

**Litchfield School District**

**Substitute Handbook**

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***Please note: a Substitute Binder will be provided to each substitute by the school in which they may be serving. Substitute Binders are provided upon sign in and collected at the end of the day.***

## Litchfield School District

To the Substitute Teacher:

As an integral part of the school it is important that a substitute teacher be familiar with school policies and procedures to ensure that students of Litchfield School District continue to receive the best education possible. This handbook has been created to familiarize you with the many facets of the school day so that the experience will be positive for both you and the students.

We hope that you find the Substitute Handbook beneficial in helping to make your experience within the Litchfield School District both rewarding and enjoyable. If you have any questions or would like to discuss the handbook at greater length, please feel free to stop by the office.

Thank you for your dedication to the students of the Litchfield School District.

## ***SCHOOL DAY***

GMS: Substitute teachers are expected to arrive no later than 8:05 A.M. All teachers must be monitoring the hallway by their classroom at 8:10 A.M. and 2:45 P.M. to receive and dismiss students. Substitute teachers must remain in the classroom until all students are dismissed.

LMS: Substitute teachers should arrive no later than 7:20 A.M. Students arrive as early as 7:30 A.M., and leave at 2:05 P.M. Substitute teachers are expected to remain until 2:10 P.M.

CHS: Substitute teachers must be in the building by 7:20 A.M. and remain until 2:30 P.M.

It is expected that all staff will remain in the building during their scheduled day. Requests to leave the building or grounds during the school day must be cleared by either the principal or assistant principal in advance.

## ***ATTENDANCE***

GMS: Attendance is taken first thing in the morning. Students are considered tardy after 8:25 A.M. and must obtain a late pass from the main office. Post the attendance sheet outside the classroom, it will be picked up by a fourth grade student by 8:35 A.M.

LMS: Attendance is taken at the beginning of the school day in homeroom. Highlight the absent students and send the list to the office. Students are considered tardy if they arrive in homeroom later than 7:30 A.M. after the tardy bell has rung and they must receive a late pass from the main office to present to the teacher.

CHS: Attendance is taken at the beginning of first period and should be sent to the Main Office with a student on the roster provided or called down to the Main Office – using extension 3104, 2104, or 1104. For each subsequent period, you should check the class roster against the daily attendance sheet available in the main office after 10:00 A.M. and report any discrepancies to the main office on a cut slip form. Any late students or students that have to leave the classroom must carry a pass with the destination, date, and time listed upon it.

The Student Attendance Policy can be reviewed in the policies section of this handbook.

## ***DRESS FOR SCHOOL DAY***

Room thermometers are set at 68 degrees. Teachers and students should dress accordingly. Teachers are expected to dress professionally and respectably. Jeans may be worn on Fridays. The dress code policy must be followed. Please review the Dress Code policy in the policies section of this handbook.

Teachers are required to send students whose clothing is questionable to the office immediately.

## ***STAFF IDENTIFICATION***

All substitutes will be issued an identification badge to be worn during the school day. We may know each other, but students need to familiarize themselves with ALL staff as well. This also contributes to a safe and welcoming learning environment for students, teachers, parents, and visitors. Please wear your name badge at all times.

## ***ENTRANCE TO THE BUILDING***

All entrances to the building are locked at all times during the school day. If there is an entrance near your classroom, be certain that it is secure. Do not wedge open any outside doors.

## ***VISITORS***

All visitors must enter the building through the Main Entrance and sign-in to the Visitor book. They are required to wear a name tag while in the building and exit the building through the Main Entrance. You are required to question anyone in the building without a name badge and escort them to the office to sign-in and receive a badge.

## ***VOLUNTEERS***

All volunteers must enter the building through the Main Entrance and are required to sign-in to the Volunteer book and wear a name badge identifying them as a volunteer while in the building. All volunteers should have a confidentiality agreement on file.

## ***CONFIDENTIALITY***

By definition, confidentiality is: trust, secrecy, privacy. A feeling of assurance or certainty. To tell in confidence. To put into another's keeping.

During the course of your work with students and staff you will become aware of confidential information relating to a specific student or group of students. Any and all information must be regarded as confidential whether it is a discipline action, classroom performance, personal family issues, learning disability or health issue. The students of Litchfield School District have the legal right to privacy.

Breach of confidentiality is not acceptable. Should you suspect a breach of confidentiality, whether staff, PTO, volunteer, or substitute employee, please inform the building principal or assistant principal immediately so that the situation can be addressed and further breaches can be prevented. A confidentiality agreement is signed during the hiring process.

Always keep in mind that others who have no genuine right to this information may overhear ANY conversation. It is your responsibility to ensure student confidentiality. Be aware of your surroundings at all times. Keep in mind that any written and/or email communication should also adhere to your responsibility as a professional. Confidential information should NOT be communicated through email as this is not a private or secure method of communication.

## ***INTERNET USE***

\*\*\*No student will have access to the Internet without an adult present at the computer (GMS) or in the computer labs and library (LMS and CHS).\*\*\* All students have signed the Acceptable Use Policy in order to have permission to use computers. If you observe a student using a computer in a questionable manner, please report the issue to the office.

Copies of both the Student and Staff Acceptable Use policies can be found in the Policy Manual on the Litchfield School District website at [www.litchfieldsd.org](http://www.litchfieldsd.org) under School Board.

## ***MAILROOM***

Due to confidentiality, we ask that substitutes not retrieve mail from the mail room at GMS and LMS. If there is timely information in the mailbox, another teacher or the office will be sure to forward that information to you.

## ***SUBSTITUTE PLANNING***

The teacher's planbook and any other pertinent information (schedules, bus duty, evacuation procedures) should be kept on the teacher's desk or in the top desk drawer so they are easily located. A neighboring classroom teacher is also aware of the location. A narrative sheet explaining the daily routine of the classroom should be included. In the event that students do not cooperate with the substitute, it may be necessary for teachers to reinforce follow-up disciplinary measures.

**If YOU are sick.....** If you are scheduled to substitute and are unable to come to work due to illness, please call the substitute coordinator of the school in which you were assigned to relay this important message.

## ***PHONES***

Office phones are not to be used. You can access phones in the teacher's rooms. No long distance calls may be made. Students can use the phone in the office with teacher permission.

## ***RECESS / LUNCH TIME***

**GMS:** During recess the monitors encourage safe play and activities. They are expected to move around the play area constantly in order to be visible to the students. Recess rules need to be reinforced by the classroom teacher regularly.

