Campbell High School Library.

Students earning the “honors option” will have an additional .50 calculated into the G.P.A.

3.8 ADVANCED PLACEMENT COURSES

Advanced Placement courses are designed to challenge highly motivated students who have demonstrated exceptional academic ability and who wish to study at the college level while still in high school. AP courses demand skills that can lead to success in college. Taking rigorous AP courses demonstrates a student’s maturity and willingness to push their intellect and commitment to academic excellence.

AP Environmental Science, AP English Literature, AP US History, AP Spanish, AP Biology and AP Calculus are currently offered at CHS. Students are encouraged to discuss taking AP courses with their parents, school counselor, advisor, and teachers. An AP recommendation form must be completed with the proper signatures in order to be considered for an AP class. If applicable, registration preference is given to seniors.

The College Entrance Examination Board provides tests for all Advanced Placement courses. These tests are administered during the month of May. Satisfactory scores on AP Exams offer many benefits which may enhance applications for college admissions, placement, and scholarships. A student may receive college credit based on the AP score. Students enrolled in AP courses should check with the college of their choice to receive information concerning the college’s policy regarding Advanced Placement credit and/or standing. For more information go online to: www.collegeboard.com/ap/credit policy.

Students must register to take the AP exam in advance and pay the required fee. Information is available in the Guidance Department. If this fee will cause financial hardship, students should contact their school counselor for information about financial assistance.

3.9 ALL A’S CELEBRATION

An All A’s Celebration will be held each spring during the underclassmen awards ceremony to honor those students who have achieved all A’s for an entire semester, fall and spring.

3.10 ACADEMIC EXCELLENCE BANQUET

In May of their graduation year, seniors with a **3.92 GPA** or higher will be honored at an academic banquet. The grade point average will be calculated at the end of the 7th semester.

3.11 NATIONAL HONOR SOCIETY

Campbell High School is the home of the Passaconaway Chapter of the National Honor Society. The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in Four Principles of the National Honor Society: scholarship, character, leadership, and service.

The officers and members of the local chapter, along with the Chapter Advisor, determine the operation of the chapter as outlined in the chapter by-laws and national constitution. Selection and discipline of members and matters of governance are handled by a five-member Faculty Council. The school principal reserves the right to approve all activities and decisions of the Chapter including selection and discipline of members.

Criteria for Membership

Students eligible to be in the National Honor Society at CHS

- must be currently enrolled as a full-time junior or senior at CHS;
- must have a cumulative **GPA of 3.75** weighted or higher;
- must have successfully completed the Sophomore Project;
- must have attended CHS for at least one semester;
- must have held a leadership role in school or community organizations;
- must have been involved in public service activities for the school and/or community;
- must possess the following traits: character, courage, respect, responsibility, trustworthiness, fairness, caring, and citizenship.

Students who are invited to join will receive selection procedure instructions.

Continuing Membership

Students who have been selected and inducted for membership in the Passaconaway Chapter of the NHS will be required to follow all chapter by-laws distributed to members at the first membership meeting. The by-laws outline all expectations of Chapter members, including participation, discipline, and dismissal procedures. Any behaviors that do not reflect the philosophy of the chapter or the National NHS constitution may result in probation and/or dismissal.

3.12 NEW HAMPSHIRE SCHOLARS

The New Hampshire Scholars Initiative is an effort by area business and school volunteers to encourage and motivate all high school students to complete a defined, rigorous academic course of study that prepares them for successful transition to college or university coursework or vocational and technical training necessary to enter today's competitive job market. For more information, see your School Counselor.

3.13 SEMESTER EXAMS

Semester exams will count for 15% of the total semester grade. Any students who arrive tardy to exams or who miss exams without administratively excused absences will receive a zero on the exams.

3.14 CLASS RANK

Class rank will be calculated at the end of junior year and recalculated following each semester of senior year. The top ten is calculated after the first semester of senior year. Students must have attended Campbell for a minimum of two semesters to receive a class rank.

3.15 INDEPENDENT STUDY (1/2 credit – Grades 11 and 12)

Students who have special interests not available in a formal course may submit a proposal for an independent study. The Principal must approve an independent experience mentored and monitored by a staff member who volunteers to work with and oversee the curriculum. Teachers who oversee an independent study must be highly qualified (certified) in that specific content area. The requirements of such studies must meet the equivalent of a regular course in terms of time, expectations, and rigor. Students interested in this option should talk with their school counselors and the appropriate teachers. An approved plan must be on file prior to a student registering for the course. The principal will make the final decision as to the awarding of credit. Grades for Independent Study are awarded on a pass/fail basis.

3.16 EXTENDED LEARNING OPPORTUNITIES

School Board policy allows extended learning opportunities at the high school level as a means of meeting the diverse instructional needs of students with different talents, interests, and development beyond those addressed in the regular classroom. All such opportunities must be aligned with the school's educational goals

and objectives. Such opportunities may provide high school credit (under provisions of Policy IMBC) or supplement regular academic courses. Credits can be granted for extended learning activities, including, but not limited to, independent study, private instruction, team sports, performing groups, internships, community service, and work study. Where credit is not granted, such experiences may be used to fulfill prerequisite requirements for advanced courses.

The granting of credit shall be based on a student's demonstration of mastery of core competencies, as approved by a certified District educator designated by the principal and free from conflict of interest, for courses included in the Campbell High School Course of Studies.

Extended learning opportunities can be used to earn a maximum of three credits, with no more than one credit counting toward non-elective graduation requirements, and no more than one credit per discipline/subject area. See [Litchfield School District Policy IHBH, Extended Learning Opportunities](#).

Students who request an alternative learning opportunity will need to complete appropriate paperwork and have administrative approval prior to commencing the course. **Grades earned through ELO's will not become part of a student's GPA.**

3.17 WORK STUDY

Campbell High School offers students the opportunity to be involved in a work-study program. Students in this program would be allowed to leave before the end of the school day to report to a job site. The focus of the program is to allow juniors and/or seniors to receive vocational and training skills in an area of future occupational interests to them. Employers must communicate regularly with the Transition Specialist to update the school on the students' progress.

Students must have their applications approved by the Principal and the Guidance Director. Students may receive one-half credit for completing 250 hours of work and a maximum of one credit for completing 500 hours of work in any given school year. Students will be allowed to take a maximum of two credits during their high school career.

If the job is terminated for any reason, the student will be placed into a study hall and may not have early release privileges. Applications are available in the Guidance Office.

3.18 SCHEDULE CHANGES

Students should choose their courses carefully with the assistance of their parents, advisors, school counselors, and CHS faculty. Every effort will be made for students to receive the courses they have chosen.

During the summer students should receive their schedules for the following year. The Guidance Office will be open at the end of August for students to meet with a counselor. The add/drop period will be for the first five days of each semester. Requests may or may not be granted, depending on the nature of the request and the availability of open classes. After this five-day period, course changes will occur only after administrator review and approval.

A student who is failing a class will not be dropped from that class. Withdrawal/Grading policy will be enforced.

3.19 SUMMER SCHOOL

Campbell High School may offer a Summer School program based on the ability to find qualified teachers and the sufficient number of student sign-ups. Additional information will be made available to students through the Guidance Office and/or the summer school coordinator in the spring.

Summer school is offered in most non-elective courses for students who failed to earn credit in that course. Students will be eligible for summer school if they have passed at least half the course core competencies or if they have earned a final grade of at least fifty percent. Due to lab work, some competencies in science may not be offered. Costs related to the summer school are the responsibility of the student and/or his or her parent or guardian.

Summer School is a Credit Recovery Program, not a Grade Recovery Program. If a student is successful, he / she will earn/recover the credit for the class. This program does not change the original failing grade on the official transcript.

3.20 VLACS

Virtual learning Academy Charter School is an accredited New Hampshire high school. Students may receive on line courses. For more information see your School Counselor.

SECTION 4 – ATTENDANCE

4.1 ATTENDANCE POLICY

The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum education benefit for each student. The call to develop the whole person in the school’s Mission Statement includes the formation of responsible students who are dependable and caring and have a sense of community. Frequent absences from regular classroom learning experiences disturb the continuity of the instructional process, and the maximum benefit of regular classroom instruction is lost.

It is recognized that absence from school may be necessary at times, but every effort should be made by students and parents or guardians to keep absences and tardiness to a minimum.

Parents or guardians should notify the school at 546-0300 press **number 6** between 6:45 a.m. and 7:45 a.m. on the day the student is absent. Parents or guardians should provide written documentation as to the reason for the absence upon the student’s return to school. This documentation will be kept on file in the Main Office.

The Board recognizes two types of absences:

- Excused absence – an absence that occurs as a result of illness, medical/dental appointments, college visits, bereavement, court appointments, religious holidays, or participation in school activities. (See No. 2 below.)
- Unexcused absence – an absence that occurs for any reason other than an excused absence.

The following attendance policy will be strictly enforced:

1. During any given semester, a student may accrue up to six unexcused absences in any class before he or she will receive an attendance failure. If the class meets every day, then a student may accrue up to twelve absences in that class before he or she will receive an attendance failure.
 - a. Missing thirty minutes or more of class time is considered an absence.
 - b. For the first block class of the day, three incidents of tardiness of less than thirty minutes each will count as one absence.
2. The following absences will not count against the student relative to the attendance policy:

| <u>Reason</u> | <u>Required Documentation</u> |
|----------------------------------|-----------------------------------|
| Court appointment | Court Documentation |
| Religious holidays | Parent/guardian note |
| Bereavement | Parent/guardian note |
| School-sponsored activity | Coach/teacher will provide roster |
| College visits* | Admissions Documentation |
| Illness/injury | Doctor’s note |
| Field Trips / Athletic Dismissal | |

***Juniors and seniors only. Limit three per year.**

Note: All college visits must be approved by Administration in writing prior to the visit. Please use the Planned Absence form available in the main office.

****IMPORTANT** Documentation must be presented within ten school days of returning to school for each absence, even if a student is not in danger of accumulating six absences.**

3. All absences, whether for an entire day or just a portion thereof, must be documented with appropriate notes.
4. Absences due to vacations or family trips will count toward the total number of unexcused absences.
5. Planned absence forms may be obtained in the Main Office. This form should be completed with signatures from all the student's teachers and parent(s) or guardian(s) and then submitted to the Principal two weeks prior to the absence?. The attendance policy will be enforced.
6. If a student exceeds six unexcused absences in each class during the semester, he or she is able to appeal to a committee composed of the Principal, Assistant Principal, school counselor, teacher, and the school nurse (if applicable) to review the reasons for the absences. (See Attendance Appeal Procedure.)
7. Students should not arrive to school prior to 7 a.m. Students may not leave school grounds once they have arrived at school. All students must be in their first period classes by 7:35 a.m. Students arriving to class after this time will be considered tardy and must sign in at the Main Office and obtain a tardy slip.
- 8. The School Administration will make the final determination as to whether or not an absence is excused.**
- 9 See Athletic Code about Athletics Attendance Policy. If you have any questions, contact the Athletic Department.**

Attendance guidelines should **not** be interpreted to mean students have allowable "cuts" or days off from school.

Truancy: Truancy is defined by RSA 189:35- as "an unexcused absence from school or class ten half days of unexcused absence during a school year shall constitute habitual truancy." Parents of students that have missed ten half days or more per year will receive a letter from administration. A meeting with the parents and administration may occur to develop a plan to address the child's attendance issue. If the student's attendance does not improve, then the Litchfield Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified of the truancy and/or educational neglect.

All cases will be dealt with individually and at the discretion of administration. Please refer to the Absence Policy in Section 4.1.

Cuts/Truancy: A student who is truant from a class will lose his or her right to appeal all absences from that class if his or her absences exceed six during the semester. Students who cut classes and/or leave school grounds will be subject to disciplinary consequences, including out-of-school suspension. Students who are truant will receive a zero for all class work.

Attendance Appeal Procedure: Any student who has been absent beyond the six-day limit and who has not been truant may appeal to have those absences excused. The reasons for the appeal must be reasonable and justifiable. The following procedure applies:

1. The student will complete paperwork for each class for which he or she is appealing his or her absences.
2. The student will then submit this paperwork to the Assistant Principal.
3. A decision will be made after review of the student's attendance file and a potential meeting with the Attendance Appeal Committee. The decision is final and not subject to further appeal.

Note:

1. A student must have a complete record of his or her absences, including all documentation in his or her attendance file, before an appeal can be filed.
2. A student may only file an appeal in a class in which he or she is currently earning a passing grade.
3. If a student exceeds the six-day limit in a class and **any** of those absences include truancy, the appeal will be automatically denied, and the student will receive a failing grade.

