

**Litchfield School District
SAU 27
2019 CHS Seniors Future/College
Plans**

Senior Class Total: 114

<u>Graduates: 114</u>	<u>Number of Students</u>	<u>Percentage</u>
Four Year College	74	64.91 %
Two Year College	22	19.30 %
<i>Total Attending College</i>	96	84.21%
Military	2	1.75%
Career Education	3	2.63%
Workforce/Career Training	13	11.41%
TOTAL:	114	100%

Alternative Education:

Londonderry – CHS had an additional 7 students graduate from the Londonderry Adult Education Program in 2019. Six of these students will join the workforce and 1 will attend at 4 year, out-of-state university.

CHS + Londonderry = 121 total

*Class of 2019 Enrollment Tracking
Net Gains and Losses from Sep 2015
through June 2019.*

CHS ENROLLMENT CHANGES 2015-2019					
<u>Grade</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>Net +/-</u>
9					
Sep	129				
Jun	122				
In	1				
Out	8				-7
				Summer	3
10					
Sep		125			
Jun		124			
In		4			
Out		5			-1
				Summer	-7
11					
Sep			117		
Jun			118		
In			4		
Out			3		1
				Summer	3
12					
Sep				121	
Jun				121	
In				1	
Out				1	0
				Total +/-	-8

Anna Maria College
Arizona State University
Assumption College
Baylor University
Becker College
Boston College
Boston University
Brigham Young University
Brown University
Castleton University
Champlain College
Clarkson University
Colby-Sawyer College
College of the Holy Cross
Curry College
Dean College
Emerson College
Emmanuel College
Endicott College
Florida Gulf Coast University
Florida Institute of Technology
Franklin Pierce University
George Mason University
Great Bay Community College
Highpoint University
Hofstra University
Johnson & Wales University
Keene State College
Lakes Region Community College
Lasell College
Lesley University
Manchester Community College
Massachusetts College of Art & Design
Massachusetts College of Liberal Arts
Massachusetts College of Pharmacy and Health Science
Merrimack College
Nashua Community College
New England College
New Mexico Institute of Mining and Technology
Northeastern University
Northern Vermont University
Norwich University
Oklahoma State University
Pace University
Penn State
Plymouth State University
Polk State College

Quinnipiac University
Rensselaer Polytechnic Institute
Rivier University
Rochester Institute of Technology
Rochester Polytechnic Institute
Roger Williams University
Saint Anselm College
Saint Joseph's College
Saint Michael's College
Salem State University
Salve Regina University
Southern New Hampshire University
Southern New Hampshire University Advantage Program
Springfield College
St. John's University
Stockton University
Stonehill University
Suffolk University
SUNY Stony Brook
Susquehanna University
Syracuse University
Temple University
Texas A & M University
Universal Technical Institute
University of Albany
University of Connecticut
University of Delaware
University of Maine
University of Massachusetts Amherst
University of Massachusetts Boston
University of Massachusetts Lowell
University of New England
University of New Hampshire
University of New Haven
University of North Carolina Charlotte
University of North Texas
University of Northern Vermont
University of Oklahoma
University of Rhode Island
University of Rochester
University of Southern Maine
University of Tampa
University of Vermont
University of Washington
US Air Force
US Army
Utica College

Vermont Technical College
Wageningen University & Research
Western New England University
Worcester Polytechnic Institute
Worcester State University

LITCHFIELD SCHOOL DISTRICT

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)

**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Meeting Agenda for June 19, 2019

(School Board Edition)

Location: LMS Library

In Attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Mary Widman, Director of Curriculum & Instruction
Devin Bandurski, Director of Special Services
Scott Thompson, Principal, GMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:08 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from June 5, 2019:

Mrs. Harrison made a motion to accept the nomination of Tammie Robie as part time GMS Computer teacher, at a salary of \$33,776 for the 2019-2020 year. Mr. Bourque seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Cody Hertz, CHS English teacher. Mrs. Harrison seconded. The motion carried 5-0-0.

Mr. Bourque made a motion to accept the resignation of Kelsey Sullivan, CHS English teacher. Mrs. Harrison seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison announced the receipt of a letter from Senator Soucy regarding an update on current legislation, specifically the Senate budget and additional education funding.

- Letter to Governor Sununu – School Funding

Mrs. Harrison drafted a letter to Governor Sununu regarding school funding. After receiving Senator Soucy's letter she stated that she received a letter of a call to action from the NHSBA to write to the State government to fund building aid and to adequately fund education. Mrs. Harrison drafted a letter from the Board to encourage Governor Sununu to support the budget and bring education funding to a more adequate level. She invited him to visit our schools and see the issues and needs of the buildings.

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G. Superintendent's Comments

- Capital Planning Meeting Update

Dr. Jette updated the School Board regarding the Capital Planning Committee meeting that was held recently. He reported that the meeting was organizational and groundwork was laid out for committee members. He noted the principals attended as well. He indicated that there is much work ahead and that the first task is to parse out what has been done and return to the committee.

Dr. Jette reported that Siemens provided a preliminary walkthrough of our school buildings to assess our energy use. He indicated they will pose solutions to the use of energy and systems to improve efficiency with updated equipment. He noted an initial meeting is scheduled for July 9 and findings will be brought to the Capital Planning Committee.