Recess is designed to allow students time to get outside and socialize with their peers. Students should be encouraged to go outside for recess. It is the teacher's responsibility to arrange recess coverage for students being kept in or otherwise disciplined. Students are not to be sent to the office for classroom discipline (unless administrative intervention is needed). Lunch monitors are not to be asked to supervise students for classroom discipline. It is essential to be on time for recess. State law mandates that nobody is to go behind the counter except cafeteria personnel. Due to the number of students and adults being serviced, it is necessary to notify the cafeteria of your intention to purchase lunch or items from the soup/salad bars at the same time the student count is submitted. All classes must submit a lunch count at the time the attendance is collected.

At recess time the teacher must:

- Escort the students to the main entrance
- Wait for a monitor to give permission to go to the playground
- Retrieve the students from cafeteria on time

Students are NOT permitted to bring homework or classwork to the lunchroom or recess. Additionally, writing utensils, including pens, markers, pencil, paper are not permitted. Students should have everything needed when they go to lunch and recess. They will not be allowed to go back to the classroom during lunch or recess.

## ***MEETINGS***

During the course of each week our staff may be involved in meetings to discuss confidential student issues or items of specific staff concern. These meetings often occur during a grade level lunch in a classroom or during departmental free periods. Please use either the teachers room or different classroom to relax and enjoy your lunch during these times. Substitutes are not expected to attend confidential student meetings.

## ***DISCIPLINE***

An important foundation of successful teaching is the ability to maintain order. A teacher who is unable to control the classroom will have difficulty presenting a satisfactory educational outcome. Consistency, coupled with immediate follow-through, is more effective than repeated shouted threats.

### ***Pertinent Points to Remember:***

- \* Be firm initially with the class. Once control is lost, it is difficult to regain it.
- \* Teachers who command respect do not have to demand it.
- \* Do not assign mass punishment to the class. Discipline those that have committed an infraction.
- \* Move around the classroom. "A teacher on his/her feet is worth three in a seat".
- \* Remember, a raised voice does not raise the quality of discipline.
- \* Model good conduct, courtesy, and good sportsmanship; incorporate character education themes
- \* Handle discipline problems, but do not hesitate to call for assistance if the situation demands it.
- \* Sarcasm by the teacher invites insolence from the student and is unacceptable in the Litchfield School District.
- \* It is important to remember that the continual misbehavior of a student must not be allowed to disrupt the education of other students.
- \* Never leave students unattended in the classroom or anywhere on school grounds. Doing so puts students in jeopardy and invites liability suits.

It is expected that minor misbehavior which impedes the educational process and/or interferes with the orderly operation of the school will be handled by the individual staff member present. This includes infractions such as classroom disturbances, tardiness, use of inappropriate language, etc. In the event that students do not cooperate with the substitute, it may be necessary for teachers to reinforce follow-up disciplinary measures. **Repeated** or **severe** misbehavior should be reported to administration. Do not hesitate to call the main office for assistance.

## ***FRATERNIZATION GUIDING PRINCIPLES***

Teachers and all staff members shall act as professionals and role models for students at all times-whether in school or out of school-and must abide by the following guidelines:

1. **No fraternization or socialization with students outside of school activities.** To protect staff and students, Litchfield School District prohibits staff from fraternizing or socializing with students on a one-to-one basis after school hours and off school grounds, except during curricular or extracurricular activities.
2. **No inappropriate fraternization with students during school hours.** Staff members should avoid inappropriate or excessive fraternization with students during school hours.
3. **No student visits to staff's home.** Staff members shall neither invite students to their home nor give out their home addresses.

\* We recognize that substitute teachers who are parents in the district may have social relationships with other families. Confidentiality and professional boundaries are expected to be maintained. See School Board Policy GBCC in the policies section of this handbook.

**Disciplinary measures.** Fraternizing or socializing with students outside of curricular or extracurricular activities-except with permission from the principal and parents-shall be considered unprofessional conduct unbecoming a teacher and shall be cause for disciplinary measure, up to and including dismissal.

## ***BUS DUTY***

The staff member you are subbing for may have bus duty. You will be notified by the office staff if you have duty, and the time and location of such duty.

## ***NURSE OFFICE VISITS***

At GMS/LMS: students sent to the Nurse's Office must have a pass explaining the reason for the visit. If a child is dizzy, vomiting, or has a head injury, an adult should accompany them. If a child needs to be sent home, the office will call the classroom or get assistance to obtain their belongings. When a student returns to the classroom from the nurse, there will be a brief explanation of the visit on the return pass. Please feel free to inquire about any of your students while they are in the Nurse's Office.

At CHS: If a student needs to see the nurse, sign their agenda in the passport section (in the back) and either call the office or the nurse directly to tell them which student is coming. (Nurse: ext. 1115).

If you find a student with any signs or symptoms of a contagious disease, please send them to the nurse for evaluation.

## ***INJURY PROCEDURES***

If injured on the job, you must inform the school nurse or administration. An accident report must be filled out within 24 hours of the injury. A copy of this form can be obtained from the school nurse or Main Office. Return the completed accident report to the Main Office. The school's insurance company may contact you at a later date if further information is needed. Refer to the Safety Handbook for further information.

In cases of emergency or serious injury, seek immediate medical attention. Any paperwork should be completed as soon as you are physically able.

## ***BATHROOM / HALLWAY USE***

Each classroom teacher is expected to establish a procedure within the classroom to closely monitor the whereabouts of the students in their charge at all times. In order to be in the hallway, passes are required. If a student is gone for a long period of time, send a reliable student to check to ensure that the student is not injured.

## ***EMERGENCY RESPONSE PREPAREDNESS***

The Litchfield School District will operate emergency procedures based on the Incident Command System used by community emergency personnel. Practice drills are held throughout the school year and students are familiar with the procedures. It is critical that during a drill or emergency that all students remain quiet. This will ensure that all instructions given will be heard.

Following a practice drill, school staff and parents/guardians will play a key role in follow-up discussions to assure students that their safety is our greatest concern. Please familiarize yourself with the following drills and procedures, brightly colored flip charts are located in each classroom for your reference.

The Litchfield School District has worked in cooperation with Litchfield Police and Fire Departments for greater emergency preparedness. With this in mind, we will be conducting practice drills throughout the year for the following:

### **Active Threat (A.L.i.C.E.)**

When there is a confirmed intruder in the school or you have heard shots, call 911; evacuate if it is safe to do so; lock down (secure) the classroom if you are unable to escape; communicate any information about the intruder if possible; throw objects or distract the intruder if possible; evacuate when it is safe to do so. Once outside, proceed to the reunification site and follow all instructions provided.

### **Evacuation (formerly Fire Drill)**

Posted egress routes will be used. Attendance will be taken as soon as possible once outside the building. Everyone should remain quiet and wait for instructions.

### **Reverse Evacuation**

All students and staff will enter the building quickly and quietly. Attendance will be taken. Everyone should remain quiet and wait for instructions.