4.2 TARDY TO CLASS

Students who have been in school but are tardy to a class need to report to their classes as soon as possible. The classroom teacher will record any unexcused tardiness of his or her students. Some of the disciplinary steps to be taken by the teacher to correct student tardiness to class are a conference, teacher detention, parent/guardian notification, guidance referral, and discipline referral. **Missing thirty minutes or more of class time is considered an absence.**

4.3 TARDY TO SCHOOL

Students are to be in their A or E Block classrooms no later than 7:35 a.m. each day. Students entering school after 7:35 a.m. are tardy and must report to the Main Office for a tardy slip. A record of all tardy arrivals will be kept in the Main Office.

Any student who is tardy to school is required to bring in a written note signed by his or her parent or guardian stating the reason for the tardy. This documentation shall be placed on file in the Main Office.

For the first block class of the day, three incidents of unexcused tardiness of less than thirty minutes each will count as one absence. Missing thirty minutes or more of any class is considered an absence.

Students will serve a half hour office detention if they are late five times. Seven incidents of tardiness will result in a 2 hour Extended Day Detention. 10 unexcused tardies will result in a four hour Saturday detention. If this behavior continues, more serious disciplinary consequences will result.

4.4 EARLY RELEASE/ ARRIVAL

Early release/late arrival is a privilege available **for seniors and second semester juniors.**

Eligibility and Procedures related to Early Release and Late Arrival include the following:

1. Students must have earned a grade of C or higher in **all** classes during the previous marking period.
2. The early release application form is signed by student **and** parent or guardian and is on file with the school.
3. Students are to leave the building within a reasonable time after their last class. All students must sign out at the main office.
4. Students who arrive prior to a scheduled class or who need to stay after for additional work, must report to an assigned study hall, follow all study hall rules, and remain there until the end of the period
5. A failing grade on a progress report will result in loss of the privilege.
6. Late arrival will be considered only for a first block class. Early release will be considered only for a last block class.
7. Students with Junior status must be signed up for a minimum of seven (7) credits (wnd semester) and students with Senior status must be signed up for a minimum of six (6)credits to qualify for the privilege.
8. Course changes will not be permitted simply to accommodate early release or late arrival.
9. Out-of-school suspensions or two major disciplinary infractions may result in loss of the privilege for the remainder of the semester.
10. Any student who loses his or her privilege due to disciplinary infractions during the last month of the first semester will be ineligible for early release or late arrival during the second semester.
11. Students may appeal the status of early release/late arrival privileges to Administration.

4.5 DISMISSALS

Campbell High School is not an open campus. Students should be in school every day for the entire day and attend every class. Study blocks are considered a valuable part of the school day, not free time for students.

In order to be dismissed from school:

- Students must bring a dismissal note signed by a parent or guardian to the Main Office by 7:35 a.m. The student will be issued a dismissal slip, which should be given to the teacher at the beginning of the class from which he or she is being dismissed. At the time of dismissal, students should proceed directly to the parking lot.

- A parent or guardian who wishes to dismiss a student during the day must go to the Main Office to sign the student out. The student will not be called from class until the parent or guardian signs the student out.
- In emergency cases, a parent's e-mail will be accepted after communication between parent and administrator.
- Students who are ill must be dismissed through the Nurse's Office.

Phone dismissals will be permitted only in an emergency situation when a parent does not have access to a computer or fax machine and with approval of Administration. Students will not be permitted to go home during the school day to obtain forgotten materials.

Students attending vocational programs at Alvirne or Nashua will not be dismissed if there are no vocational classes that day.

4.6 CORRIDOR PASSES

Students will be required to sign in and out of a class. Each teacher must keep a log recording a student's name, destination, and time of departure and time of return.

4.7 LIBRARY PASSES

Students must have a pass to come to the Library/Media Lab. There are two types of library passes: a library pass from the study hall teacher and a subject pass from the subject teacher. Priority is given to students who need to do assigned work and who have a subject pass from the teacher. Students requesting a pass to the Library from a study hall must abide by the regulations published in the Guidelines for Library Use posted in the Library

4.8 ATTENDANCE AT CO-CURRICULAR EVENTS

Students must attend all their scheduled classes in order to be eligible to participate in that day's event. If a student is absent, he or she is ineligible to participate in that day's event or practice. A suspended student may not attend any CHS events and will be considered trespassing if they come to CHS during the suspension. A student who is absent unexcused on a Friday cannot participate in any event during the weekend unless an administrator approves the absence prior to the event. Students tardy after 8 a.m. will not be permitted to participate in any of that day's athletic or co-curricular events.

Certain activities that are sponsored by a class or by other organizations at Campbell High School require that those in attendance have the academic standing of a freshman, sophomore, junior or senior. Examples of this include, but are not limited to, the junior/senior prom, the semi-formal, and the senior class trip. In order to be considered a member of a certain class, a student must meet the following guidelines:

Sophomore : 6 credits or more

Junior: 12 credits or more and completion of the Sophomore Project

Senior: 18 credits or more and completion of the Sophomore Project

Students are reminded that privileges to attend after school activities may be suspended for a period of time or indefinitely based on acts of misbehavior in school or at dances, sporting events, or other school sponsored events.

4.9 CLASS DUES

All students must pay class dues in order to be eligible for any student activities and parking permits.

4.10 HOMEWORK REQUESTS

Parents or Guardians can phone or e-mail the Guidance Office to request homework for their children due to illness only if the student will be out of school for three days or more. Parents must arrange to pick up these materials. The teaching staff requires 24-hour notice to organize assignments and turn them in to the Guidance Office. For absences of one or two days, students and/or parents may e-mail the teachers for their assignments. Teacher e-mail addresses are available on the CHS website: www.campbellhs.org.

HOMWORK GUIDELINES

Teachers shall consider the developmental level and academic needs of students, as well as other school activities that may impact student time and performance (such as state testing or special events) in designing assignments completed outside of school, in concert with school administrators. The quality, frequency, and quantity of homework shall be assessed regularly by teachers and administrators.

Teachers shall provide feedback of formative assignments completed outside the classroom regularly and indicate the student's level of understanding at that time, using various forms of indication/symbols (check marks, comments, numbers, percentages, etc.) Summative assessments completed outside the classroom shall receive grades. See [Litchfield School District Policy IKB, Homework Guidelines](#).

4.11 MAKE-UP WORK/LATE WORK

Students with excused absences from school, including suspensions, are able to make up missed work in accordance with the terms of this policy. Students who are truant or cut class will receive a **zero** for all class work or assessments.

Assignments Not Completed Due to Absence

A student who is absent from class is allotted two school days for every class day he or she is absent in order to make up missed homework, class work, projects, papers, or extensive assignments assigned during his or her absence. It is the student's responsibility to seek those assignments from the teacher and arrange for their completion.

A student who is absent on the day homework, a project, a paper, or an extensive assignment is due must submit that assignment either at the beginning of the next meeting of the class or the end of the school day upon which the student returns to school, whichever is the first to occur.

SECTION 5 - POLICIES AND PROCEDURES

5.1 DRESS CODE

The Litchfield School Board has the responsibility to assure that the atmosphere in its schools is conducive to learning and fosters an environment of respect. Student dress plays an important part in creating an educational tone that demands both academic rigor and high standards of discipline. The responsibility for the appearance of the students rests with the parents and the students themselves. Parents have the right to determine each student's dress, so long as such attire complies with the health code of the State of New Hampshire, is not destructive to school property, does not create a safety issue, does not disrupt or interfere with the educational process or the rights of others, and complies with the District and/or school dress code.

Building Principals are authorized to issue and enforce specific regulations regarding student attire for each school. Teachers and staff will monitor and assist in referring students in non-compliance of the dress code to administrators. Students who violate the dress code shall be subject to appropriate disciplinary action. The Principals of GMS, LMS, and CHS or their designees will, upon finding that dress or attire is not in compliance with this policy, require a student to be removed from class and request that the student cover or change their dress or attire to be in compliance with this policy prior to re-admission to class. In appropriate instances, parents will be contacted and requested to bring appropriate dress to school.

The following regulations will apply during daily school attendance and at all regular school activities throughout the Litchfield School district [GMS, LMS, CHS]. Coaches and teachers with appropriate notice to the students and parents may impose more stringent dress requirements to accommodate the special needs of certain sports, classes, and/or special events. These regulations also apply to home-schooled students who come into the school buildings for school activities, tests, sports, special classes, or special events.

1. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that advocate the use of or advertise alcoholic beverages, tobacco or other drugs are prohibited.
2. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that are lewd, vulgar, profane, indecent or offensive are prohibited.

3. T-shirts and other clothing and jewelry that interfere with the rights of others, cause disruption to the educational program, damage school property, or are considered a health or safety hazard are prohibited.
4. Tattoos with such symbols, pictures, or wording as described here must be concealed at all times.
5. Lingerie or pajama wear may not be worn as outer garments except for days/activities specifically designated for that purpose.
6. Hats, hoods, bandanas or sweatbands are not to be worn in school except for headgear worn for religious or medical reasons or required for a class or sporting event.
7. Undergarments must be concealed by appropriate outer clothing at all times.
8. Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
9. Halters, tube tops, spaghetti straps, see-through fabrics, and backless tops are prohibited.
10. Shorts or skirts must be at least mid-thigh length.
11. Shoes or other appropriate foot coverings must be worn at all times.
12. Chains, spikes, and jewelry or belts with spikes are prohibited.

Additionally, parents should ensure that clothing is appropriate for weather conditions each season.

See [Litchfield School District Policy JICA, Student Dress Code](#).

In addition to the Student Dress Code Policy in this handbook, CHS has some additional expectations addressing high school students. Items not allowed specifically at CHS are: tube dresses/skirts, togas, clothing that are see through and / or exposes under garments. Tank tops or shirt straps need to be 2 inches or more in width.

5.2 CODE OF ETHICS – CHEATING AND PLAGIARISM

All homework, projects, tests, papers and assignments are expected to be original work created by the individual student unless quotations are used and sources cited or the assignment specifies group or collaborative work.

In the event a student is suspected of cheating or plagiarism, a conference will be held between the student and the teacher and, as appropriate, an administrator and/or parent or guardian. The facts of the individual case will be weighed, and consequences for infractions will entail a grade of zero on the work in question and disciplinary action.

Plagiarism encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Copying, downloading, or purchasing a paper from any Internet site or service.

Cheating encompasses, but is not limited to, the following:

- Intentionally using or attempting to use unauthorized materials, information or study aids to gain an advantage on a quiz, test, exam, report, or other class project.
- Using dishonest methods to aid others in gaining an advantage on a quiz, test, exam, report, or other class project.

Some examples are; using "cheat sheets" or electronically texting information about an exam, quiz, test, report, or other class project; using verbal communication or gestures during a quiz, test, or exam; copying homework; allowing homework to be copied; acquiring or receiving advanced copies of a quiz, test, or exam; accessing the teacher's answer key for a quiz, test, or exam; sharing information about a quiz, test, or exam; stealing the teacher's edition of the textbook.

5.3 TELEPHONE USAGE

Cell Phones / Personal Electronic Devices **CAN ONLY BE USED** with teacher permission within any classroom setting (i.e. academic class, study hall, café study, computer lab).

Students **WILL** be allowed to use cell phones / personal electronic devices in the café before school and during assigned lunch times.

Students will **NOT** be permitted to use cell phones / personal electronic devices and head phones / ear buds in the hallways during the school hours of 7:30 – 2:30 (cell phones / personal devices need to be stored away in bags, purses or pockets).

Students will **NOT** be permitted to use cell phones / personal electronic devices and head phones / ear buds in all CHS bathrooms, Locker Rooms and any other unauthorized areas.

Students who need to make a phone call upon arriving at school should come to the main office. The Main Office phone is not available for personal calls except for emergency situations Parents / Guardians **should not** be calling their child's cell phone during school hours.

Cell phone / Electronic Devices disciplinary procedures:

First offense – Teacher has the right to confiscate and / or send student with the phone to the main office. The phone will be confiscated until the end of the class block.

Second offense – The student may pick up the confiscated phone at the Main Office at the end of the school day and there will be parental notification and disciplinary action.

Third and subsequent offenses – Student will receive disciplinary action and a parental conference with CHS Administration will occur.

5.4 FOOD AND DRINK

Food and Drinks are not allowed in areas with computers, electronic equipment, lab areas, gym, or the auditorium. Teachers may have a classroom policy on food and drink that will be followed and supported by the building administration.

5.5 FIELD TRIPS

Attending field trips is considered a privilege. When evaluating a student's eligibility to go on a trip, the staff will consider various factors including academic standing and behavior. Any students failing one or more classes will lose this privilege. All field trips require written permission from a parent or guardian. Trip organizers will send out a list of students at least two weeks in advance so that all teachers may respond.