Mrs. Hershberger suggested they take into consideration that GMS is very old and that it may not be worth the investment.

Dr. Jette commented until we have that data we will not know. He indicated Siemens will have formulas and options and will list that out. He noted it is up to us to make the final decision.

- Agenda Preparation Memo

Dr. Jette reviewed and discussed a memo regarding Agenda Preparation that will address concerns some Board members have expressed relative to availability of supporting documents for agenda topics.

Mr. Bourque commented he would like the agenda and materials to be posted late Monday morning.

Mrs. Harrison commented she reached out as well and the purpose to post earlier is to encourage more people to come to the meetings.

H. Community Forum

Robin Corbeil, LMS Computer teacher, commented that the LMS Lego League teams went to the Robotics competition on June 1 and received two awards. She indicated the team members did an outstanding job. She reported there are a total of 60 students involved in LMS Lego League.

Mr. Bourque commented that it is fascinating what has transpired in this avenue. He indicated the students always do well in this area.

Mrs. MacDonald expressed that she was pleased there is an activity for children that are not athletic.

Mrs. Corbeil indicated our students receive more awards on core values and they learn how to solve problems.

Marsha Finnergan, 147 Talent Road, asked the Board to start looking at the high school, specifically the attrition rate. She indicated that she heard over 25% of the staff is leaving CHS and that the problem has to be solved. She commented that some good staff members have been lost already.

Mr. Bourque thanked Mrs. Finnergan for her comments and invited her to contact him on his cell phone. Dr. Jette commented that he is always accommodating if she would like to have a discussion.

I. School Board Comments

Mr. Bourque commented that CHS graduation went smoothly and all speakers did an excellent job. He indicated that GMS Grade 4 move up day was a nice celebration as well. He noted that the staff in all schools are doing a great job.

Mrs. Hershberger indicated that she sent an email regarding her concern to the Board of Selectmen because a minor was asked to provide his address and phone number during public input.

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Mr. Bourque indicated that the Cable Commission edited the information.

Mrs. Hershberger asked if the Board asks students to give their address when speaking to the School Board.

Dr. Jette indicated that the Board only asks which school they attend.

II. GENERAL BUSINESS

A. Public Minutes:

- June 5, 2019

Mrs. Harrison made a motion to approve the public minutes of June 5, 2019. Mrs. Hershberger seconded. The motion carried 5-0-0.

- Budget Transfers

Mr. Bourque made a motion to approve the May-June 2019 Budget transfers. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrators Report

Mr. Izbicki reviewed the district financial report with the School Board. He indicated at this time the fund balance \$331,845.77. He noted that the fund balance is as of June 19 and is prior to the processing of final purchase orders.

IV. NEW BUSINESS

A. Overview and Discussion of Kindergarten Enrollment

Dr. Jette discussed kindergarten enrollment and staffing for 2019-2020 with the School Board. He commented that last year the district budgeted for a fifth Kindergarten teaching position in anticipation of the potential for higher enrollment. He indicated there is approximately \$90,000 in the FY20 budget for a fifth Kindergarten and the Board committed to the Budget Committee that money would be returned if it is not needed. Dr. Jette commented the Board looked at the class size policy and reduced Kindergarten class sizes from 20 students to 18 per class, which means that if enrollment for Kindergarten reaches 76 or above, the Board would have to consider adding a fifth class.

Mr. Thompson provided an analysis of enrollment and projection using actual numbers. He indicated that currently there are 68 children enrolled in Kindergarten. He commented history shows we gained at most 3 students over the summer; however, looking at actual numbers we see an anomaly and are considering if it is actually an anomaly.

Mr. Thompson indicated the question is do we make the decision to add a fifth class or stay with the current enrollment and see how many more students enroll. He commented that what is included in the budget is a teacher, paraprofessional and \$28,000 to set up a classroom.

Mr. Thompson explained that if a fifth class is added, it will most likely be placed in the PK portable, moving PK back into the building and relocating tutors and the ESOL teacher. He indicated we are planning to have additional computers at GMS, but we can make the computer lab mobile if we have to do so.

Dr. Jette commented that \$28,000 worth of materials cannot be ordered on August 25 as there is a time factor with the beginning of school. He explained he wanted to make the Board aware of the situation and see what the Board recommends. He emphasized we do not know what will occur this year.

Mr. Bourque asked how long it would take maintenance to move the classrooms if we have to add a fifth Kindergarten class at the last minute.

Mr. Thompson indicated last year when a fifth Grade 1 class was added, they rallied with the teachers.

Mr. Bourque asked how long it would take to hire a teacher. Dr. Jette indicated that it would take at least a few weeks to be vetted through the process.

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Mrs. Harrison commented she is not ready to say no to a fifth class.

Mr. Meyers suggested to send out a reminder for Kindergarten registration.

Mrs. MacDonald indicated we can make a decision on July 17.

Dr. Jette suggested making a presence on Facebook and checking in with realtors to see who may be moving to Litchfield.

Mr. Thompson commented that the knowledge of full day Kindergarten has been out for some time and hopes that there is not an influx of students.