### **Drop, Cover & Hold**

All students and school personnel should drop to the floor and hold on to a table or desk leg, if possible, and cover their eyes and face with an arm. Everyone should remain quiet and wait for instructions.

### **Secure Campus**

All students and school personnel need to report to the nearest room. Continue normal functions until informed otherwise. Close and lock all doors and windows, if directed. Do not leave the room until you have received further instructions.

### **Shelter in Place**

All students and school personnel need to report to the nearest room. You may be asked to stay in your room or be directed to another location. Close all windows and doors and all vents from outside air. Shut off lights, if directed. Everyone should remain quiet and wait for instructions.

### **Scan in Place**

Staff members will quietly and calmly scan their area for anything they are unable to identify and inform a designated staff member of an unidentifiable item. If an item of concern is found, the building will be evacuated. If nothing is found, the Police Department, Principal/Incident Commander or School Safety Committee members will determine the next course of action.

## ***EMERGENCY SCHOOL CLOSING OR UNEXPECTED SCHOOL-TIME DISMISSAL***

On a very rare occasion it may be necessary to dismiss students early due to power failure, severe weather conditions or emergency situation. Any staff member without a class assignment is asked to report to the office immediately. The Blackboard Connect system will be used to make contact with each child's parent/guardian in the event of an unexpected school-time dismissal to inform them of the dismissal and determine method of transportation home (i.e. school bus, parent pick-up) if necessary. Students may be transported to another facility as a result of an emergency (i.e. power failure). Emergency procedures will be implemented once all students have reached the alternate site.

## ***UNIVERSAL PRECAUTIONS AND INFECTION CONTROL***

Universal Precautions are intended to prevent the transmission of infections and diseases of all types, as well as to decrease the risk of exposure for all school employees and students. These precautions must be used at all times.

While we do not expect substitutes to deal with most of the issues listed below, it is important for everyone to know about and take precautions as necessary.

This is good information for all employees to know, however, if you become aware of any of the items listed below, please call the office, identify the issue, and request custodial assistance immediately.

### **Universal Precautions pertain to blood and body fluids**

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Proper hand washing, the use of barriers, and appropriate disposal of waste products are essential techniques in infection control. Using common sense in the application of these measures will enhance protection of both the caregiver and other persons. Students should be encouraged to care for their own injuries, when possible, under the supervision of a caregiver.

### **Hand Washing**

Proper hand washing is crucial to preventing the spread of infection. Use of running water, lathering soap and using friction to clean all surfaces of the hand is important. Rinse well with running water and dry hand's with paper towels.

Hands should be washed before physical contact whenever possible and after the contact is completed. If hands (or other skin) become soiled with blood or body fluids, they should be washed immediately. Hands should be washed even when gloves or a barrier is used.

### **Barriers**

Barriers include disposable gloves, tissues, paper towels, gauze, cotton, etc. (anything which puts something between the caregiver and the affected area). The use of a barrier is intended to reduce the risk of contact with blood and body fluids for the caregiver as well as to control the spread of infectious agents from person to person. It is essential that appropriate barriers be used at all times.

Gloves should be worn when direct care of the student may involve contact with blood or body fluids. For infection control, it is recommended that gloves or a barrier be used as well for contact with urine, feces, and respiratory secretions. Gloves should be disposed of after each use and not reused.

Gloves should be worn when changing diapers.

Gloves should be worn when providing nose or mouth care.

Gloves should be worn if the caregiver has broken skin on the hands (even around the nails).

Gloves should be worn when cleaning up spills of blood (e.g. nosebleeds) or body fluids and waste.

### **Disposal of Waste**

All trash contaminated with blood or body fluids (i.e. sanitary napkins, paper towels, tissues, etc.) after being wrapped in a barrier, should be placed in a plastic bag which is then sealed. This bag should be placed in a second plastic bag, which is also sealed. The double-bagged waste can then be thrown in the garbage, out the reach of others.

### **Clean Up**

Spills of blood and body fluids should be picked up immediately.

Wear gloves.

Mop up the spill with paper towels or other absorbent materials.

Using a solution of one part household bleach in ten parts water, wash the area well.

Dispose of gloves, soiled towels and other waste in a sealed double plastic bag in the garbage as outlined above.

Clean the object that caused the injury.

Regular cleaning of surfaces such as toilet seats and table tops can be done with the standard cleaning solution or the bleach on a daily basis or more frequently if needed. Trash from the Nurse's office and bathrooms should be double bagged.

**Accidental Exposure**

If accidental exposure to blood, body products or body fluids occurs, the following procedure should be used.

Always wash the contaminated area immediately with soap and water.

If a mucous membrane splash (eye or mouth) or contamination of broken skin occurs, irrigate and /or wash the area thoroughly.

If a cut or puncture wound occurs, wash the area thoroughly with soap and water.

***SMOKING***

Effective January 1, 1998, the use of tobacco products in the building or on school grounds is punishable by a fine.

School grounds include, but are not limited to, ball fields, playgrounds, parking lots and administration buildings.



***LITCHFIELD SCHOOL DISTRICT POLICIES***

**SAFE SCHOOL ZONE AND RSA 193:13 NOTIFICATION**

It is the policy of the Litchfield School Board that the provisions of RSA 193-D, the Safe School Zones Act, be carried out in all respects. All school buildings, school property, school buses, and school-sponsored activities should be safe environments for pupils and staff, free of danger posed by the presence of weapons or conduct which threatens harm or causes injury. Discipline and due process for violations of the Safe School Zone Act shall be in accordance with the requirements of RSA 193:13, Ed. 317 and Ed. 1109.

Under those provisions, pupils may be suspended and/or expelled from school 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; for possession of a pellet or BB gun, rifle, or paint ball gun; or 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.

An “act of theft, destruction or violence” includes: homicide under RSA 630; any first or second-degree assault under RSA 631; any simple assault under RSA 631:2-a; any felonious or aggravated felonious sexual assault under RSA 632-A; criminal mischief under RSA 634:2; 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; arson under RSA 634:1; burglary under RSA 635; robbery under RSA 636; theft under RSA 637; or illegal sale or possession of a controlled drug under RSA 318-B.

In addition to the above references, the Litchfield School District’s definition of banned items includes all firearms, knives, dangerous weapons, and all items that are not normally considered weapons, but are used in a threatening manner. If a student mistakenly brings a banned item to school, s/he must immediately surrender the item to a school administrator. No disciplinary action will occur in this instance. However, if a banned item is not voluntarily surrendered to an administrator prior to its discovery, disciplinary consequences will be administered at the Principal’s, or designee’s discretion.