5.6 SIGNS AND POSTERS

Students wishing to display signs, posters, or other materials must have prior approval from either the Principal or Superintendent of Schools who will stamp it to show approval. It is the students' responsibility to remove signs, posters or other materials within twenty-four hours after the event.

5.7 TEXTBOOKS

Textbooks are loaned to students for use during the school year. A Textbook receipt card should be signed out at the beginning of the year. Books are to be kept clean, handled carefully, and must be covered. Students may use their own covers or get one from the Main Office.

All texts will be returned or paid for before or at the time the final examination is taken. Students who have outstanding fees for lost textbooks, lost library books, parking tickets, athletic uniforms, class dues or lab fees will not be eligible for a parking sticker. Students must pay restitution for all outstanding fees or they may not participate in graduation ceremonies. Paying for missing text books after the semester has ended before final exams is requested.

5.8 COMPLAINT POLICY

Complaints should be handled at the lowest practical level. In matters concerning any area of disagreement, the employee, parent, vendor, and/or patron should take the complaint directly to the involved staff member. If unresolved, the complaint can be taken to the building principal, director or supervisor, then to the Superintendent.

If the matter remains unresolved, the Superintendent shall inform the complainant that there is further right of appeal to the School Board, and if it is their desire he/she shall refer the case to the Board for action. [See Litchfield School Policy GBK/KE, Complaint Policy.](#)

5.9 STUDY HALLS

Students reporting for an assigned study hall must take their seats and be quiet before passes will be issued. Study halls will be quiet and orderly. See Section 4.7 for information about library passes during study halls.

5.10 AGE OF MAJORITY

The rules and regulations at Campbell High School are for **all** students. Attendance for students over the age of eighteen is optional. Students continuing beyond the age of eighteen must comply with all rules and regulations.

Students who are eighteen years of age or older and who are living with their parent(s) or guardian(s) will be required to have all notes for excused absences, tardiness, dismissals, progress reports, field trip permission forms, and all requested forms signed by a parent or guardian.

Parents or guardians who would prefer the school to accept the signature of their eighteen-year-old son or daughter in lieu of their own signatures should contact the Principal in person or by telephone and submit a legally notarized authorization. Such an authorization releases the school from its obligation to contact the parent or guardian regarding grades, attendance, illness, or conduct of the eighteen-year-old. The school will deal directly with the student regarding these matters; however, the school will continue to furnish such information to parents or guardians upon request.

5.11 HETEROGENEITY/INCLUSION

It is our strong belief that all students can learn at high levels and that all students should be given the opportunity to stretch themselves academically. Heterogeneous grouping will be used in most classroom settings. This means that students who have been historically tracked into less demanding courses and students with learning disabilities are expected to meet high standards but are given adequate time and support to achieve those standards.

5.12 SPECIAL NEEDS REFERRAL PROCEDURES

Any parent or guardian, school personnel, medical or social worker, or the juvenile court may make a referral of a child who may need special education services, including student placement in private schools by their parents, without involving the School District. New Hampshire Special Education procedural Safeguards: Handbooks are available from Special Education teachers upon request. Information in this handbook will include Free and Appropriate education, evaluation and eligibility procedures. Referral procedures:

1. All referrals must be in writing. Students may be referred to the special education evaluation team for reasons including failure to pass a hearing or vision screening, unsatisfactory performance on group achievement tests or assessments, multiple academic and/or behavioral warnings, or repeated failure of one or more subjects. Forms for referral are also available in the guidance and special education offices.
2. Either the student's teacher or School Counselor should complete the educational history section of the referral.
3. All referrals must have the Principal's signature. This will insure that the Principal is aware of high-risk children in the building. The Principal may screen the referrals and provide appropriate intervention to help a child in the regular education setting.
4. All referrals should be submitted to a building Case Manager.
5. Documentation of the student's vision, hearing, and other health status should be submitted with the referral.
6. All schools and social service agencies within the School District's jurisdiction shall be advised annually of the district's responsibility to identify and evaluate all students who may have an educational disability. Referrals from schools and agencies shall be forwarded to the special education evaluation team for further evaluation.

Process:

1. Upon receipt of a referral, the Special Services Team shall notify parents in writing of the referral. If a parent or guardian makes referral, this notification is not necessary.
2. Within fifteen days of the receipt of the referral, the Special Services Team shall meet to determine the disposition of the referral.
3. Within fifteen days of the receipt of the referral, the parents shall be given written notice of the Team's disposition of the referral. If the student's parent or guardian disagrees with the Team's disposition of the referral, the parent or guardian may activate the due process procedures (Ed 1128). If parental consent for evaluation is not granted, the School District may activate the due process procedures (Ed 1128).

The referring school personnel must contact the parent or guardian to tell him or her about the referral and the reasons it has been made. They are to read the referral letter to the parent or guardian. The date and method of contact should be listed on the referral form. Please refer to Ed 1120-04.

5.13 STUDENT AND PARENTS' RIGHT TO EDUCATIONAL RECORDS

Notice is hereby given to all Parents and guardians of students attending the Litchfield School District and students 18 years of age and older. The following records are considered directory information and will not be treated as confidential information. Such information will be made available for publication through School District news releases.

- a. The student's name, address, telephone listing, date and place of birth;
- b. Major field of study;
- c. Participation in officially recognized activities and sports;
- d. Weight and height of members of athletic teams;
- e. Dates of attendance, grade level, enrollment status;
- f. Awards, degrees and honors received;
- g. Most recent educational agency or institution attended.

Parents or guardians of local students and students 18 years of age and older who desire such directory information not be released for publications shall notify the Principal in writing by the third Monday following the opening day of school.

All other information contained in educational records cannot be released without the written consent of the parents or eligible students with certain exceptions:

- a. Release to intra-institutional officials such as teachers, counselors, and administrators.
- b. Release to other schools where the student is seeking to enroll.
- c. Release to federal and state officials for the purposes of evaluating or auditing a program receiving federal or state support.
- d. Release of information in connection with a student's application for financial aid.
- e. Release to official accrediting organizations in conjunction with the accreditation process.
- f. Release of necessary information in cases of health or safety emergencies.
- g. Release to state and local officials if statutes or regulations requiring release were adopted prior to November 19, 1974.
- h. Release to organizations or persons developing validation information or conducting predictive tests.
- i. Release of such information as tuition bills and grades to parents of dependent students.
- j. Release of information pursuant to judicial order or subpoena.

Parents or guardians wishing to have access to the records of their children should contact either the school Principal or the Guidance Department. Records pertaining to individual students may include standardized test scores, the permanent record card, achievement, and health records. If you think the School District is not in compliance with the law, you have the right to file a complaint with the Family Rights and Privacy Act Office, Department of HEW, Washington, D.C. 20201. See [Litchfield School District Policy JRA, Student Records](#).

5.14 TITLE IX NOTICE

This information is made available in compliance with Section 86.9 of the Education Amendments of 1972. Inquiries, complaints, and other communications relative to this policy or to Title IX of the Education Amendments of 1972 and other public laws or federal regulations dealing with non-discrimination on the basis of sex should be addressed to the Director of Human Resources, Litchfield School District, 1 Highlander Court, Litchfield, NH 03052, (603) 578-3570.

Any alleged violation or areas of non-compliance with the federal statute, board policy, or state official regulations should adhere to the following procedure:

The grieved situation will be brought to the attention of the building principal or his/her representative within 30 days of the time the grievance occurred or s/he should have knowledge of the act resulting in the grievance. If after discussion and investigation, an agreement is not reached, the investigator will notify the Superintendent who will then respond to the complainant within 20 days of receiving the recommendation from the investigator.

Any victim or accused who is still not satisfied with the outcome of the School District investigations may file a request for review by the School Board by submitting a written appeal to the Superintendent of Schools within ten working days following receipt of the School District's findings.

5.15 NON-DISCRIMINATION

The Litchfield School District does not discriminate in any of its educational programs, activities or employment practices on the basis of race, color, religion, national origin, ethnic origin, age, gender, sexual orientation, or disability. Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

Any complaints or alleged infractions of the policy, law, or applicable regulations will be processed through the grievance procedure. See [Litchfield School District Policy AC, Non-Discrimination](#).

5.16 SEXUAL HARASSMENT POLICY AND PROCEDURE GUIDELINES

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attentions, as well as the creation of an intimidating, hostile and/or offensive school environment. Any form of sexual harassment or violence is prohibited and should be reported immediately to an administrator. Complaints of sexual harassment should be reported to an administrator and/or teacher representative, Shawn McDonough. See [Litchfield School District Policy JBAA, Sexual Harassment](#).

5.17 BULLYING

It is the policy of the School District that its students have an educational setting that is safe, secure, and free from student harassment, also known as bullying. The district will not tolerate unlawful harassment of any type. Conduct that constitutes bullying as defined herein is prohibited by this Policy, in accordance with RSA 193-F.

Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- a. Physically harms a pupil or damages the pupil's property;
- b. Causes emotional distress to a pupil;
- c. Interferes with a pupil's educational opportunities;
- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Cyberbullying is defined as any conduct defined as “bullying” that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. See [Litchfield School District Policy JICK, Pupil Safety & Violence Prevention](#).

5.18 HAZING

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. Hazing is defined as an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees. See [Litchfield School District Policy JICFA, Hazing](#).

5.19 STAFF ANTI-FRATERNIZATION POLICY

Preamble

The Litchfield School District is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence. The Litchfield School District’s Anti-fraternization policy shall serve as a statement on appropriate conduct and relationships between students and staff of the Litchfield School District. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate.

Staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student. It is the School District’s expectation that staff shall recognize and respect this vulnerability when interacting with students. Accordingly, it is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. In particular, staff members are prohibited from engaging in any romantic, sexual, or physical relationship with students.

Staff are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communication/speech, written communications, *electronic* communications (such as Facebook), physical gestures, motions or any other form of interaction. Personal relationships with students that are not related to legitimate educational purposes shall also violate this policy depending upon the circumstances. The policy does not preclude legitimate, non-sexual, physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct otherwise necessary to respond to, or otherwise address, legitimate educational situations or objectives. Staff shall not conduct activities, which are not directly related to school functions, in a group or one-on-one basis outside of school with students.

The staff of the Litchfield School District must understand that this Anti-fraternization Policy is a condition of employment. See [Litchfield School District Policy GBCC, Staff Anti-Fraternization](#).

5.20 NOTIFICATION OF ASBESTOS PLAN

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect, monitor and, when necessary, remove asbestos from school buildings. No asbestos was detected in the Litchfield Middle School/Campbell High School. The operation & maintenance plan is available for review in the school office during regular school hours. The Asbestos Program Manager is available at 578-3574 to answer any questions you may have about asbestos in school buildings.

SECTION 6 – DISCIPLINE

6.1 DISCIPLINE POLICIES AND PROCEDURES

While discipline at Campbell High School is intended to be corrective rather than punitive, students need to understand that the integrity of the classroom is paramount. Just as a student's individual rights will be protected so will those of his or her classmates. A student will be given due process, but actions that interfere with another individual's right to an education will not be tolerated.

It is considered a fundamental understanding by each student and his or her parents or guardians that any teacher or school official has not only the right but also the duty to insist on good behavior, which extends to all areas of the school program. It is a fundamental requirement of an orderly school that student respect for the faculty, staff, and administration will be accompanied by an equal respect for the students on the part of the faculty, staff, and administration.

Student Behavior Standards

Parents

1. Read policy and sign acknowledgement of Code of Conduct;
2. Support faculty in endorsing conduct code.

It is the responsibility of the student to:

- be in charge of his/her own behavior,
- comply with school rules at all times,
- arrive at school and class on time,
- be prepared to learn,
- honor the teacher's duty to teach and other students' right to learn.

Forms of Student Discipline

When students violate the rules and policies of the school, they will be subject to disciplinary consequences. The severity of the consequence will be designed to match the severity of the infraction. It is important to note that student discipline is designed to change disruptive behavior, and continued infractions will result in more severe consequences.

Students are expected to follow all safety instructions in science labs and other classes. Inappropriate behavior may result in a warning, detention, or removal from the lab or class. Dangerous behavior may result in more severe disciplinary consequences.

Behavioral Contracts

Behavioral contracts are designed individually for students and list behaviors that need to be changed and the consequences for failure to do so.

Mediation:

If students are having a conflict with each other, the Assistant Principal may direct that mediation take place with the students involved and signing a behavior norms contract.

Teacher Detention

Teacher detention is assigned by individual teachers, it is served at a place and time designated by that teacher, and it is generally one-half hour in length but may be longer at teacher discretion. Students will be provided with a minimum of twenty-four hours notice before being required to serve the detention.