Mrs. Harrison suggesting putting word in the newspapers.

V. OLD OR UNFINISHED BUSINESS

A. Curriculum Documents

- Math Curriculum and Grade 5 Math Program

On June 5, 2019, Ms. Widman shared the K-8 math curriculum documents with the School Board, as well as a change to the Grade 5 Math Program. The Math Curriculum and Grade 5 Math program change require approval from the School Board.

Dr. Jette asked Board members if they had any questions for Ms. Widman. Hearing none, the Board made the following motions:

Mrs. Harrison made a motion to approve the change to Big Ideas curriculum for the Grade 5 Math program at LMS. Mrs. MacDonald seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to approve the K-8 Math curriculum as presented. Mr. Meyers seconded. The motion carried 5-0-0.

- Work Study Practice Rubrics

On June 5, 2019, Ms. Widman shared Work Study Practice Rubrics with the School Board. Ms. Widman indicated that the Work Study Rubrics were revised following concerns raised by the Board regarding consistency in the language relative to student assignments. She indicated that the committee will need to review and approve the revised Work Study Practice rubrics prior to Board approval.

VI. MANIFEST

The manifest was circulated and signed by the School Board.

VII. PUBLIC INPUT

A. Community Forum

Shaun Elliot, GMS teacher, made comments regarding the class size impact on individual students. She indicated that Kindergarten is the hardest grade she has ever taught because there are so many aspects to teach the students. She noted that the children are not independent and interrupt teachers often to tie their shoes or fix something and it is difficult to keep them focused. Ms. Elliot commented that smaller classes are more manageable. She asked the Board to consider adding another Kindergarten class if the numbers increase. She indicated it is important that we are able to teach the whole child.

Mr. Bourque commented that the Board does not want to have class sizes of 21 or 22 in Kindergarten. He indicated the Board felt that 20 students was too high and changed the policy to 18. He noted that the Board told the public we want to educate these children before they move on to the higher grades.

Margaret Norton, 24 Woodhawk Way, made statements regarding teachers that are leaving the high school. She commented that she spoke with Dr. Jette because something needs to be done.

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Mrs. Norton indicated she has seen firsthand what is going on and it is alarming. She believes the teachers need more support from the School Board. She stated that the Board has good intentions, but it does not get through to the faculty. Mrs. Norton commented that the community failed the teachers with the failure of the contract article. She indicated public opinion of the School Board is not good and believes something big is coming. She noted that she is getting her information from parents and students at the high school. Mrs. Norton commented that she did not realize how much teachers do for the students until she was immersed in it. Mrs. Norton suggested that the School Board show support for the teachers. She commented the Board did not show support by not allowing the teacher at the high school to let her child attend CHS. She indicated the Board should put that support in the budget and let the Budget Committee bear the negativity of the community. She noted there are so many people in the high school that are so upset and something will happen.

Mrs. Harrison commented that the Board worked tirelessly to show teachers and staff support. She indicated that the Board encourages the public to come forward with their concerns as the complaints are not coming to the Board. She noted that the Board cannot fix a problem without the input. She pointed out that the teacher that requested a tuition waiver is a separate issue.

Mrs. Norton commented that the Board needs to offer all teachers a tuition waiver to allow their children to attend our schools. She indicated the contract impasse has been very bad. She asked Board members what else they can do for them to make them want to stay in the district. She commented enrollment is going down and it does not cost any more to fill those empty seats.

Mr. Bourque commented if tuition waivers were granted, teachers who already have maximum enrollment in their classrooms may see an increase in students in that classroom. He indicated at that point the district would be forced to hire an additional teacher.

Mrs. Corbeil, LMS teacher, commented most of her colleagues do not come to the School Board meetings. She indicated that if the teachers do not get a contract, it would be beneficial to have a closed door session with the faculty, which would prove to teachers that they have a connection to the Board. She suggested having an open and honest discussion with the staff.

VIII. NON-PUBLIC SESSION: RSA 91-A:3II (a-c)

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 6:26 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes, Tara Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 6:51 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 6:51 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27

Litchfield, New Hampshire 03052

Meeting Agenda for June 20, 2019
Emergency Meeting

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member *(by teleconference)*
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

5:45 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 5:42 p.m.

B. Pledge of Allegiance

C. Approval of Contract

Mr. Bourque indicated the LEA voted to ratify the contract agreement for 2019-2022.

Dr. Jette commented that Mr. McDonough was more confident today that the LEA would agree to ratify the contract.

Mrs. Harrison asked for the number of union members that voted to ratify. She commented it is important to have that number.

Mr. Bourque indicated that the number is 50% of those who voted.

Dr. Jette indicated that the Board can vote on the contract and then ask for the number.

Mrs. Harrison asked if the Board will push this forward and make the effort to get a special meeting if the majority of teachers did not vote for or support the agreement.

Mr. Bourque indicated that the agreement was passed by a majority. He commented that he is not sure if the judge will ask for that information.

Mrs. Harrison made a motion to accept the 2019-2022 LEA Collective Bargaining Agreement as ratified by the LEA. Mrs. Hershberger seconded. The motion carried 5-0-0.

D. FY19 Year End Encumbrances

The School Board discussed additional encumbrances from the FY19 general fund balance.