Any pupil expelled from school shall not attend school unless restored by the Litchfield School Board. Any parent or guardian has the right to appeal any expulsion by the Litchfield School Board to the State Board of Education. The expulsion shall be valid in all school districts in the State of New Hampshire. Any expulsion shall be subject to review if requested by the parent or guardian prior to the start of each school year.

No pupil shall carry a firearm or other weapon on school premises, school buses, or at school-sponsored activities without prior written authorization from the Superintendent or his/her designee. 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 (an area inclusive of school property, school-sponsored activities, or school buses) without written authorization from the Superintendent or his/her designee shall be expelled from school by the Litchfield School Board for a period of not less than 12 months and shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion.

Expulsions may be modified by the Superintendent on a case-by-case basis.

The Principal is required by the Safe School Zones Act to report acts of theft, destruction, or violence to the Litchfield Police Department.

Any pupil facing suspension or expulsion shall be given a copy of RSA 193:13 and Ed. 317, and RSA 193-D, if applicable. Please contact the Principal's office for complete copies of the Safe School Zones Policy, RSA 193-D, RSA 193:13, Ed. 317 or Ed. 1109.

## **FERPA**

### **Notification of Rights under FERPA for Elementary & Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1)** The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal, or designee, a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify that parent or eligible student of the time and place where the records may be inspected.

- (2)** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principals, or designees, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3)** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as, but not limited to an attorney, auditor, medical consultant, evaluator, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the School discloses education records without consent to officials of other school districts, post secondary institutions, and agencies or institutions in which a student intends to enroll.

Directory information, which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation of officially recognized activities and sports, weight, height and sex, membership on an athletic team, degrees and awards received, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. This information will be released only in accordance with the guidelines established by the Litchfield School District Student Records Policy and Procedures (JRA, JRA-R).

- (4)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**POLICY CODE: AC NON-DISCRIMINATION**

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in participation in admission or access to, or operation and administration of an educational program or activity in the School District.

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. *Please refer to Policy [AC, Non-Discrimination](#).*

**POLICY CODE: GBAA SEXUAL HARASSMENT POLICY**

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.

Any person who believes he or she has been the victim of sexual harassment, discrimination or violence, by an employee of the Litchfield School District or any third person with knowledge or belief of conduct that may violate this policy should report the alleged acts immediately to an appropriate School District official as designated by this policy. One or more of the following individuals may be contacted:

- 1) Superintendent of Schools, (Title IX Coordinator/Human Rights Officer),  
1 Highlander Court, Litchfield, NH 03052;**
- 2) any District Administrator;**
- 3) any school building principal or assistant principal.**

The Superintendent as the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence, shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. *Please refer to Policy [GBAA, Sexual Harassment, Discrimination and Violence](#).*

**POLICY CODE: JICK PUPIL SAFETY AND VIOLENCE PREVENTION POLICY  
(Anti-Bullying Policy In Compliance With RSA 193-F)**

It is the intent of this policy to protect all children on district grounds, regardless of their enrollment status in the District, from physical, emotional and psychological harm by addressing bullying and cyberbullying of any kind in our district/school, and to prevent the creation of a hostile educational environment. All pupils are protected under this policy, regardless of their legal status. The district will not tolerate unlawful harassment of any type and conduct that constitutes bullying as defined herein is prohibited by this Policy, in accordance with RSA 193-F. The Superintendent of Schools or designee is responsible for ensuring that this policy is implemented.

**I. Definitions: RSA 193-F:3**

1. **Bullying.** 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.

2. **Cyberbullying.** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

Within ten (10) school days of completion of an investigation of alleged bullying or cyberbullying, the Principal or designee shall provide a written communication to the parents or guardians of the victim and perpetrator regarding the school's remedies and assistance, within the boundaries of applicable law.

*For additional information on reporting, investigation or appeal, please refer to Policy [JICK Pupil Safety and Violence Prevention](#).*

#### **POLICY CODE: JICH PREVENTION OF DRUG AND ALCOHOL USE BY STUDENTS**

The Litchfield School Board is concerned with the health, welfare and safety of its students. Therefore, the Litchfield School Board **will not tolerate** the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs, as well as 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. However, if the situation is deemed an emergency, law enforcement officials will be called immediately. *For additional information, please refer to Policy [JICH, Prevention of Drug and Alcohol Use by Students](#).*

#### **POLICY CODE: JH STUDENT ATTENDANCE & ABSENCES**

The Litchfield School District believes that attendance is critical to successful school performance. Therefore, regular and punctual patterns of attendance are required of each student enrolled in the Litchfield School District. Building Principals are responsible for developing Parent/Student Handbooks which include specific guidelines for student absences, tardiness, and truancy. These rules will apply to all students enrolled in the school.

#### ***Excused and Unexcused Absences Defined***

The Litchfield School Board understands that absence from school may be necessary under certain circumstances. The School Board recognizes two types of absences:

- **Excused absence** – absence which occurs as a result of:
  - acute or chronic illness; medical/dental appointments
  - absences approved by the Superintendent under RSA 193:1, l(c); absences as a result of a waiver from the Superintendent for alternative learning plans under RSA 193:1, l(h)
  - college visits
  - military-related activity
  - bereavement
  - court appointments; mandated court appearances

- religious holidays
  - participation in Litchfield school sponsored events (excludes extra-curricular activities not sponsored by the Litchfield School District)
  - extenuating circumstances determined by the principal.
- **Unexcused absence**- absence which occurs for any reason other than excused absence. Unexcused absences are considered **truancy**.

All excused absences, whether for an entire day, or portion thereof, must be documented with appropriate notes from parents/guardians, or physicians, or a phone call to the attendance line. Please refer to your child's Student/Parent Handbook regarding the school attendance policy and appropriate documentation for excused absences. In the case of habitual, chronic absences, written documentation is required.

Students who are absent for any reason including illness, shall not be allowed to participate in, or attend, any school activities on that day. This includes practice sessions, school performances, or any school sponsored events, unless arrangements for attendance at such school activities are approved through the school administration, or the school activity is directly linked to a course requirement. *For further information, please refer to Policy [JH, Student Attendance, Absenteeism and Truancy](#).*

#### **POLICY CODE: JICA STUDENT 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. Additionally, appropriate dress is often a requisite for employment and, therefore, this topic is consistent with meaningful instruction and student learning.

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. The school dress code will be published each year in the Student/Parent Handbook. Students as well as parents/guardians will be notified about the student dress code at the beginning of the school year and each time the student dress code is revised.

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.

**POLICY CODE: JICD STUDENT CONDUCT & DISCIPLINE**

Members of the Litchfield School Board expect student conduct to contribute to a productive learning climate and to abide by the following principles:

1. All student behavior must be based on respect and consideration for the rights of others.
2. Respect for law and those given authority to administer it is expected of all students, including conformity to school rules as well as to general provisions of the law regarding minors.
3. A responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.
4. Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes.

Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

Any conduct which causes or which creates a reasonable likelihood that it will cause a disruption in or material interference with any school function, activity or purpose, or interferes with the health, safety or well-being or the rights of other students is prohibited.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with administrative procedures which are approved by the Litchfield School Board. A hearing shall be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students (*See JICD-R, Section 6*). *For additional information, please refer to Policy [JICD, Student Conduct and Discipline](#).*

**POLICY CODE: JICD-R**

**ADMINISTRATIVE PROCEDURE TO ACCOMPANY**

**STUDENT CONDUCT, DISCIPLINE, DUE PROCESS, AND PUPIL SAFETY & 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. *Please refer to Policy [JICD-R, Administrative Procedure, Student Conduct, Discipline, Safety and Violence Prevention](#).*

## **POLICY CODE: JICDD STUDENT CONDUCT: CYBER-BULLYING**

The Litchfield School Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the schools, school property, school staff, or school district.

Therefore, it shall be the policy of this Board that the Board or school administrators shall impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline shall be imposed if the Principal determines such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations shall also be met with appropriate disciplinary actions by the Board, Superintendent, or school administrators.

The Litchfield School Board also recognizes that there are growing occurrences of "cyber-bullying" and threatening language being used by students on the internet when out-of-school and off-campus. It shall be the policy of this Board to impose disciplinary measures against any student who is found to have engaged in such behavior, provided the cyber-bullying and/or internet threats:

1. Violate any school district rules or regulations;
2. Contains threats of violence against staff members or students;
3. Threatens vandalism to school property;
4. Suggests or advocates physical harm to staff members or students;
5. Creates a disruption to the school's educational mission, purpose, and objectives.

Any staff member who learns of an occurrence of cyber-bullying and/or internet threats shall report such actions to the Principal, who shall then conduct an investigation into the alleged bullying and/or threat. Any discipline imposed by virtue of this policy shall be in accordance and consistent with the Litchfield School Board's policy regarding student conduct and discipline.

## **POLICY CODE: JKD SUSPENSION AND EXPULSION 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.

Any suspension in excess of ten (10) school days imposed by the Superintendent may be appealed to the School Board, 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 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 (12) 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).*

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 suspension or expulsion through the time of their return to school. *Please refer to Policy [JKD, Suspension, Expulsion of Students](#).*

#### **POLICY CODE: JIH 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; electronic paging devices; 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.
  - Students are not to use any school area or property to contain anything that should not be used at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal or designated school personnel.
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 as outlined herein 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.** No clothing except cold weather outer garments, including hats, will be removed before or during a search. However, authorized personnel conducting a search may ask students to remove their shoes before or during a search.
  - Authorized personnel conducting a search shall have authority to detain the student(s) and to preserve any contraband seized.
4. The extent of the search of a student's person or property and the measures used conducting the search must be reasonably related to the objects of the search, and must not be 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.

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. *Please refer to Policy [JH, Student Searches](#).*

#### **POLICY CODE: JICFA 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.

For the purposes of this policy, hazing is defined as an activity which 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.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees. *For further information, please refer to Policy [JICFA, Hazing](#).*

#### **POLICY CODE: GBCC STAFF ANTI-FRATERNIZATION**

All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, 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. Due to this imbalance of power, students are vulnerable and cannot always make proper decisions with regard to interactions with staff. Thus, 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, 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. However, it is understood that many personal relationships between staff and students are entirely appropriate and develop through mutual interest, family or neighborhood interactions. So long as these relationships maintain the essential and appropriate professional boundaries they shall not be deemed violative of this policy.

Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student should be directed to the principal or designee. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the principal or designee. Submission of a good faith report of a suspected violation of this policy shall not adversely affect the reporting individual's employment.

The staff of the Litchfield School District must understand that this Anti-fraternization Policy is a condition of employment. As a condition of employment, the Litchfield School District reserves the right to at any time, without advance notice to staff, monitor, access, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of the District, its staff and students, which shall include monitoring of electronic access and use of the district equipment and network. *For additional information, please refer to Policy [GBCC, Staff Anti-Fraternization](#).*

## **Appendices**

- 1 – School Year Calendar
- 2 – GMS Staff List (from office)
- 3 – GMS Floor Plan
- 4 – LMS Staff List (from office)
- 5 – LMS Floor Plan
- 6 – LMS Schedule (from office)
- 7 – CHS Staff List (from office)
- 8 – CHS Floor Plan
- 9 – CHS Schedules

# 2019-2020 LITCHFIELD SCHOOL DISTRICT CALENDAR

## SCHOOL BOARD APPROVED 3/20/19

AUGUST 2019				
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

22-23 New Teacher Orientation  
27-29 Teacher Workshop

27 – All Staff Report to Work – District Meeting  
28 - Building PD  
29 – Teacher Classroom Prep

FEBRUARY 2020				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

24-28 Winter Recess - NS

15 days

SEPTEMBER 2019				
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				

2 Labor Day - NS

3 1<sup>st</sup> Day of School

20 days

MARCH 2020				
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			

22 days

OCTOBER 2019				
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	

14 Columbus Day - NS (observed)

16 PSATs – Early Release for CHS Grades 9, 10, & 11 –12:30pm

22 days

APRIL 2020				
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	

8 END OF QUARTER 3

27- May 1 Spring Recess - NS

18 days

NOVEMBER 2019				
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

5 END OF QUARTER 1

11 Veterans Day – NS

25 Parent/Teacher Conf. All Day and Evening - NS

26 Teacher Workshop - NS

27-29 Thanksgiving Recess - NS

15 days

MAY 2020				
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

1 Spring Recess cont. – NS

25 Memorial Day - NS (observed)

28 Senior Project Evaluation – Early Release for CHS Grades 9, 10, & 11 –12:30pm

19 days

DECEMBER 2019				
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			

23-Jan 1 Holiday Recess - NS

15 days

JUNE 2020				
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			

Graduation – To Be Determined

11 175<sup>th</sup> day

18 180<sup>th</sup> day

24 Last day of school with 4 snow days

14 days

JANUARY 2020				
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	31

1 Holiday Recess cont. - NS

20 Martin Luther King, Jr./ Civil Rights Day - NS

\*28 Teacher Workshop – NS (tentative – will occur on NH Primary Day once set)

29 END OF QUARTER 2  
20 days

**NOTES:**



Shaded Days and NS = No School



Early Release CHS Grades 9, 10 & 11 Only – Oct 16, 2019 and May 28, 2020 - 12:30 pm