Office Detention

Office detention is assigned by the Principal or Assistant Principal in half-hour sessions and is served from 7:00 – 7:30 a.m. or 2:30.p.m. to 3:30 p.m. Students will be provided with a minimum twenty-four hours notice before being required to serve the detention.

EDD – Extended Day Detention

Extended Day Detentions are held from 2:30 to 4:30 every Thursday. Students are expected to bring two hours of work, to remain silent during the detention, and must be attentive and alert throughout the detention period. Another option would be to do a community service of 1 hour labor such as cleaning the school or recycling. Failure to attend EDD will result in a Saturday Detention or a one-day out-of-school suspension.

Saturday Detention

Saturday detentions are regularly assigned in two- to four-hour blocks and are held from 8 a.m. to 10 a.m. or 8 a.m. to noon. Failure to attend Saturday Detention will result in a one-day out-of-school suspension. Students are expected to bring work to do during detention and must be attentive and alert throughout the detention period. Students must arrive on time and must stay for the entire assigned time period.

Athletic/Co-Curricular Probation and Suspension

Students who are involved in athletic/ co-curricular activities are considered student leaders and our behavior expectations are reflective of that. In accordance with the CHS Mission Statement, students attending athletic/co-curricular events are expected to conduct themselves in accordance with the core values of character, courage, respect and responsibility. If a student misbehaves at an athletic/co-curricular event or outside of the school day during a school-sponsored event or on school grounds, the administration will follow the discipline policy. Disrespectful behavior in these circumstances may result in responses including probationary status, letters of apology, and loss of privileges related to the attendance at co-curricular activities including the graduation ceremony.

If a student is placed on probationary status for co-curricular activities, part of the consequence may result in the loss of privileges to attend co-curricular activities or be involved in the club for an indefinite period of time. The time and extent of the probationary status will be determined by the administration and will be communicated to the student at the time of the due process hearing related to the misconduct.

SUSPENSION OF STUDENTS

The Litchfield School Board recognizes the following in accordance with RSA193:13:

Suspension of students

The Superintendent or designee (principals, assistant principals) is authorized to suspend pupils from school for a period not to exceed ten (10) school days for gross misconduct, or neglect, or refusal to conform to the reasonable rules of the school or district.

Suspension of a student in excess of ten (10) days

The Superintendent of the School District, following a hearing, is authorized to continue the suspension of a pupil for a period in excess of ten (10) school days to ensure the hearing and extended suspension is not made by the individual who suspended the pupil for the first ten (10) days. Any suspension shall be valid throughout the school districts of the state, subject to modification by the Superintendent of the school district in which the pupil seeks to enroll. Appeals to the School Board may be granted provided that the Superintendent received an appeal in writing within ten (10) days after the issuance of the decision being appealed. The School Board shall hold a hearing on the appeal, but shall have discretion to hear evidence or to rely upon the record of a hearing conducted under the preceding paragraph. The suspension under the preceding paragraph shall be enforced while that appeal is pending, unless the School Board stays the suspension.

Expulsions

Following a hearing, any pupil may be expelled from school by the School Board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193-D:1; or for possession of a pellet or BB gun, rifle, or paint ball gun, and the pupil shall not attend school until restored by the School Board. Any expulsion shall be subject to review if requested prior to the start of each school year and further, any parent or guardian has the right to appeal any such expulsion by the School Board to the NH State Board of Education. Any expulsion shall be valid throughout the school districts of the state.

Any pupil who brings or possesses a firearm as defined in 921 of Title 18 of the United States Code in a Safe School Zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the School Board for a period of not less than twelve months. The Superintendent is authorized by members of the Litchfield School Board to modify the expulsion requirements that are aforementioned on a case-by-case basis. The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. (See Procedures JICD-R).

Any pupil expelled by the School Board under the provisions of the Gun-Free Schools Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion. Students who are suspended or expelled from school are prohibited from being on school grounds and from attending or participating in any school sponsored activities from the time of the notification of the expulsion through the time of their return to school. Those violating this rule will be subject to arrest for trespassing. Students who are expelled from school for extended periods of time may not be eligible to make up missed work. **See [Litchfield School District Policy JKD, Suspension & Expulsion of Students](#).**

Per current administrative procedure, there is a mandatory re-entry meeting with parents and administration for students suspended for two or more days.

LITCHFIELD SCHOOL DISTRICT SAFE SCHOOL ZONE AND RSA 193:13 NOTIFICATION

It is the policy of the Litchfield School District that the provisions of RSA 193-D:2, the so called “Safe School Zone Act”, be carried out in all respects. It is the intent of the Safe School Zones Act and this Policy that school buildings, school property, school transportation, and school-sponsored activities be safe environments for students and staff, free of danger posed by the presence of weapons or conduct which threatens harm or causes injury.

No person shall carry a firearm or any other weapon on school premises, school buses, or a school sponsored activities, except for law enforcement personnel in the performance of their official duties. Students who engage in or commit the following acts of theft, destruction or violence shall be subject discipline including, but not limited to, suspension and expulsion from school in accordance with the procedures set forth in RSA 193:13, Ed. 317, Ed. 1109, and Litchfield School Board Policy JICD-R:

1. Homicide under RSA 630;
2. Any first or second degree assault under RSA 631; Any simple assault under RSA 631:2-a;
3. Any felonious or aggravated felonious sexual assault under RSA 632-A;
4. Criminal mischief under RSA 634:2;
5. Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159, 18 U.S.C. § 921, or 18 U.S.C. § 930;
6. Arson under RSA 634:1;
7. Burglary under RSA 635;
8. Robbery under RSA 636;
9. Theft under RSA 637;
10. Illegal sale or possession of a controlled drug under RSA 318-B;
11. Gross misconduct or neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,II;
12. Possession of a pellet or BB gun or rifle under RSA 193:13,III.

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the School Board for a period of not less than twelve months. Parents or guardians have the right to request a review by the School Board prior to the start of each school year. Any parent or guardian shall have the right to appeal any such expulsion by the Board to the State Board of Education (RSA 193:13,III). Please refer to Policy JFCJ for reporting procedures. **See [Litchfield School Board Policy JFCJ, Safe School Zone](#).**

ADMINISTRATIVE PROCEDURE TO ACCOMPANY STUDENT CONDUCT, DISCIPLINE, DUE PROCESS, AND PUPIL SAFETY AND VIOLENCE PREVENTION POLICIES

The Litchfield School District will follow the procedures set forth in Ed. 317 and RSA 193:13 for the discipline of students. The District will also comply with federal and state laws and regulations for the discipline of educationally disabled students.

I. Discipline Authority/RSA 193:13, I Designations

- A. The Superintendent designates the building principal and assistant principal as having authority to suspend a student for a period not to exceed ten (10) school days.
- B. The School Board designates that the Superintendent shall have authority to continue the suspension of a student for a period in excess of ten (10) school days, not to exceed twenty (20) days.

See [Litchfield School District Policy JICD-R, Administrative Procedure to Accompany Student Conduct, Discipline, Due Process and, Pupil Safety & Violence Prevention policies.](#)

6.2 LEVELS AND EXAMPLES OF CONSEQUENCES

Depending upon the circumstances and/or repetitive nature of a student’s misbehavior, the final determination of the appropriate level of consequences will rest with the Principal. Offenses and disciplinary actions may include, but are not limited to, the following

| <u>LEVEL I</u> | <u>Examples</u> | <u>Consequences</u> |
|---|--|---|
| Minor misbehavior which interferes with established school or classroom rules and procedures. | Tardiness to class Classroom disturbances Inappropriate language/behavior Failure to complete assignments Failure to complete assignments Littering of buildings or grounds Swearing or negative language Multi dress code violations | Teacher or Office detention EDD Phone call home Teacher/Admin. conference Parent/guard. conference Behavior contract Withdrawal of privileges |
| <u>LEVEL II</u> Misbehavior with educational consequences serious enough to require immediate corrective action. | <u>Examples</u> Unmodified Level I behavior Abusive language/behavior Being in an prohibited area Disrespectful/offensive behavior Cutting teacher detention Unexcused absence from class Forged parental note Roughhousing/horseplay Failure to follow a reasonable request Academic dishonesty Truant first time Possession of electronic device Inappropriate display of affection Cell phones, headphones & all other electronic devices | <u>Consequences</u> Office Detention EDD Saturday Detention A grade of zero on an assignment |
| <u>LEVEL III</u> Any action which threatens the safety or well being of persons in the school or damages school or personal property. Behavior that causes significant disruption to the learning process | <u>Examples</u> Unmodified Level II behavior Fighting Stealing Pushing and shoving Refusing to identify oneself to staff Deceiving or lying to a staff member Failure to follow a reasonable request Inflammatory and offensive language Abusive language/behavior (aggravated) Smoking/possession of tobacco Insubordination, first offense | <u>Consequences</u> EDD Behavioral contract Saturday detention Out-of-school suspension plus an additional 10 days per the Superintendent Police Involvement |

Any other behavior that the Principal considers reasonable to fall within this category.

Missing Saturday Detention or EDD
 Forged documentation
 Leaving school grounds, first offense
 Harassment of an ethnic, racial, sexual, or religious nature,
 Conduct or comments that threaten physical violence
 Offensive and/or unsolicited remarks,
 Unwelcome gestures or physical contact including
 unsolicited propositions, verbal abuse
 Insults directed at staff, faculty, or students
 Threats to employees, volunteers, or students
 Harassment (first offense)

LEVEL IV

Behaviors which directly endanger or result in harm to others or property.

Examples
 Unmodified Level III behavior

Consequences

Out of School
 Suspension
 Expulsion
 Police Involvement
 Consult Principal, case manager,
 school counselor
 concerning future
 strategies
 Ref. to CHAT Team

Behaviors that are in violation of the law.

Bomb threats
 False fire alarms/false 911 calls
 Physical assault
 Possession/use or being under the influence of drugs or alcohol
 Possession of drug paraphernalia
 Distribution, exchange, or selling of drugs/alcohol
 Possession of weapons/fireworks
 Possession of any dangerous object, weapon, or device or any other instrument that is capable of inflicting bodily injury.
 Possession of a pellet gun or BB gun on school grounds or within the "Safe School Zone" as def. in RSA 193-D:1.
 Arson
 Opening a locked door for someone to enter
 Vandalism
 Leaving school grounds, second offense

Alcohol or Drug Use: Unauthorized use or possession of alcohol and drugs is prohibited. A student shall not buy, sell, possess on his or her person or any place on school property / at school-related and approved functions*, use, transmit, or be under the influence of any type of alcohol or narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any counterfeit drug that is used as a control drug. Students are prohibited from taking prescribed drugs or over-the-counter drugs while in school, except as administered by the school nurse or a designee. Students are further prohibited from using over-the-counter drugs such as caffeine pills or other mood or performance enhancing drugs or from being under the influence of these drugs while on school grounds or while attending school activities*.

Any violation of this policy will result in a minimum of ten days out-of-school suspension. Law enforcement officials will be notified, with the potential for expulsion.

***School Related and Approved Functions**

***School Activities:**

- These functions and activities include CHS / Litchfield functions and activities as well as other school activities and functions that CHS Administration approves students to attend (i.e. School Dances and trips).

Bullying: See section 5.19

Contraband: Water guns, lighters, playing cards, laser pointers, stink bombs, smoke bombs and any other items the CHS administration deems inappropriate are prohibited in school and will be taken from students. Except for any illegal materials, contraband items will be returned to parents/guardians.

Disrespectful Treatment: Students shall refrain from intentionally inflicting or attempting to inflict injury or discomfort on another person through words, actions, or other methods such as obscene gestures. Students shall also refrain from verbally encouraging another student to fight or to injure another person. Violations of this will result in disciplinary action.

Forgery of any school forms (passes, notes, etc.) will result in disciplinary action.

Gambling or card playing is not permitted on school property.

Gum Chewing – Students may choose to chew gum in school as long as it is disposed of properly and chewing is not obtrusive, overt, loud, or disruptive. Classroom teachers may revoke this privilege.

Insubordination and Profanity – Insubordination and profanity will not be tolerated at Campbell High School. Students being insubordinate or using profanity will be referred to Administration for disciplinary action, which will result in an Out of School suspension. Insubordination is defined as refusal to follow a staff member’s or administrator’s request such as refusing to identify oneself, not changing seats when directed by a staff member, refusing to leave a classroom when directed to leave.

Lying - Encompasses, but is not limited to the following:

1. Intentionally telling an untruth in an oral or written statement.
2. Attempting to use deception or fraud in an oral or written statement.