Mr. Izbicki reported that he discussed with Mr. Jette and Mr. Pelletier consideration of implementing a 1:1 program for Grade 4. He explained it would be a \$20,000 to \$30,000 investment of year end funds and if we add that to the year end encumbrances list, the fund balance stops short. He noted that it would not be feasible due to the amount of training for the staff that would be needed and the additional work load on the IT Department. Mr. Izbicki indicated that the year end encumbrances list contains maintenance that is overdue and much needed.

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Mrs. Harrison commented that she spoke to the grade 4 technology teacher about the 1:1 program and the teacher stated she would love to have Chromebooks for every student. She indicated there is one cart in the Learning Commons and one in Grade 1. She mentioned that the teacher did not feel they would be ready to implement a 1:1 pilot next year.

Board members discussed options of adding Chromebook carts for Grade 4.

Mr. Izbicki indicated that there will be expanded access to technology as some Chromebooks will be going to GMS.

Mrs. Harrison commented the answer is to add more devices at each grade level. Mr. Bourque indicated that is being done.

Mr. Meyers commented he would rather have consistent use in one grade than some use in every grade. He suggested using three carts for Grade 4 and stagger the use.

Dr. Jette commented that Bedford School District used a model where Chromebooks were kept on a rack on the wall of the classroom. He explained it was a 2 to 1 model and if a classroom needed more they could use some from another room. He noted he does not want to overwhelm IT at this time.

Mr. Bourque commented we can always allocate funds during the year as we have identified the need. He agreed that the carts would be best at this time.

Mrs. Hershberger commented she is in favor of the transitional approach since IT is busy and the teachers need more time for an implementation.

Mr. Izbicki reported that the carpeting in the CHS weight room is in deplorable condition. He asked the Board to approve adding \$9,838 to the end of year encumbrances list to replace the carpeting. He indicated with the addition, the year end encumbrances total is \$207,431.

Mrs. MacDonald asked if ceiling fans can be installed in the LMS gymnasium.

Mr. Bourque made a motion to approve encumbrances in the amount of \$207,431 to be paid from the FY19 year end general funds. Mrs. MacDonald seconded. The motion carried 4-0-0.

Dr. Jette commented it was difficult to hear in the LMS gymnasium at the Grade 8 Graduation last night.

Mrs. MacDonald commented it was very stuffy in the gym.

Dr. Jette indicated that Mr. Lecklider informed him the staff insisted the ceremony be held there because of tradition. He suggested sending out a survey to parents about having the ceremony at CHS next year.

II. PUBLIC INPUT

There was no public input.

III. NON-PUBLIC SESSION

[Minutes of Non-Public Session are written under separate cover.]

Upon a motion made by Mr. Bourque, the Board entered into non-public session at 6:20 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

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IV. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 6:27 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

V. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 6:27 p.m. Mrs. Harrison seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

DRAFT

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**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**Draft Minutes for June 27, 2019
Emergency Meeting**

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

8:15 a.m.

A. Call to Order

Mr. Bourque called the meeting to order at 8:27 a.m.

B. Pledge of Allegiance

C. Approval of Contract and Motion to Petition for a Special Meeting

Dr. Jette indicated that according to Legal Counsel, the School Board needs to revote the CBA and add authorization to petition the Superior Court for permission to hold a special School District meeting to approve cost items and appropriate the funds for the CBA.

Mr. Bourque made a motion that the Litchfield School Board ratify the renegotiated 2019-2022 collective bargaining agreement with the Litchfield Education Association, and that the Board petition the Superior Court for permission to hold a special School District meeting to approve the cost items and appropriate the funds for the collective bargaining agreement. Mr. Meyers seconded. The motion carried 5-0-0.

D. Signatures for Petition

School Board members signed the petition for a Special School District Meeting to be filed in Superior Court. The Board signatures were notarized by the SAU/School Board Administrative Assistant.

II. PUBLIC INPUT

There was no public input.

III. ADJOURN

Mrs. Harrison made a motion to adjourn the meeting at 8:32 a.m. Mrs. Hershberger seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570 & Fax: (603) 578-1267

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Messenger

- *Human Resources*

July 16, 2019

**To: The Members of the Litchfield School Board
Superintendent Mike Jette**

From: Cory Izbicki, Business Administrator

Subject: Report for July 16 School Board Meeting

Welcome to Fiscal Year 2020. This report will provide updates on year end financial information for FY19, along with status of summer operations:

1. Year End Financials (Unaudited):

- a. During the last week of June and 2nd week of July, the financial software was rolled over to the new fiscal year. This is done in two steps, HR module rollover done by Hollie Messenger and Colleen Fauth, and the Fund Accounting Module done by Ann Inamorati and myself. The roll over to the new fiscal year went smoothly and we were able to begin audit preparation.
- b. The financial statements provided are unaudited and pending 2 known adjusting journal entries:
 - i. Adjusting Journal entry to record accounts payable for FY19. This should be recorded prior to the arrival of the independent auditors arrival on July 31.
 - ii. Adjusting Journal entry to record USDA Commodities in the Food Service Fund. This amount is obtained by the auditors from the State, and recorded as a revenue and offsetting expenditure in the fund.
- c. Fund Financials and brief summary of attachments:
 - i. (1) All Funds Summary: Statement combines all funds, similar to the Government Wide Financial Statements prepared and presented by the Auditors in the final report. The difference from this statement to the government wide financials is the exclusion of capital asset and long term liability reporting. This information is entered by the auditors based on workpapers provided by the business office.
 - ii. (2) General Fund Financial Statement with 5 years of comparison information. As noted, the general fund is pending recording of accounts payable. Estimated amounts for accounts payable would still show us near the 200k return of fund balance. Encumbrances approved by the board are also noted in fund balance. Facilities and IT have been given the thumbs up to start chipping away at the project list.
 - iii. (3) Budget to actual revenues for FY19
 - iv. (4) Budget to actual expenditures for FY19 (includes encumbrances)
 - v. (5) Food Service Comparative Financial Statement: Year end FY18 and FY19 financials presented side by side. Due to changes and investment in the program, the general fund has had to subsidize the food service fund due to a deficit fund balance.
 - vi. (6) Grant Fund Financials: Reports activity for the federal grants received by the District as well as local contributions and donations received for specific purposes.
 - vii. (7) Capital Project Financials: This fund was used to manage the Kindergarten and Security projects at GMS. Both projects are completed. Fund will be closed out by transferring the balance back to the Capital reserve fund.



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One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570 & Fax: (603) 578-1267

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Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Messenger

- *Human Resources*

- viii. (8) Trust Fund Financial Statement: Prepared from information provided by the Trustees of Trust Funds.
- ix. (9) Trust Fund Summary of Activity: Balances and activity for the capital reserve funds

2. Operational Update:

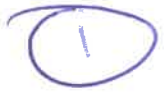
- a. CHS Security project is nearing completion.
- b. Summer cleaning at all three buildings is ongoing and on schedule per Dave Ross.
- c. Asbestos abatement in the third / fourth grade wing is completed at GMS. Tiling the floor should be completed within the next couple of weeks.
- d. Security fence has been installed near the Kindergarten portable.

Please let me know if there are any questions regarding the information contained in this report.

Respectfully Submitted,

Cory Izbicki
Business Administrator

All Funds - June 30, 2019 (unaudited)



Assets:		
Cash		1,288,292.32
Receivables:		
Accounts		7,605.86
Intergovernmental		450,158.39
Interfund receivables		368,722.20
Prepaid Item		1,925.00
Total Assets		2,116,703.77
Liabilities:		
Accounts Payable		7,017.58
Open Purchase Orders and Contracts		-
Accrued Salaries and Benefits		725,612.36
Deferred Revenue		96,505.37
Intergovernmental Payable		7,497.61
Interfund payable		368,722.20
Total Liabilities		1,205,355.12
Fund Balances:		
Restricted - For Prepaid Item		1,925.00
Restricted - Food Service		-
Committed Fund Balance - Trust Funds		370,556.91
Committed Fund Balance - WA #4		100,000.00
Assigned Fund Balance - Encumbrances		218,370.09
Unassigned Fund Balance		220,496.65
Total Fund Balance		911,348.65
Total Liabilities and Fund Balance		2,116,703.77

Revenues, Expenditures and Change in Fund Balance

Revenues:		
School District Assessment		13,687,119.00
Other Local		605,783.23
State		7,330,549.22
Federal		705,589.41
Transfer from other funds		418,722.20
	Total Revenues	22,747,763.06
Expenditures:		
Current:		
Instruction		12,704,109.38
Support Services:		
Student		1,902,025.41
Instructional staff		826,197.95
General Admin		123,116.26
Executive Admin		549,953.19
School Admin		1,302,584.92
Business		342,540.70
Operations and Maintenance		2,078,964.95
Student Transportation		1,088,113.77
Other		773,298.20
Debt Service:		
Principal		-
Interest		-
Facilities acquisition and construction		447,087.80
Noninstructional services		522,694.02
Transfer to other funds		418,722.20
	Total Expenditures	23,079,408.75
Excess of Revenues		(331,645.69)
Fund Balance, beginning (7/1/2019)		1,242,994.34
Fund Balance, ending (6/30/2019)		911,348.65