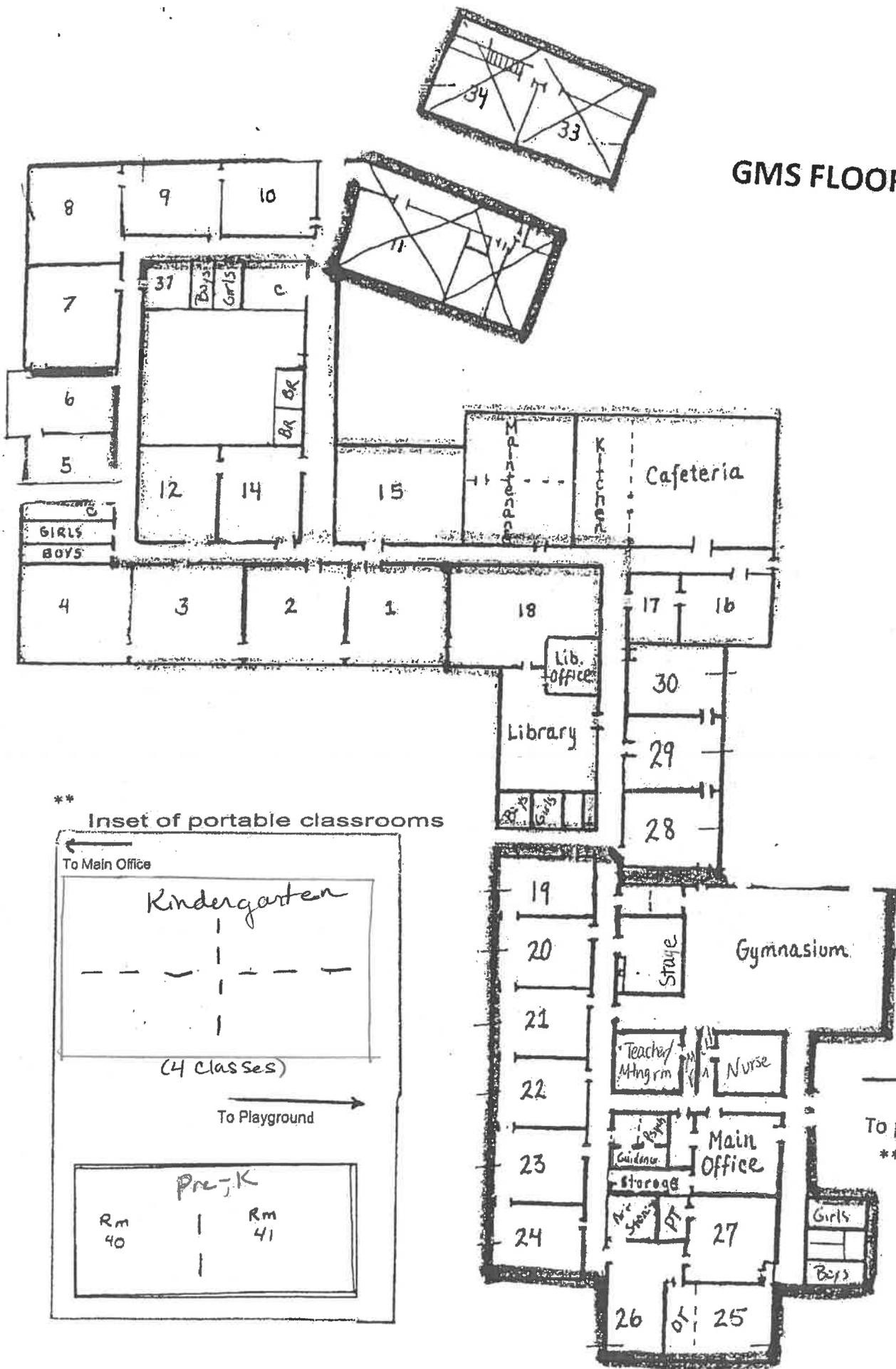
End of Quarter – These days will change if we have cancellations.

Cancellation days will be made up at end of school year (June)

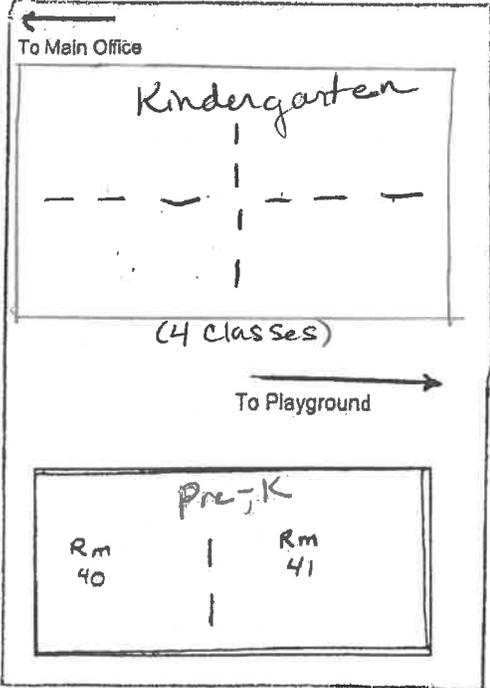
SEPT thru JAN - 92 DAYS      FEB thru JUNE - 88 DAYS  
180 Total Student School Days – 190 School, Snow & TW Days