Some examples are: lying to a teacher or an administrator; failing to give complete information to a teacher or an administrator; feigning illness to gain extra preparation time for a quiz, test, exam, report, or other class project; inventing citations for sources of information in research papers.

Snowballs – Students throwing snowballs on school grounds will face disciplinary consequences.

Stealing - Encompasses, but is not limited to, the following:

- Taking or appropriating without the right or permission to do so and with the intent to keep or made use of wrongfully, the school work or materials of another student or the instructional materials of a teacher.

Some examples are: stealing copies of tests or quizzes, illegitimately accessing the teacher’s answer key, stealing the teacher’s edition of the textbook; stealing another student’s homework, notes, tests, or handouts.

Vandalism/Misuse of School Property – Willful destruction or misuse of school property (books, walls, desks, chairs, computers, etc.) is prohibited. Those apprehended will pay for the damage and face serious consequences for their actions. Pulling a fire alarm and causing a false fire alarm is a criminal offense and will be referred to Administration for disciplinary action and to the Litchfield Police Department.

6.3 DISPLAYS OF AFFECTION

Public displays of affection are not acceptable and will not be tolerated in the school environment. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other than holding hands or an occasional hug. Sitting on another’s lap, long embraces, or “making out” is unacceptable. Staff will confront the students and direct them to cease the behavior. Continued infractions will result in parent/guardian notification and additional disciplinary action.

6.4 TECHNOLOGY

The purpose of the Campbell High School network is to enhance established school curriculum by serving as a resource for improving, extending, and enriching the teaching and learning at Campbell High School.

The use of the Campbell High School network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges and may lead to additional disciplinary actions based on the events of the misuse. The Student Network and Internet Acceptable Use Policy, Policy Code IJNDB can be found on the District website under School Board tab. Behaviors that can result in suspension/revocation of access privileges and additional disciplinary actions include, but are not limited to:

- As the use of social networking sites becomes more prevalent, students who use social networking sites should be aware anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online even if you limit access to your site. Responsible and respectful use is an expectation of all students at CHS.

- the use of the system to access, store, or distribute illegal, dangerous, or restricted information,
- the use of obscene language,
- sending or displaying offensive or sexually explicit material,
- harassing, insulting, or attacking others,
- damaging, abusing, or modifying computers, software, or systems and networks,
- intentionally creating or distributing computer viruses,
- violating copyright laws,
- attempting to use the accounts, passwords, and/or files of another computer user,
- misrepresentation of oneself as another,
- intentional wasting of the network's limited resources,
- use of network for commercial or profit making purposes,
- use of the network for any illegal purpose,
- failure to follow directives related to computer or internet use.

Each student will receive a copy of the Litchfield School District's Internet Use Policy at the beginning of his or her tenure at Campbell High School. The policy form must be read and signed by the student and the parent or guardian and returned to school before Internet access is given. Use of personal e-mail is not permitted at school. It is the responsibility of each student to familiarize himself or herself with, and abide by, the rules and guidelines for using the CHS network and the Internet and to make appropriate use of the resources available at Campbell High School. See [Litchfield School District Policy IJNDB, Student Acceptable Use](#).

6.5 PERSONAL PROPERTY

Students are responsible for personal property. Students are urged to lock their personal items in their lockers and keep their combinations confidential in order to minimize the risk of theft. The school is not responsible for student property that is lost, stolen, or damaged. Reminder that skateboarding is not permitted and students should not bring skateboards to school.

SECTION 7 – STUDENT SERVICES

7.1 CAMPBELL ADVISORY PROGRAM

All students at CHS participate in the Campbell Advisory Program. Advisory personalizes education for all students. Students meet with their advisors on a regular basis in groups of ten to fifteen. The CAP advisor is a contact person and a resource for his or her advisees. It is hoped that a lasting relationship can develop in this context so each student feels he or she has a spokesperson that is approachable and works on his or her behalf. CAP also serves to encourage trust, responsibility, and mutual respect among a diverse group of students. Students will remain with the same advisory for all four years unless there are exceptional circumstances that necessitate a transfer. If a student wishes to change Advisories, they need to meet with their counselor and fill out the appropriate paper work.

7.2 LIBRARY/MEDIA LAB

The Campbell High School Library/Media Lab provides resources and services to advance the teaching and learning experience for students, faculty, and staff. The Library is open from 7:30 a.m. to 4 p.m., Monday through Friday, except when the Librarian is not available or when Faculty meetings are scheduled.

The Library has print and media resources that include books, periodicals, videos, and books on tape and subscribes to several online databases and an online encyclopedia and supports access to the Internet.

The CHS Library provides an environment for quiet study. It is a privilege to use the Library. Students have access through a library pass system. Students who do not follow the rules and guidelines in the Library/Media Lab will have this privilege revoked.

All members of the school community may use the Library and borrow resources. Most materials may be checked out. The borrower assumes full responsibility for proper care and treatment of any resource borrowed. Borrowers will be charged for materials that are lost or damaged.

7.3 CAFETERIA

The use of the cafeteria is a privilege. All students are responsible for disposing of their table refuse at the end of their lunch blocks. Throwing things is strictly prohibited. Students who are uncooperative may be denied cafeteria privileges for a specified amount of time. Students may use the bathrooms across the lobby from the cafeteria without the need of a pass. Students are not permitted to go to any other area of the building during their lunch blocks without a signed passbook. Juniors and Seniors are permitted to eat outside at the picnic tables during nice weather. The outside area must be kept free of litter.

7.4 SOCIAL WORKER/PSYCHOLOGIST

The school social worker/psychologist is available to provide confidential school based counseling based on school counselor or ChAT team referrals.

7.5 LOCKERS

Each student is assigned a locker. Students are to use only the locker issued to them.

Lockers are the property of Campbell High School. They are subject to inspection by school authorities for such purposes as checking cleanliness, inspection for damage, and assuring that contraband and/or items that present a health or safety hazard are not present. Students are responsible to lock their lockers. CHS is not responsible for property stolen from unlocked lockers.

7.6 HEALTH SERVICES

The school nurse is at school each day to serve the needs of the students in case of sudden illness or injury. Immediate first aid will be given with further treatment being the responsibility of parents and/or guardians. Parents or guardians are contacted only if the nature of the illness or injury appears to require further attention. If a parent or guardian cannot be contacted, the person designated by the parent or guardian on the emergency information card will be called. It is essential, then, for parents to notify the Main Office of any changes in contact information.

Immunizations are required by the New Hampshire state regulations. The school nurse will provide needed immunization information upon request. All immunizations need documentation to determine that they have been properly dispensed. Without documentation of these vaccines, the student will be excluded from attending school. A record of acceptable immunization must be submitted to enroll a child in school, unless there is a notarized exemption for religious reasons.

All communicable diseases should be reported to the nurse in order that the school may respond as needed to the situation. In addition, the nurse shall be informed of any prescription medications or diagnoses.

The school nurse offers the following services: medical referrals and follow up, vision and hearing screens on a referral basis, first aid, immunization review and referral, administration of medications, and special procedures directed by a physician.

Administration of Prescribed Medication in School (Ed. 311.02)

1. Any pupil required to take a medication prescribed by a licensed physician, nurse practitioner, or licensed physician's assistant during the school day shall be supervised in taking medication by the school nurse who shall be responsible for administering the medication.

2. If the school nurse is not available, the principal or designee may assist students in taking required medications.
3. A parent, guardian or parent/guardian-designated responsible adult shall deliver all prescribed medication to be administered by school personnel to the school nurse.

Medication authorization forms are available in the Campbell High School nurse's office for any student needing to use a prescribed or over the counter medication during the school day. Forms are available and required for the use of inhalers by students as well. The taking of non-prescribed medication in school is discouraged. Administration of such medications is a parental responsibility and should be done at home.

7.7 STUDENTS AT RISK

The safety and well-being of our students is our highest priority. While our primary focus is education, we must also consider the needs of the whole child. Campbell High School Guidance Department and CHS Health Services work closely with faculty to monitor medical, emotional, behavioral, and social needs. If you suspect personal circumstances may be impacting your child's functioning, we will provide whatever supports we have at our disposal. However, some situations may indicate that a student's needs exceed our resources. In these cases, we will follow district policy or procedure by seeking consultation with community providers. We will always inform you of these extenuating circumstances and guide you through school procedure. If, for example, your child's emotional and behavioral functioning appears to meet criteria for a safety risk, we will follow safety protocol by requiring a medical or psychological consult to assess the level of risk to your child's safety. In extreme situations, we may utilize Litchfield Emergency Services and ambulance services. For additional information regarding safety interventions, you are invited to contact a school administrator, nurse, or guidance staff member. You can also view the Campbell High School Crisis Intervention Protocols by contacting the front office to arrange a time to review safety procedures. The Litchfield School District follows federal and state guidelines protecting one's right to privacy through FERPA and HIPAA laws.

7.8 PREVENTION OF DRUG AND ALCOHOL USE BY STUDENTS

The Litchfield School Board is concerned with the health, welfare and safety of all students. Therefore, the Litchfield School Board **will not tolerate** the use, sale, transfer, distribution, possession of, or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs, or drug-related paraphernalia on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. **This prohibition also applies to any district-sponsored or district-approved activity, event or function at any location***. It is the intent of the School Board to control the use of alcoholic beverages or drugs by students during school and at any district sponsored activity regardless of whether the use or consumption of the alcoholic beverage or drug occurred on or off school property.

If conditions exist to suspect a student is under such influence, the student(s) will be reported to the school administration immediately. The administrator will make an initial assessment. The student(s) will then be brought to the nurse's office where a full assessment will be made. If the situation is deemed an emergency, law enforcement officials will be called immediately. During the assessment phase, if there is reasonable suspicion the student is impaired, the school nurse may decide to administer a saliva test and will attempt to notify the student's parent/guardian. Proper training will be required and provided for administration and interpretation of the test.

If the test results are positive for the detection of alcohol or a controlled substance, the student(s) shall be subject to disciplinary action up to and including suspension, expulsion from school and/or school district sponsored activities or other discipline in accordance with the district's disciplinary policy and referred for prosecution.

Students have the right to refuse the saliva test. Upon refusal of the saliva test by a student under age 18, consent to administer the test to the student will be requested from the student's parent/guardian.

This policy does not apply to students who are administered prescribed drugs at school in accordance with Ed. 311.02 and Board policy. Students may only be in possession of medication as detailed in Board Policy JLCD (e.g. epinephrine auto-injector, asthma inhaler, insulin auto-injector) with notification to school nurse and/or

principal of such possession. Searches of students reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion from school and/or school district sponsored activities or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the Superintendent, the parents/guardians, and to the appropriate local law enforcement agency in keeping with the investigation of the incident. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the federal and state laws and regulations for students with disabilities. See [Litchfield School District Policy JICH, Prevention of Drug and Alcohol Use by Students](#).

***district-sponsored or district-approved activity, event or function at any location**

- These functions and activities include CHS / Litchfield functions and activities as well as other school activities and functions that CHS Administration approves students to attend (i.e. School Dances and trips).

7.9 WORKING PAPERS

Students under 16 years of age planning to work or volunteer must obtain working papers, available in the Campbell High School Main Office. They need to bring their birth certificate and the Employer's Request for Child Labor from their prospective employer. Their parent/guardian needs to fill out and sign a short health statement, and sign the working paper along with their student. Students 16 & 17 years old need to provide their prospective employer with a completed and signed parental consent form only.

7.10 SCHOOL ACCIDENT INSURANCE

All students at Campbell High School are eligible for group accident insurance. Every student is given the chance to enroll in the approved plan at the beginning of each school year. Students transferring to the school may apply for insurance when they transfer. This plan is provided by the school district for all students participating in the inter-scholastic athletic program but covers those individuals only during the hours of participation. All injuries must be reported immediately to the teacher in charge and to the school nurse.

SECTION 8 - CO-CURRICULAR ACTIVITIES and ATHLETIC ELIGIBILITY

8.1 CO-CURRICULAR AND ATHLETICS ACTIVITIES

A wide range of co-curricular and athletic activities are offered at Campbell High School. Each student is urged to participate in the total school program that includes involvement in some of the activities without interfering with their academic studies. (See Attendance Policy for attendance requirements.) Please refer to Litchfield School District Policy Code: JJ as amended February 1, 2012.