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General Fund Balance Sheet - FY19 Analysis (Unaudited)					2018	2017	2016	2015	2014
Assets:									
Cash		1,634,949.84			1,581,486	1,378,718	988,277	1,245,660	1,528,689
Intergovernmental Accounts Receivable					21,992	-	155,239	160,300	154,497
Other Receivables		7,605.86			5,055	1,651	1,200	2,081	17,694
Prepaid Items		5,292.67							
Interfund Balance		-			132,540	4,614	52,698		19,253
		1,925.00							
Total Assets		1,649,773.37			1,741,073	1,384,983	1,197,414	1,408,041	1,720,133
Liabilities:									
Accounts Payable		7,017.58			40,341	43,888	25,682	79,676	47,567
Open Purchase Orders and Contracts									
Accrued Salaries and Benefits		725,612.36			723,247	698,975	667,079	608,493	597,027
Deferred Revenue		7,461.60							
Intergovernmental Payable		7,497.61							
Interfund payable		361,392.48			2,063				
Total Liabilities		1,108,981.63			765,651	742,863	692,761	688,169	644,594
Fund Balances:									
Restricted - For Prepaid Item		1,925.00			152,670	75,000	255,239	154,859	154,497
Committed Fund Balance		100,000.00			196,402	82,789	10,685	46,419	76,290
Assigned Fund Balance - Encumbrances		218,370.09							
Unassigned Fund Balance		220,496.65			626,350	484,331	238,729	518,594	802,430
Total Fund Balance		540,791.74			975,422	642,120	504,653	719,872	1,033,217
Total Liabilities and Fund Balance		1,649,773.37			1,741,073	1,384,983	1,197,414	1,408,041	1,677,811
		(0.00)							
Revenues, Expenditures and Change in Fund Balance									
Revenues:									
School District Assessment		13,687,119.00			13,003,269	12,328,478	11,499,194	11,052,650	11,033,655
Other Local		71,279.98			81,386	97,938	120,314	98,934	319,406
State		7,262,730.06			7,468,269	7,595,587	7,805,029	7,912,916	8,262,405
Federal		139,805.36			143,006	127,850	104,045	114,188	161,879
Total Revenues		21,160,934.40			20,695,930	20,149,853	19,528,582	19,178,688	19,777,345
Expenditures:									
Current:									
Instruction		12,390,803.82			11,953,660	11,382,847	11,116,419	10,819,563	10,850,527
Support Services:									
Student		1,771,820.81			1,756,908	1,656,312	1,659,285	1,534,751	1,535,626
Instructional staff		715,507.04			670,584	772,382	841,648	732,652	609,065
General Admin		123,116.26			108,503	143,083	128,131	114,356	114,574
Executive Admin		549,953.19			464,313	477,051	448,763	611,435	468,438
School Admin		1,302,584.92			1,295,888	1,221,522	1,272,576	1,181,644	1,195,927
Business		342,540.70			313,438	327,606	323,392	315,124	281,965
Operations and Maintenance		2,078,964.95			1,961,762	1,958,420	1,997,654	2,060,549	2,024,413
Student Transportation		1,088,113.77			993,224	989,142	961,459	964,561	774,529
Other		773,298.20			689,089	792,530	870,431	609,714	546,150
Debt Service:									
Principal		-			-	-	-	485,000	800,000
Interest		-			-	-	-	25,462	67,463
Facilities acquisition and construction		41,877.00			80,259	36,252	124,043	37,222	98,151
Fund Transfer		416,984.20			75,000	100,000			
Total Expenditures		21,595,564.86			20,287,628	19,757,148	19,743,801	19,492,033	19,366,828
Excess of Revenues		(434,630.46)			408,302	392,706	(215,219)	(313,345)	410,517
Fund Balance, beginning (7/1/2017)		975,422.20			642,120	349,414	719,872	1,033,217	622,700
Fund Balance, current		540,791.74			1,050,422	742,120	504,653	719,872	1,033,217

ORGANIZATION	ACCOUNT	ACCOUNT TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
10-	R1330	SELF-FUNDED PRGMS I	-	-	-	(1,950.00)	1,950.00
10-	R1900	OTHER LOCAL REVENUE	-	-	-	855.50	(855.50)
10-00-0000-00	R1121	CURRENT TAX APPROP	13,848,960.00	-	-	15,605,955.00	(1,756,995.00)
10-00-0000-00	R1310	TUITION FROM INDIVID	27,500.00	-	-	-	27,500.00
10-00-0000-00	R1330	SELF-FUNDED PRGMS I	-	-	-	9,550.00	(9,550.00)
10-00-0000-00	R1340	PRESCHOOL TUITION	-	-	-	36,870.40	(36,870.40)
10-00-0000-00	R1411	TRANSPORTATION	9,000.00	-	-	-	9,000.00
10-00-0000-00	R1510	INTEREST INCOME	500.00	-	-	6,889.82	(6,389.82)
10-00-0000-00	R1900	OTHER LOCAL REVENUE	45,000.00	-	-	16,364.26	28,635.74
10-00-0000-00	R1910	RENTALS	-	-	-	2,700.00	(2,700.00)
10-00-0000-00	R3190	OTHER STATE AID	-	-	-	89,508.65	(89,508.65)
10-00-0000-00	R3220	KINDERGARTEN AID	67,100.00	-	-	88,000.00	(20,900.00)
10-00-0000-00	R3230	CATASTROPHIC AID	85,000.00	-	-	-	85,000.00
10-00-0000-00	R3242	VOC TECH TRANSPORT	3,000.00	-	-	8,611.26	(5,611.26)
10-00-0000-00	R3290	STATE OTHER RESTR AID	-	-	-	1,012.50	(1,012.50)
10-00-0000-00	R3800	STATE EDUCATION GRANT	5,164,226.00	-	-	5,156,761.65	7,464.35
10-00-0000-00	R3801	STATE EDUC TAXES	1,918,836.00	-	-	-	1,918,836.00
10-00-0000-00	R4580	MEDICAID	100,000.00	-	-	139,805.36	(34,512.69)
			21,269,122.00	-	-	21,160,934.40	113,480.27