Please Mark Your Calendar: Voting Day March 10, 2020

# GMS FLOOR PLAN



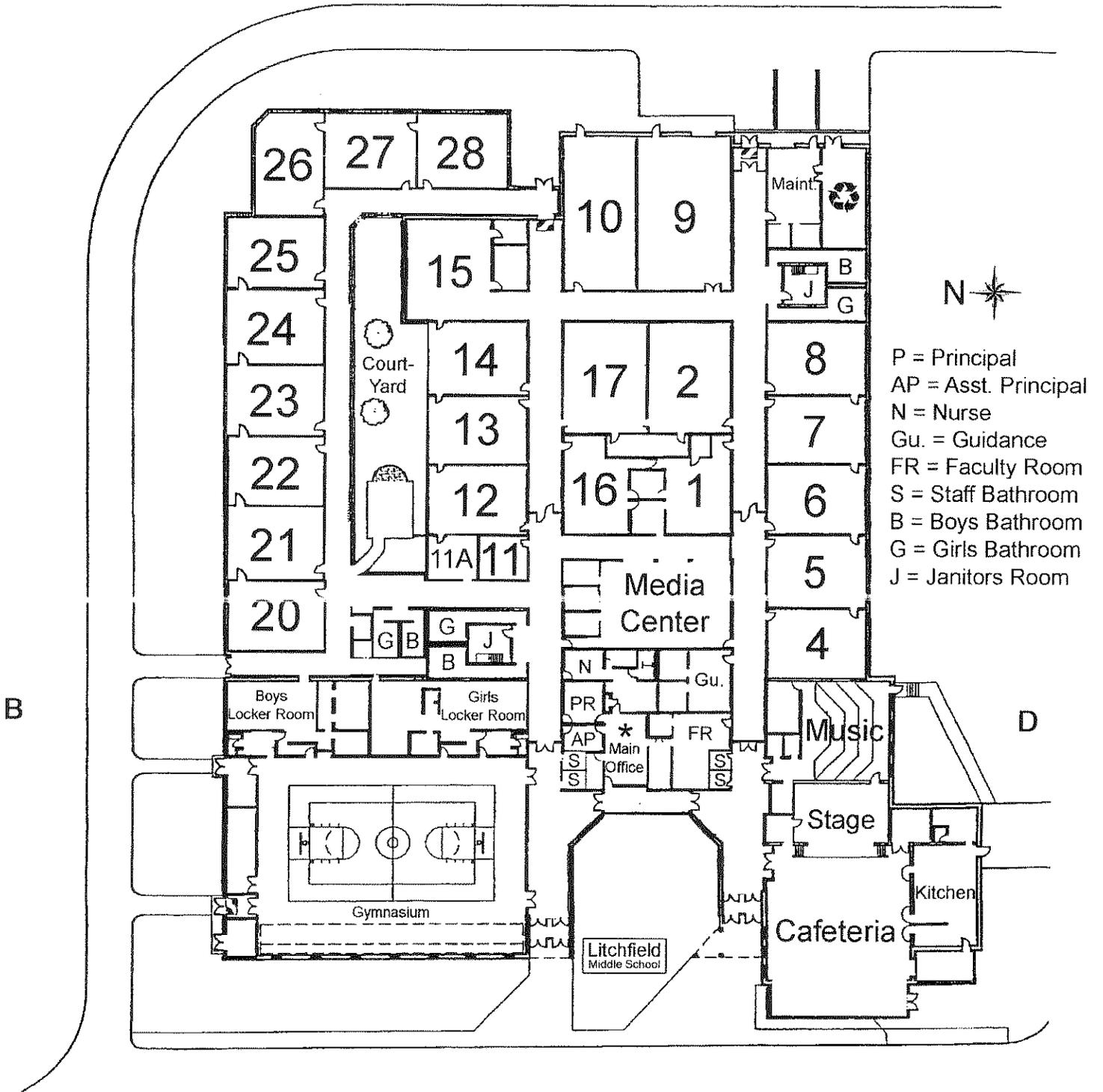
**\*\* Inset of portable classrooms**



→ To portable classrooms  
\*\*see inset

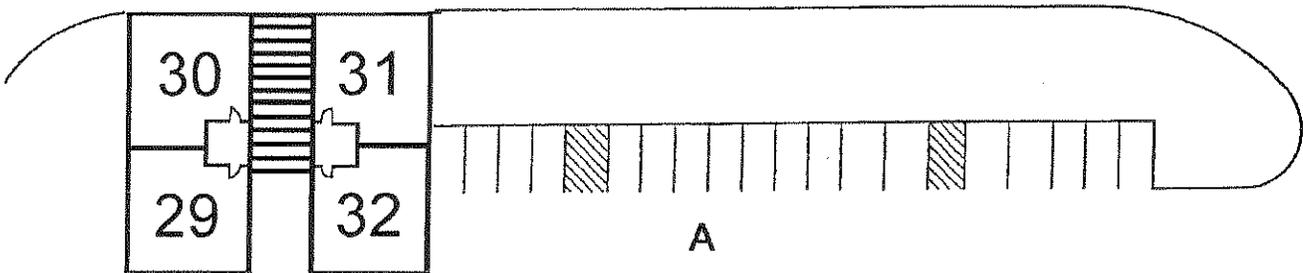
C

# Litchfield Middle School

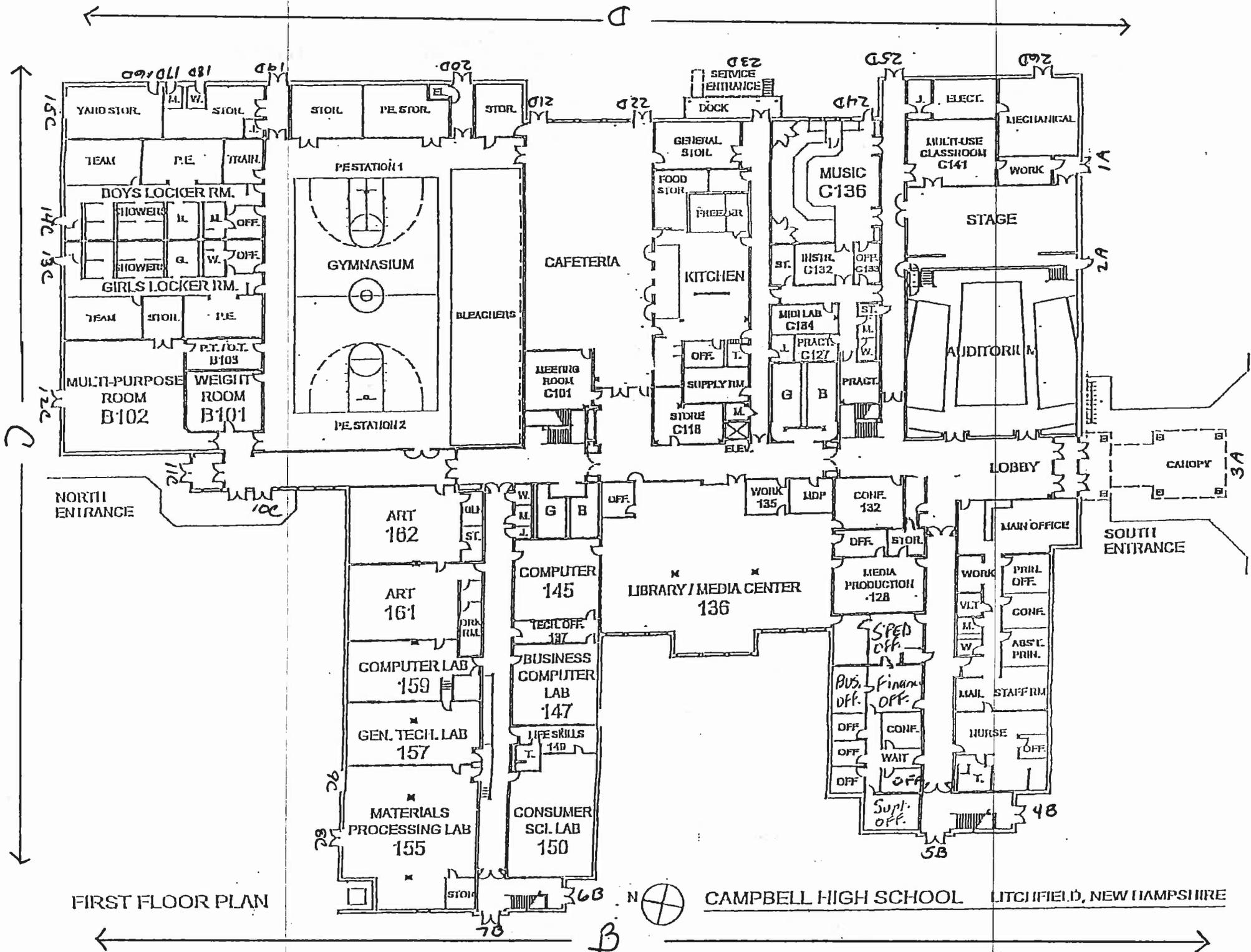


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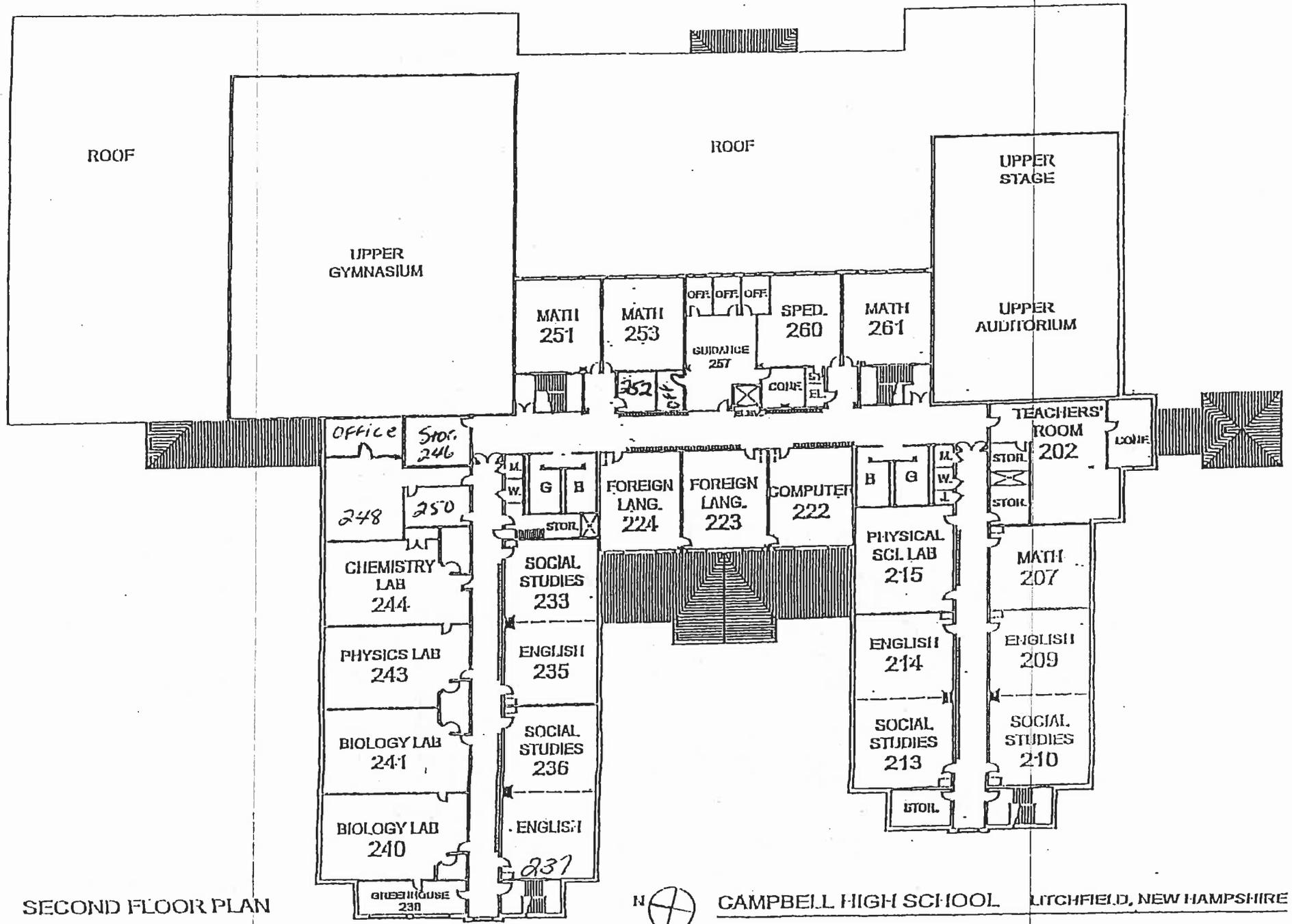


A



FIRST FLOOR PLAN

CAMPBELL HIGH SCHOOL LITCHFIELD, NEW HAMPSHIRE



SECOND FLOOR PLAN



CAMPBELL HIGH SCHOOL LITCHFIELD, NEW HAMPSHIRE

# WEEKLY SCHEDULE FOR CAMPBELL HIGH SCHOOL

Monday	Tuesday	Wednesday	Thursday	Friday
A Block 7:35 – 8:19	A Block 7:35 – 9:05	E Block 7:35 – 9:02	A Block 7:35 – 9:05	E Block 7:35 – 9:05
E Block 8:23 – 9:07				
B Block 9:11 – 9:55	B Block 9:09 – 10:39	F Block 9:06 – 10:33	B Block 9:09 – 10:39	F Block 9:09 – 10:39
F Block 9:59 – 10:43				
C Block 10:47 – 11:31	10 min Adv. 10:43–10:53	22 min Adv. 10:37 – 10:59	10 min Adv. 10:43 – 10:53	10 min Adv. 10:43 – 10:53
G Block 11:35 – 12:47	C Block 10:57 – 12:49	G Block 11:03 – 12:52	C Block 10:57 – 12:49	G Block 10:57 – 12:49
11:35 – 11:57	10:57 – 11:19	11:03 – 11:25	10:57 – 11:19	10:57 – 11:19
12:00 – 12:22	11:42 – 12:04	11:47 – 12:09	11:42 – 12:04	11:42 – 12:04
12:25 – 12:47	12:27 – 12:49	12:30 – 12:52	12:27 – 12:49	12:27 – 12:49
D Block 12:51 – 1:35	D Block 12:53 – 2:23	H Block 12:56 – 2:23	D Block 12:53 – 2:23	H Block 12:56 – 2:23
H Block 1:39 – 2:23				