The Campbell Athletic program offers students a wide variety of opportunities to represent Campbell High School in competition with other schools. The athletic program conforms to the requirements of the New Hampshire Interscholastic Athletic Association (NHIAA). The Athletic Director has mandatory meetings with the parents and athletes prior to the start of the fall and spring Athletics to clearly communicate the high expectations for academics/behavior for all student athletes. The basic eligibility rules include the following:

1. The student must earn or be passing three **academic** credits during the previous marking period. Summer school recovery will count toward eligibility.
2. A student must have a physical on file (within the meaning of NH RSA 329) in the Nurse's Office prior to try-outs. For in-coming freshmen, the physical must have been conducted within a year prior to the start of the freshmen year. Any non-freshman or transfer student must have the physical within three months prior to the first tryout of that sport. The Litchfield School District requires a physical every two years as part of the eligibility for interscholastic sports at Campbell High School; however, an annual physical is recommended for all athletes.
3. A student is eligible for four successive years (8 semesters) after completing the eighth grade.

4. A student may compete in interscholastic athletics during the school year if his or her nineteenth birthday is on or after September 1 of the current school year.
5. A student transferring from one member school to another member school shall be ineligible to participate in interscholastic athletics for a period of one year after he or she becomes a student in the school to which transfer has been made, unless such transfer has been accompanied by the permanent change of address on the part of the parents or guardians or legal guardian to the area serviced by the school to which transfer has been made or a Transfer Rule Affidavit has been completed by the receiving school Principal and the sending school Principal verifying that the transfer was not for athletic reasons.

A student transferring from a non-member school to a member school shall be declared immediately eligible by the eligibility committee through the executive director, if the student meets all the conditions outlined in the NHIAA Handbook. The Campbell High School Athletic Program includes

| <u>Season</u> | <u>Boys</u> | <u>Girls</u> |
|---------------|---|--|
| Fall | Soccer (JV&V) Golf (V) Cross Country (V) Football (JV&V) Bass Fishing-self funded | Soccer (JV&V) Volleyball (JV&V) Golf (V) Cross Country (V) Spirit (V) |
| Winter | Basketball (JV&V) Indoor Track (V) Hockey self-funded** Wrestling (V) Swimming (V)* | Basketball (JV&V) Spirit (JV&V) Indoor Track (V) Gymnastics (V)* self-funded Swimming (V)* |
| Spring | Baseball (JV&V) Track (V) Lacrosse (JV&V) Self Funded | Softball (JV&V) Track (V) Lacrosse (JV&V) Self Funded |

All student athletes must sign an Athletic Conduct Code contract with their coaches declaring they shall abide by all rules in the Student Athletic Handbook.

*CHS Independent Sport hosted by Londonderry High School **CHS combines with Pembroke Academy for a co-op team in hockey

Activities, Clubs and Organizations

The following list indicates the various clubs and activities that are planned to be included in the co-curricular program. Student interest and participation, as well as availability and interest of faculty members, will be considered in the offering of these activities. Students who desire to initiate an activity not listed are encouraged to contact the administration.

| | |
|---|------------------------------------|
| Student Council | Class Officers |
| Drama | Musical |
| Key Club | S.A.D.D. |
| Yearbook | Tri-M Music Honor Society |
| Future Business Leaders of America (FBLA) | National Honor Society |
| Ski Club | Weight Room |
| Environmental Club | FIRST Robotics |
| Campbell Cares- not funded | Campbell Athletic Leaders (C.A.L.) |

8.2 CO-CURRICULAR ELIGIBILITY

Student Co-Curricular Activities

Students who participate in co-curricular activities do so with the understanding that it is a privilege, not a right, to participate and that academics come first. Participation in a co-curricular activity is completely voluntary.

Due to the high public visibility of the co-curricular participant, his/her behavior is held to a higher standard than the general student body. The Litchfield School Board believes that participation in co-curricular and athletic activities is beneficial and contributes to a comprehensive education.

Co-curricular activities in the Litchfield School District include the following middle school and high school programs:

- All interscholastic athletic teams;
- The performing arts program (non-credit bearing);
- Student government bodies, organizations, and Class Officers;
- All clubs.

Any student organization must be approved by the Principal or his/her designee.

Participation

The Litchfield School District allows students enrolled in other schools – including charter schools, non-public schools, and home schools – to participate on an equal basis in any activity offered by the District that is not offered at a student’s school of attendance, provided they meet the eligibility requirements for participation. This applies to:

- Students who are residents of the Litchfield School District, but who are being educated in a home school, may participate provided they comply with all laws governing non-public home-based education.
- Students who are residents of the Litchfield School District, but who are educated in an independent or parochial school, if the school in which the student is enrolled does not sponsor the activity.

The Principal, or his/her designee, is directed to establish procedures for application and appeal to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity. Non-enrolled students are children of Litchfield residents who may not be enrolled in the Litchfield District schools, but who the District would be otherwise required to educate. These types of students include: home educated, out of district placements, and Litchfield youth enrolled in private school.

Co-Curricular & Athletic Activities Expectations

It is expected that students who participate in Litchfield School District co-curricular activities do not attend gatherings at which alcohol or drugs are being illegally consumed or other illegal activities are taking place. If a student is aware of illegal activity, such as the consumption of alcohol or drugs, it is expected that the student will leave the premises immediately.

If Litchfield School officials receive information that a student has attended a gathering that violates these expectations, the student and his/her parent or legal guardian may be asked to meet with the administration to review the health, safety, legal and social risks associated with the harmful or illegal activities. It is expected the student and his/her parent or legal guardian will work cooperatively with the administration to investigate the situation. In addition, the student shall be subject to the consequences and corrective action set out in Section V of this policy.

Students who use social networking sites should be aware anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online, even if you limit access to your site. Responsible and respectful use is an expectation of all students at CHS and LMS.

Students participating in athletic programs are also subject to NHIAA guidelines and regulations. Coaches, advisors, and other supervisors of co-curricular activities may adopt and enforce additional behavioral expectations that are not addressed in this policy to meet the goals and purpose of those particular co-curricular activities. Such additional behavioral expectations must be reviewed and approved by the school principal, then distributed in writing to students and acknowledged in writing by the student and his or her parent or guardian.

II. CHS Academic Eligibility

Academic performance is a priority. A high school student shall make adequate progress toward graduation to participate. Freshmen, Sophomores, and Juniors shall pass at least 3.0 academic credits in the high school quarter prior to participation in co-curricular activities. Seniors shall pass sufficient academic credits in the quarter prior to participation in co-curricular activities to graduate with their class* and/or meet NHIAA guidelines for academic performance, whichever is higher.**

Eligibility status is determined on the day quarterly grades are distributed. An incomplete is not considered a passing grade for purposes of eligibility. A student may regain eligibility by making up academic deficiencies, failures, or incompletes of the regular school year through academic/credit recovery programs completed prior to the first date to play in a sport as listed in the By-Law Article XXXVI of the NHIAA Handbook.**

For athletics, a student may petition for reinstatement in accordance with NHIAA criteria. For non-athletic activities, a student may file a petition for reinstatement with the principal; however, the principal's decision on the petition is at his or her sole discretion and is final.

* Need to pass required academic classes for graduation requirements.

** Refer to administration and guidance for specific credit recovery dates and opportunities.

III. Attendance Requirements for CHS & LMS

Students must attend all their scheduled classes in order to be eligible to participate in that day's co-curricular activities. If a student is absent, he or she shall be ineligible to participate in that day's co-curricular activities unless the absence is approved prior to the activity by an administrator. A student who is absent on a Friday cannot participate in any co-curricular activities during the weekend unless the absence is approved prior to the activity by an administrator. **Students tardy after 30 minutes shall not be permitted to participate in that day's co-curricular activities** unless the tardiness is approved prior to the activity by an administrator.

IV. Behavioral Expectations for CHS & LMS

Students who participate in Litchfield School District co-curricular programs are expected to adhere to high standards, both physically and socially. The Principal or designee has the authority to handle extraordinary matters not otherwise covered by this policy in a way that s/he believes will be in the best interest of the school and the individuals who may be involved. These expectations shall be in effect 365 days per year. Once a student begins his/her first co-curricular activity for the school year, s/he is subject to the provisions of this policy.

The following behaviors constitute violations of these expectations:

- Use or possession of tobacco in any form;
- Use or possession of alcoholic beverages;
- Use or possession of drugs, mood-altering substances and/or paraphernalia as defined in New Hampshire RSA 318-B:1, X-a;
- Gambling on any Litchfield School property or at any school sponsored event;
- Criminal mischief / vandalism;
- Theft;
- Bullying as defined by New Hampshire RSA 193-F;
- Harassing others as defined by New Hampshire RSA 644:4;
- Hazing or an initiation activity involving hazing as defined by New Hampshire RSA 631:7;
- Being convicted of, pleading guilty to, or pleading no contest to any misdemeanor or felony as defined by New Hampshire law, other than a minor traffic violation;
- Gross misconduct including, but not limited to: verbal or physical assault on an advisor, coach, judge, official, participant, opponent or spectator taunts and vulgar gestures are also prohibited;
- Any behaviors including, but not limited to those listed above, that the administration deems to be gross misconduct and reflects poorly on the Litchfield School District that occur in the community or elsewhere that comes to the attention of the administration at any time during the calendar year.
- The administration shall take appropriate action when such behaviors are substantiated.

Students are reminded that postings on social networking sites and the internet, which demonstrate or depict conduct by a student that is a violation of this policy may be the basis of discipline under this policy.

V. Conduct Review

The CHS Disciplinary Board/LMS Administration shall be responsible for determining the penalty and consequences for violations of this policy depending on the circumstances and seriousness of the violation, as well as the repetitive nature of a student's misbehavior. The consequences listed in the procedures following this policy for the violations are minimum and may be increased by the CHS Disciplinary Board/LMS Administration to a full range of consequences depending on the circumstances of the violation, including but not limited to permanent suspension from participation in co-curricular activities, suspension from school, expulsion from school, and referral to the police for criminal prosecution. Consequences may continue into the next school year if appropriate. In addition, student athletes may be subject to sanctions by the NHIAA that are outside the scope of this policy.

All meetings of the CHS Disciplinary Board/LMS Administration are strictly confidential. Students who appear in front of the CHS Disciplinary Board/LMS Administration learn and reflect on their behaviors. For purposes of this provision, the violations shall be deemed to have occurred on the date the action was committed. See [Litchfield School District Policy JJ, Student Co-Curricular Activities](#).

STUDENT CO-CURRICULAR ACTIVITIES PROCEDURES

Violations of the behavioral expectations set forth in this policy shall result in the following consequences for participation in the co-curricular activity. All of the consequences listed are in addition to and do not take the place of any additional consequences for violations of the District's discipline code:

First offense: The student shall be suspended from the co-curricular activity for not less than (i) 10% of all co-curricular activities and (ii) 25% of any interscholastic athletic activity. In addition, the student shall not participate in co-curricular activities or events including but not limited to practicing, traveling, rehearsing, attending meetings, or fund raising. If less than 10% of the co-curricular activity or 25% of the interscholastic activity remain, then the student shall be suspended for the remainder of the activity. A student may be reinstated if they meet and follow the rehabilitation plan set forth through the CHS Disciplinary Board/LMS Administration.

CHS Rehabilitation Plan: The rehabilitation plan must include all three components below:

- ☐ Counseling designed to address the behavior,
- ☐ Community service project of not less than 10 hours,
- ☐ A 500 word reflective paper addressing the dangers and consequences of the student's behavior.

The CHS Disciplinary Board/LMS Administration decision is final.*

Second offense: If a student, within a calendar year of the first violation, commits a second violation regardless of whether or not the student is participating in a co-curricular activity at the time of the violation, the student becomes ineligible to participate in any co-curricular activity for a period of not less than sixty (60) days. A student may be reinstated if they meet and follow the rehabilitation plan set forth through the CHS Disciplinary Board/LMS Administration.

CHS Rehabilitation Plan:

- ☐ Counseling designed to address the behavior,
- ☐ Community Service project of not less than 25 hours,
- ☐ A 500 word reflective paper addressing the dangers and consequences of the student's behavior,
- ☐ The student must meet with the Disciplinary Board to seek eligibility to participate in further co-curricular/athletic activities.

The CHS Disciplinary Board/LMS Administration decision is final.*

Third offense: If a student within a calendar year of the second violation commits a third violation, regardless of whether or not the student is participating in a co-curricular activity, the student becomes ineligible to participate in any co-curricular activity for one year. A student may be reinstated if they meet and follow the rehabilitation plan set forth through the CHS Disciplinary Board/LMS Administration.

CHS Rehabilitation Plan:

- ☐ Serve one-year suspension from participation in co-curricular activities,
- ☐ Demonstrate a significant change in behavior and show that steps have been taken to address the behaviors that led to the suspension,
- ☐ The student must meet with the Disciplinary Board to seek eligibility to participate in further co-curricular/athletic activities.

The CHS Disciplinary Board finding may be appealed to the Principal in writing within five (5) days of the notice of the decision being given to the student.