CATEGORY	Encumbered - Prior Year	BUDGET	EXPENDITURES	Encumbered - Subsequent Year (Tentative)	AVAILABLE BALANCE
Instruction Total	72,203.05	12,602,370.90	12,390,803.82	-	283,770.13
Student Support Total	-	1,838,691.53	1,771,820.81	-	66,870.72
Instructional Staff Total	44,081.68	731,142.89	715,507.04	2,360.09	57,357.44
General Administration Total	-	119,790.98	123,116.26	-	(3,325.28)
Executive Administration Total	-	548,832.92	549,953.19	-	(1,120.27)
School Administration Total	-	1,326,274.03	1,302,584.92	-	23,689.11
Business Total	-	327,809.50	342,540.70	-	(14,731.20)
Operations (Facilities) Total	62,074.76	2,007,482.50	2,078,964.95	188,794.00	(198,201.69)
Transportation Total	-	1,168,255.07	1,088,113.77	-	80,141.30
Other Total	104.98	724,019.08	773,298.20	27,216.00	(76,390.14)
Facilities Acq Total	17,637.80	36,252.00	41,877.00	-	12,012.80
Transfers Total	-	382,065.00	416,984.20	-	(34,919.20)
Grand Total	196,102.27	21,812,986.40	21,595,564.86	218,370.09	195,153.72

Food Service - Comparative Financial Statements

Food Service Balance Sheet - June 2019 (Unaudited)		Food Service Balance Sheet - June 2018	
Assets:		Assets:	
Cash	(28,908.82)	Cash	53,812.68
Intergovernmental Accounts Receivable	4,960.98	Intergovernmental Accounts Receivable	5,036.48
Other Receivables	-	Other Receivables	-
Interfund Balance	40,257.59	Interfund Balance	-
Total Assets	16,309.75	Total Assets	58,849.16
Liabilities:		Liabilities:	
Accounts Payable	-	Accounts Payable	-
Interfund Balance	445.36	Interfund Balance	445.36
Deferred Revenue	15,864.39	Deferred Revenue	13,823.25
Total Liabilities	16,309.75	Total Liabilities	14,268.61
Fund Balance:		Fund Balance:	
Restricted	-	Restricted	44,580.55
Total Liabilities and Fund Balance	16,309.75	Total Liabilities and Fund Balance	58,849.16
Revenues, Expenditures and Change in Fund Balance		Revenues, Expenditures and Change in Fund Balance	
Revenues:		Revenues:	
Intergovernmental - Federal	71,353.00	Intergovernmental - Federal	67,740.27
Intergovernmental - State	4,539.16	Intergovernmental - State	4,881.90
Charges for Services / Local Revenue	361,963.72	Charges for Services / Local Revenue	379,776.87
Transfer from General Fund	40,257.59	Transfer from General Fund	-
USDA Commodities	-	USDA Commodities	15,984.31
Total Revenues	478,113.47	Total Revenues	468,383.35
Expenditures:		Expenditures:	
Noninstructional Support Services	522,694.02	Noninstructional Support Services	506,405.66
Excess of Revenues	(44,580.55)	Deficiency of Revenue	(38,022.31)
Fund Balance, beginning (7/1/2018)	44,580.55	Fund Balance, beginning (7/1/2017)	82,602.86
Fund Balance, ending (6/30/2019)	-	Fund Balance, ending (6/30/2018)	44,580.55

Grants Fund Balance Sheet - June 30, 2019 (unaudited)

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Assets:		
Cash		7,239.91
Receivables:		
Accounts		-
Intergovernmental		71,085.83
Interfund receivables		-
Prepaid Item		-
Total Assets		78,325.74
Liabilities:		
Accounts Payable		-
Open Purchase Orders and Contracts		-
Accrued Salaries and Benefits		-
Deferred Revenue		73,179.38
Interfund payable		5,146.36
Total Liabilities		78,325.74
Fund Balances:		
Restricted - For Prepaid Item		-
Restricted - Capital Project		-
Committed Fund Balance		-
Assigned Fund Balance - Encumbrances		-
Unassigned Fund Balance		-
Total Fund Balance		-
Total Liabilities and Fund Balance		78,325.74
Revenues, Expenditures and Change in Fund Balance		
Revenues:		
School District Assessment		-
Other Local		19,839.58
State		-
Federal		494,431.05
Transfer from other funds		-
Total Revenues		514,270.63
Expenditures:		
Current:		
Instruction		265,400.12
Support Services:		
Student		130,204.60
Instructional staff		110,690.91
General Admin		-
Executive Admin		-
School Admin		-
Business		-
Operations and Maintenance		-
Student Transportation		-
Other		-
Debt Service:		
Principal		-
Interest		-
Facilities acquisition and construction		7,975.00
Noninstructional services		-
Transfer to other funds		-
Total Expenditures		514,270.63
Excess of Revenues		-
Fund Balance, beginning (7/1/2018)		-
Fund Balance, ending (6/30/2019)		-

Capital Project - June 30, 2019 (unaudited)