*However, in the event that a first offense or second offense is considered serious enough for the CHS Disciplinary Board to increase the consequences to include a one-year suspension, then that finding may also be appealed to the Principal in writing within five (5) days of the notice of the decision being given to the student.

The proper channels for appeal are as follows:

- ☐ Step One: appeal to the appropriate staff member.
- ☐ Step Two: If unresolved, appeal to the Principal.
- ☐ Step Three: If unresolved, appeal to the Superintendent.
- ☐ Step Four: If unresolved, appeal to the School Board through the Superintendent.

See [Litchfield School District Policy JJ, Student Co-Curricular Activities – Procedures](#).

8.3 SPORTSMANSHIP

Campbell High School students are asked to strive to always be their best. In 2008 CHS was awarded by the NHIAA the Pride Sportsmanship Award for excellence in behavior by players, spectators and coaches. In 2011, we were in second place for this honor. We are proud of these award and strive to continue exhibiting behavior that reflects the goals our Mission Statement. In the spirit of good sportsmanship, all spectators, athletes and managers are expected to abide by the following rules:

1. Only positive cheering; no booing of players or officials.
2. No noisemakers or distractions.
3. No throwing objects on the court or field.
4. No use of profanity or displays of anger.

Students and community members who do not display appropriate behavior or good sportsmanship will be subject to disciplinary action, such as removal from the event to suspension for a period of time.

8.4 STUDENT ATHLETES

Students who plan to play athletics in college need to see their School Counselors for information on the NCAA Clearing House or go to www.ncaaclearinghouse.net.

8.5 DANCES, PROMS AND LOCK-INS

1. All dances must have prior administrative approval, and all paperwork must be completed according to school procedures. All dances must be approved and scheduled at least two weeks in advance.
2. A minimum of five chaperones and one administrator must be in attendance during the entire dance.
3. A police officer must be in attendance at all dances and is to be paid by the sponsoring group.
4. Dance hours are 7 p.m. to 10 p.m. unless otherwise specified.
5. Students may request friends from other schools to attend our dances with proper paperwork completed. CHS administration will make contact with guest students administration. Students guest must be in good standing at their school or they will be denied access. The administration has the authority to not accept a guest into a Campbell event.

Parents are expected to pick up students immediately after events.

School Dance, Prom and Lock-In Protocols

1. Students who are a disciplinary concern or suspended are not allowed to attend any weekend events.
2. Students may not loiter outside the school upon arrival to the event. They must attend the event or leave school grounds.
3. Students who come to the event and then leave may not return to the event at a later time. Students are able to go to their personal vehicles with staff supervision only.
4. All school rules apply during events including the dress code. Costume parties may allow some leeway in a strict interpretation of the dress code. Please check with administrators before the event if you have questions on costume suitability.
5. Students who were suspended or were absent on the day of the event are not permitted to attend the event. No student may attend the event who has not attended the entire school day unless excused in writing by a school administrator.
6. Students must bring their school ID's to events. A student wishing to bring a guest from another school to a dance or prom must complete the appropriate paperwork and return it to the Assistant Principal for approval a week in advance of the event as references are checked for guests. No middle school students or students over the age of nineteen are permitted to attend as guests. No more than one guest per CHS student is permitted. Guests are required to show ID when checking in to the dance.
7. Students may have their privileges to attend school-sponsored dances and other after-school activities revoked due to misbehavior at school, on school grounds, or at other school-sponsored events.
8. Students suspected of being impaired by drug or alcohol use or who consume, possess, use, or distribute drugs or alcohol will have their parents or guardians contacted along with the police. School suspension may follow.
9. Students are not permitted to bring food or drink to dances except as directed by the sponsoring advisor.
10. Appropriate school behavior is expected at dances. Inappropriate behavior includes, but is not limited to, the following: gymnastics, body slamming, mosh pitting, grinding, and inappropriate sexual activity.

8.6 DRIVER EDUCATION

Driver Education ~~is~~ may be provided by an independent company. Driver's Education is offered after-school and during summer programs to students who are sixteen years of age or older by the completion of the course And are in good academic standing.

Information about Driver's Education can be found in the Main Office. Sessions will be limited to thirty students or fewer with oldest students receiving first placement. There are information packets available below the sign-up sheet. A representative of the driving school will contact students at home to notify them of their status in an upcoming session. All payments should be made directly to the Driver's Education School.

Before the start of each class, a list of students included in the class will be posted in the school. In the event students drop out of the course, vacancies will be filled in age order.

SECTION 9 – SECURITY

9.1 STUDENT ID CARDS

All students must carry current school ID cards at all times and are required to show their ID's upon request and correctly identify themselves. The first ID will be issued free of charge; there will be a charge of \$5 to replace lost, stolen, or damaged ID's. Failure to have an ID in possession will result in disciplinary action. School ID's are required for access to school facilities and functions.

9.2 STUDENT SEARCHES

A student is subject to search by district staff if **reasonable suspicion exists** to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations. The Principal or his/her designee of the District may detain and search any student(s) in the presence of a second adult (parent or employee) on the school(s) premises, or while attending, or while in district transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on his/her person or property
 - alcohol
 - tobacco or tobacco products
 - dangerous weapon(s) or components
 - controlled dangerous substances as defined by law (i.e. drugs, etc.)
 - stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook, school rules or the law.
2. Lockers, desks and other storage areas/compartments may be subjected to searches at any time for any reason without consent or without reasonable suspicion, during which the student(s) need not be present. School lockers and school desks are the property of the school/district, not the student. The users of lockers, desks, and other storage areas/compartments have **no reasonable expectation of privacy** from school employees as to the contents of those areas.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given. Any searches of students will be conducted by an authorized person who is the same sex as the person being searched in the presence of a second adult (parent or employee). Strip searches are forbidden.
4. The extent of the search of a student's person or property and the measures used in conducting the search must be reasonably related to the objects of the search, and must not to beyond what is warranted by the nature of the suspected violation.
5. If a search produces evidence that a student has violated or is violating the School District's policies school rules or the law, such evidence may be seized by school officials, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Police Drug Interdiction Dog Searches

Recognizing the danger that contraband poses to society and students in particular, the School District reserves the right under reasonable suspicion to conduct unannounced random searches with the assistance of qualified law enforcement officers and trained canines. Qualified law enforcement officers and trained canines may be used periodically upon request of the Superintendent and the principals to sniff lockers, common areas, vacated classrooms, parking lots (vehicles) and school grounds. Qualified law enforcement officers will be directed not to have the canines sniff students or any other person.

Searches of Student Automobiles on School Property

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the District may search students' automobiles while parked on school property if the District has reasonable suspicion that a violation of school rules, policies, or the law has occurred. Students consent to having their automobiles searched by parking in school parking lots. Any student who refuses to allow a school official to search the student's vehicle will have their parking privileges revoked and be subject to other disciplinary action, which may include suspension or expulsion.

In the event an employee of the District has reason to believe that drugs, drug paraphernalia, or weapons are present in a student's vehicle, that employee will inform the building principal, who will then conduct a search of the automobile following the administrative procedures (JIH-R). **See [Litchfield School District Policy JIH, Student Searches](#)**.

STUDENT SEARCHES PROCEDURES

In accordance with policy JIH, searches shall be conducted by the principal or his/her designee, if reasonable suspicion exists to warrant a search of a student's clothing, personal effects, vehicle, desk, locker, or assigned storage area. Searches shall be conducted according to Policy JIH-R Student Search Procedures.

Conducting the search.

If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.

If evidence of a violation of a school rule is suspected, and if that is confirmed by the search, the matter will be handled solely as a student discipline action. The principal or designee will proceed to search by asking the student to remove all items from his/her pocket(s), purse(s), handbag(s), backpack(s), gym bag(s), etc.

if the student refuses to cooperate in a personal search, the student should be held until the student's parent(s) or guardian(s) is/are available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent and in the presence of another adult.

Use of Police Drug Interdiction Dogs for Searches

If reasonable suspicion exists, the Superintendent or designee are permitted to arrange for the use of trained canines to aid in the search for drugs, alcohol, and related paraphernalia, as well as explosive materials and/or any other materials that may be a threat to the safety of a student, the student body, or other school personnel. The Superintendent must arrange a search by written request to the Litchfield Chief of Police. The principal will accompany police officers who are trained to conduct the canine search through the building(s).

Documentation

All searches resulting in disciplinary or remediation action must be documented. See [Litchfield School District Policy JIH-R, Student Search Procedures](#).

9.3 CRISIS PROTOCOL

Staff members have been trained in proper responses during crises. In the event of a threat or crisis, students must follow the instructions of staff members in order to ensure their safety.

9.4 FIRE DRILL PROCEDURES

1. Students and staff are to leave the building by the nearest exit when the fire alarm sounds
2. Students should move quickly but not run.
3. Students and staff are to move to their designated area. A, B C or .D
4. Attendance will be taken; students who are not with their class should report to the nearest adult.
5. Students will wait with their classes until the signal to return to the building is given.
6. Attendance will be taken upon return to class.
7. Students who fail to follow all fire drill procedures will face immediate disciplinary action.
8. If evacuating from CHS is needed, students will report to Talent Hall.

9.5 SECURITY CAMERAS

Security cameras are in use both inside and outside the CHS facility.

9.6 VISITORS

Only those visitors who have come for the purpose of conducting some form of business with the school will be admitted to the school. These visitors will sign in at the Main Office and will be given an authorized pass from the Main Office. CHS has been established for the express purpose of educating the youth of this district. Former CHS students wishing to visit with staff members may not enter the building until after **2:23 p.m.**

SECTION 10 – TRANSPORTATION

10.1 AUTOMOBILES/PARKING

A \$100 fee will be charged to each student wishing to receive a school permit to park his or her vehicle in the CHS parking lot. This permit may be rescinded as stated below in rules 5 through 8.

1. The car registration, student's driver's license, and proof of insurance are required for a permit.
2. Cars must be parked in designated **numbered** spots in the front parking lot of CHS.
3. Drivers illegally parked will be fined \$25.
4. No student may remain in a car or be in the parking area at any time except for a few minutes upon arrival and departure.
5. Students must follow the traffic pattern or be subject to suspension of parking privileges.
6. Any reckless driving, speed in excess of 10 mph, carelessness, or lack of courtesy in driving on school grounds may result in permanent loss of the driving privilege and legal action.
7. Any students who use their eligible status to provide a parking sticker to a non-eligible student will be disciplined and will have their parking privileges revoked. Any students using a parking permit that was not issued to them and/or their vehicles by the school will have their parking privileges revoked and will be disciplined.
8. Students parking at Campbell High School who are not eligible for driving privileges or students who are eligible but are driving non-registered vehicles will lose parking privileges for the next academic year.
9. Student access to automobiles during the school day is limited to emergency situations and requires administration approval.
10. Juniors and seniors are not eligible to receive parking permits unless they have completed their sophomore projects.
11. Sophomores may receive a parking sticker if space permits.
12. The operator of a vehicle that is illegally parked or does not have a valid school permit to park on school grounds will be given a ticket. If a second infraction occurs, the car may be towed at the owner/driver's expense.
13. All outstanding fees, including lost book costs, class dues and athletic fees must be paid in order to receive a parking sticker.
14. Cars parked at CHS will be subject to searches if reasonable cause for suspicion is determined.
15. Parking permits are not transferrable.
16. If you drive a different vehicle other than the one that has a sticker, report to the main office immediately upon arrival to school to receive a temporary parking permit for the day.
17. In order for a student to drive a vehicle to a school sponsored event, a Litchfield School District student self transportation permit form must be approved by the Superintendent.

10.2 BICYCLES

Students are extended the privilege of bringing bikes to the school as long as they respect the safety and rights of others and obey school and safety rules. Students may not bring bicycles on the athletic fields or into the school building. It is mandatory that students lock their bikes to the wooden fence in the parking lot or the bike racks provided.

10.3 STUDENT TRANSPORTATION TO CTE Centers

Campbell High School will provide bus transportation for CHS students who are enrolled in course offerings at CTE Centers within our geographical region. (**Please see School Counseling Office for details.**) For liability and attendance reasons, students are recommended to ride the buses (**when provided**) to and from their vocational schools. Parents or guardians who wish to drop off or pick up their student at the beginning or end of their programs have the flexibility to do so. A student who is participating in athletics or other extracurricular activities and is unable to get back to CHS in time for a team bus or co-curricular field trip is required to submit a self-transportation waiver form permitting the student to drive to and from the vocational school that day and provide proof of insurance to the school administration. This is permitted only under circumstances in which the student is already eligible to drive and park at CHS.

Students who opt not to use bus transportation to vocational schools are required to submit a self-transportation waiver form and provide proof of insurance to the school administration no later than the end

of the first week of school. Opportunities for parking at CTE Centers may be limited due to available parking spaces.

10.4 BUS INFORMATION

The Litchfield School District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, 189:9.

- All pupils in grades 1 – 4 shall be offered transportation to ensure the safety of arrival at and departure from the Griffin Memorial School, which is located on Route 3A.
- Pupils in grades 5 – 8 and 9 – 12 living at a walking distance more than one (1) mile from their assigned school shall be offered transportation.
- Students in grades 9 through 12 who use District transportation may be assessed a transportation fee, which will be approved by the School Board.

Bus routes shall be established by the Transportation Contractor and Business Administrator, subject to review by the School Board.

Authorized bus stops shall be located at convenient intervals in places where pupils may be safely loaded and unloaded. Crossing highways and awaiting arrivals of buses will be avoided, but if unavoidable will be established with the utmost safety permitted by highway conditions.

No child will be required to walk more than one (1) mile to a bus stop. Pupils residing in areas inaccessible by a school bus may be required to walk a distance of no more than one and one-half (1 ½) miles to a school bus stop.

A student who requires a related service of transportation because of the student's disability shall be provided with the necessary transportation accommodations. [See *Litchfield School District Policy EEA, Student Transportation and Procedures.*](#)

Student Conduct on School Buses

Students using District transportation must understand that they are under the jurisdiction of the school from the time they leave their house for the bus stop until the time they exit the school bus and return home. Parents are responsible for the safety and supervision of their children until they enter the school bus in the morning and after students exit the bus at the regular stops at the close of the school day.

Pupils transported in a school bus shall be under the authority of the District and under control of the bus driver. Disrespectful behavior or continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the School Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions from school transportation to continue beyond twenty (20) days must be approved by the Board.

Resolution of Conflicts

A parent who wishes to request a change to approved bus stops or an exemption from any of the Student Transportation policies shall direct that request first to the Transportation Contractor. If the parent is not satisfied by the ruling of the Transportation Contractor, he or she may appeal the ruling within five (5) days to the School Business Administrator.

[See *Litchfield School District Policy EEA, Student Transportation and Procedures.*](#)

Bus Regulations

The bus driver and bus contractor are responsible for the safety, welfare, conduct and control of the pupils they are transporting. The following rules will be strictly enforced:

1. Obey the driver's instructions.
2. Stand away from the road while you are waiting to be picked up by your school bus.

3. Cross the street only when the bus driver signals.
4. Board the bus in an orderly fashion; go directly to a seat and remain seated until you reach your destination. Leave the bus in an orderly manner. In some instances, the bus driver may assign you a seat.
5. Keep the aisle and exits clear. Never litter or damage any part of the bus.
6. Eating, shouting, profanity and roughhousing are not allowed on school buses.
7. Respect the rights of others.
8. Always keep your hands, arms, and head inside the bus.

Violations

In accordance with NH RSA 189:9A, the Superintendent has designated the building administrators as the officials having the authority to administer the policy dealing with bus conduct. Violations will be handled by the administration. The bus driver will report any violation on the Bus Conduct Report, and a copy will be forwarded to the building administrator. After investigation, the following guidelines will be followed:

1. First Offense: Warning – Contact parents by phone or mail.
2. Second Offense: Three days suspension from bus – Contact parents by phone or mail.
3. Third Offense: Five days suspension from bus – Contact parents by phone or mail.
4. Fourth Offense: Ten days suspension from bus – Contact parents by phone or mail. Parent conference may be required.
5. Fifth Offense: Recommendation for suspension from bus for remainder of school year. Notification in writing to parents by certified mail. Board of Education approval required.

If the offense is serious the student may be immediately removed from the bus.

Note: Actions under paragraphs 2-5 require 24 hours notice. In some cases, the administration reserves the right to take action that differs from the consequences above, provided that allowing the student to continue to ride the bus does not present a danger to the driver and/or other passengers. The administration also reserves the right to move immediately to any level above should the offense dictate such corrective measures.

Late Bus and Bus Costs

The late bus is made available for students who are involved in approved school related activities. The late bus runs Monday through Thursday. Students must be in the Lobby by 3:30.

10.5 AUDIO AND VIDEO SURVEILLANCE ON DISTRICT TRANSPORTATION

Monitoring student behavior on district transportation is paramount to maintaining order, safety and discipline, and protecting students, bus drivers, staff or others who may ride on district school buses.

The Litchfield School Board, in an effort to assist in providing a safe and secure environment for all who ride Litchfield School District transportation, authorizes the installation of audio/video surveillance equipment on all school district buses and vans. Video cameras will be used to monitor student behavior on district transportation. Audio recordings in conjunction with video recordings may also be captured in accordance with the provisions of RSA 570-A:2.

Management of Surveillance Media

Audio and video recordings from surveillance equipment installed on District-provided transportation shall be retained by the District's transportation contractor. Only in the event of a reported incident on district-provided transportation may an audio or video be reviewed. Any review must be authorized by the Superintendent of Schools or his/her designee. Only the following persons may review audio visual recordings with the Superintendent's authorization: Superintendent's designee, Business Administrator, Building Administrator, Law Enforcement Officers, or Transportation Contractor Official.

Only recordings requested by the District for review will be considered District property. Recordings requested for review by District officials will be retained by the District for such time as is necessary to complete the appeal period for any disciplinary proceedings. Should a recording be requested by law enforcement officers or be confiscated by prosecutorial authorities as evidence in a crime, the District will take reasonable steps to arrange for a copy to be retained by the District. See [Litchfield School District Policy ECAF, Audio/Video Surveillance on Buses and Procedures](#).

SECTION 11 – SENIORS ONLY

11.1 SENIOR PROJECT

The Senior Project is a requirement for graduation at Campbell High School for all seniors, as well as any students considering early graduation. The Senior Project is designed by each student and approved by the senior project clearinghouse, and must reflect at least forty hours of work. These projects develop individual skills and knowledge in an area that the student chooses. Opportunities to gain credit for the project will be based on documented hours: 67.5 plus hours can earn one-half credit and 135 plus hours can earn one credit. The Senior Project packet is available online at the Campbell High School website (www.campbellhs.org). Additional information may be obtained through the clearinghouse personnel or the students' advisors.

Attendance at Senior Project Exhibition Night is mandatory for all graduates, including early graduates.

11.2 EARLY RELEASE/LATE ARRIVAL

Eligibility and Procedures related to Early Release and Late Arrival include the following:

1. Students must have earned a grade of **C** or higher in **all** classes during the previous marking period.
2. The early release application form is signed by student **and** parent or guardian and is on file with the school.
3. Students must leave the building within a reasonable time after their last class.
4. Students who arrive prior to a scheduled class or who need to stay after for additional work, must report to an assigned study hall, follow all study hall rules, and remain there until the end of the period.
5. A failing grade on a progress report will result in loss of the privilege.
6. Late arrival will be considered only for a first block class. Early release will be considered only for a last block class.
7. Students must be signed up for a minimum of six credits to qualify for the privilege.
8. Course changes will not be permitted simply to accommodate early release or late arrival.
9. One out-of-school suspension or two disciplinary infractions will result in loss of the privilege for the remainder of the semester.
10. Any student who loses his or her privilege due to disciplinary infractions during the last month of the first semester will be ineligible for early release or late arrival during the second semester.
11. Students may appeal the status of early release/late arrival privileges to Administration.

11.3 ATTENDANCE AT CO-CURRICULAR EVENTS

Students must attend all their scheduled classes in order to be eligible to participate in that day's event. If a student is absent, he or she is ineligible to participate in that day's event or practice. A student who is absent on a Friday cannot participate in any event during the weekend unless the absence is approved prior to the event by an administrator. Students tardy after 8:00 am will not be permitted to participate in any of that day's athletic or co-curricular events without administration approval. **Suspended students are not allowed on school property during the suspension and are not allowed to attend any school sponsored event.**

11.4 EARLY GRADUATION

The Litchfield School board recognizes that a student may complete all graduation requirements prior to the last semester of the senior year. Students may be eligible for early graduation after seven semesters of high school enrollment under the following conditions:

1. All graduation requirements are completed including, but not limited to, course and elective requirements, sophomore project, and senior project.
2. An application for early graduation is completed on or before May 1 of the student's junior year. This application must include all required paperwork and signatures.
3. Parent/guardian approval is received.
4. The student's school counselor is involved and has had a chance to discuss future plans, academic goals and the student's rationale for making the request.
5. There is a direct relationship between the request for early graduation and the career goals of the student.

6. A committee including the Director of School Counseling, an administrator, and two teachers will meet with the student during the month of May to carefully assess the student's application for early graduation. This committee will then either recommend or not recommend early graduation. Appeals from this committee's decision may be made to the Principal of Campbell High School based on the express guidelines for early graduation.
 - Considerations for students needing to make money for college **WILL NOT** be a factor for early graduation. We understand all students will face financial issues related to college tuition, but Campbell High School's greatest contribution to student success at college is a rigorous and complete program of studies during the four years in high school.
 - Some of the criteria that will be taken into consideration in granting or denying the student's request for early graduation is based on the following information:
 - a. The student's plans for the second semester are consistent with career goals.
 - b. There are no courses available that the student has not taken that will better prepare him or her for post-graduate plans.
 - c. Work plans are consistent with the long-term skills the student is looking to gain.
 - d. The student is older than most of his or her peers.
 - e. The student plans to join a branch of the military during the normal time of the second semester offerings.

It is very important that the student, parent/guardian and/or employer furnish Campbell High School with sufficient information so that an appropriate decision can be made. All applications for early graduation need to be submitted to the School Counseling Department with all signatures and all backup material by May 1 of the student's junior year. **NO APPLICATIONS WILL BE CONSIDERED FOR EARLY GRADUATION AFTER THIS DATE.**

In order to be eligible for early graduation, a student must complete his or her junior year with a minimum of 20.5 credits. If the early graduation application is approved, an early graduation contract will be signed by the student, the student's parent or guardian, the student's school counselor, and the Director of Guidance. This contract, once signed, affirms that the potential early graduate must return for a minimum of five second semester classes if subject matter failure causes the student to fall below the minimum 24 credits by conclusion of his or her first semester of senior year. There are **NO EXCEPTIONS** to this policy.

11.5 TEXTBOOKS

Textbooks are loaned to students for use during the school year. Books are to be kept clean, handled carefully, and must be covered. Students may use your own covers or get one from the school office. All texts will be returned or paid for before or at the time the final examination is taken. **Students who have outstanding fees for lost textbooks, lost library books, or lab fees will be excluded from participating in senior events, parking privileges, and graduation ceremonies.**

11.6 TRANSCRIPTS/COLLEGE PROTOCOLS

College applications, scholarship applications, and many summer programs often require students to provide a copy of their official transcripts. Official transcripts can only be mailed directly from the Guidance Office to the receiving institution. Official transcripts will not be given to students or parents.

Students must send their completed portion of the application to the post-secondary institution through the mail or online. Next, students must complete and sign a Request Form in the Guidance Office to request the transcript and supporting materials (letters of recommendation, school profile) be sent. The Guidance Office will then send out the requested materials to complete the application. The same procedure applies when a student requests a transcript be mailed for a scholarship application.

It is the responsibility of the student to be aware of all deadlines.

11.7 SEMESTER EXAMS

A 90 average in the course is required for seniors to be exempt from semester exams. Seniors are excused from second semester exams. There are no senior exemptions for AP classes.

11.8 VALEDICTORIAN, SALUTATORIAN, CLASS ESSAYIST

The Valedictorian and Salutatorian will be recognized at graduation, and each will have an opportunity to address his or her class and the audience. In addition, any student in the graduating class is eligible to be Class Essayist. A committee of faculty members will read all submitted speeches and choose one. The author of the speech will read his or her speech at graduation.

11.9 GRADUATION

The Campbell High School Administration reserves the right to revoke the student privilege of participating in graduation exercises as part of a disciplinary measure. Participation is a student privilege, not a right. Students who owe money for lab fees, lost books, sports uniforms/equipment, library materials, vandalism, or other incurred costs will not be permitted to participate in graduation exercises. Students, who have not completed all requirements for the Campbell High School diploma or certificate of completion, including credit requirements and sophomore and senior projects, will not be permitted to participate in graduation exercises.

The Litchfield School District policy states that participation in the graduation ceremony is reserved for students who meet all requirements for a high school diploma. Requirements for the diploma include all credit requirements established by the Litchfield School Board and the State of New Hampshire, and the completion of the sophomore and senior projects. Students must also agree to follow guidelines presented by the administration related to dress code, rehearsals, and appropriate behavior in order to participate in the graduation ceremony.