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Assets:		
Cash		(324,988.61)
Receivables:		
Accounts		-
Intergovernmental		-
Interfund receivables		326,726.61
Prepaid Item		-
Total Assets		1,738.00
Liabilities:		
Accounts Payable		-
Open Purchase Orders and Contracts		-
Accrued Salaries and Benefits		-
Deferred Revenue		-
Interfund payable		1,738.00
Total Liabilities		1,738.00
Fund Balances:		
Restricted - For Prepaid Item		-
Restricted - Capital Project		-
Committed Fund Balance		-
Assigned Fund Balance - Encumbrances		-
Unassigned Fund Balance		-
Total Fund Balance		-
Total Liabilities and Fund Balance		1,738.00
Revenues, Expenditures and Change in Fund Balance		
Revenues:		
School District Assessment		-
Other Local		148,107.50
State		63,280.00
Federal		-
Transfer from other funds		326,726.61
Total Revenues		538,114.11
Expenditures:		
Current:		
Instruction		47,905.44
Support Services:		
Student		-
Instructional staff		
General Admin		-
Executive Admin		-
School Admin		-
Business		-
Operations and Maintenance		-
Student Transportation		-
Other		-
Debt Service:		
Principal		-
Interest		-
Facilities acquisition and construction		397,235.80
Noninstructional services		-
Transfer to other funds		1,738.00
Total Expenditures		446,879.24
Excess of Revenues		91,234.87
Fund Balance, beginning (7/1/2018)		(91,234.87)
Fund Balance, ending (6/30/2019)		-

Trust Fund Fund Balance Sheet - June 30, 2019 (unaudited)

Assets:		
Cash		-
Receivables:		
Accounts		-
Intergovernmental		368,818.91
Interfund receivables		1,738.00
Prepaid Item		-
Total Assets		370,556.91
Liabilities:		
Accounts Payable		-
Open Purchase Orders and Contracts		-
Accrued Salaries and Benefits		-
Deferred Revenue		-
Interfund payable		-
Total Liabilities		-
Fund Balances:		
Restricted - For Prepaid Item		-
Restricted - Capital Project		-
Committed Fund Balance		-
Assigned Fund Balance - Encumbrances		-
Unassigned Fund Balance		-
Total Fund Balance		370,556.91
Total Liabilities and Fund Balance		370,556.91
Revenues, Expenditures and Change in Fund Balance		
Revenues:		
School District Assessment		-
Other Local		4,592.45
State		-
Federal		-
Transfer from other funds		51,738.00
Total Revenues		56,330.45
Expenditures:		
Current:		
Instruction		-
Support Services:		
Student		-
Instructional staff		-
General Admin		-
Executive Admin		-
School Admin		-
Business		-
Operations and Maintenance		-
Student Transportation		-
Other		-
Debt Service:		
Principal		-
Interest		-
Facilities acquisition and construction		-
Noninstructional services		-
Transfer to other funds		-
Total Expenditures		-
Excess of Revenues		56,330.45
Fund Balance, beginning (7/1/2018)		314,226.46
Fund Balance, ending (6/30/2019)		370,556.91

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	7/1/2018	TRANSFERS	INTEREST	TRANSFERS OUT	6/30/2019
CAPITAL IMPROVEMENT	133,916.51	51,738.00	2,303.14	-	187,957.65
CAPITAL (SPECIAL ED) FUND	105,038.03	-	1,333.63	-	106,371.66
TECHNOLOGY	75,271.92	-	955.68	-	76,227.60
	314,226.46	51,738.00	4,592.45	-	370,556.91

Notes:

* Warrant Article 4 approved a \$50,000 transfer to the Buildings and Maintenance (Capital Improvement) Capital Reserve

* Transfers was paid on 8/22/2018, from PO #20190435, Check #190171 for \$50,000

* GMS Secured Entrance came in slightly under budget, \$1,738 is due back to the trustees.

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	2440	<u>Sept, 2017</u>	<u>Oct, 2017</u>	<u>Nov, 2017</u>	<u>Dec, 2017</u>	<u>Jan, 2018</u>	<u>Feb, 2018</u>	<u>Mar, 2018</u>	<u>Apr, 2018</u>	<u>May, 2018</u>	<u>June, 2018</u>	
<u>GMS</u>		2722	2861	2300	2045	2531	2275	2439	2321	3369	435	
<u>LMS</u>		2303	2861	2284	2162	2311	2240	2411	2065	2819	423	
<u>CHS</u>		2417	2389	2099	1796	2131	1963	2268	1897	2779	470	
<u>Total</u>		7442	8111	6683	6003	6973	6478	7118	6283	8967	1328	65,386
<u>Days</u>		19	19	19	16	18	16	18	16	22	16	

		<u>Sept, 2018</u>	<u>Oct, 2018</u>	<u>Nov, 2018</u>	<u>Dec, 2018</u>	<u>Jan, 2019</u>	<u>Feb, 2019</u>	<u>Mar, 2019</u>	<u>Apr, 2019</u>	<u>May, 2019</u>	<u>June, 2019</u>	
<u>GMS</u>		2689	3676	2718	2562	3478	2603	3235	2976	3942	2440	
<u>LMS</u>		2893	4012	3038	2790	3976	2971	3502	3179	3828	2155	
<u>CHS</u>		2471	3076	2505	2191	2425	2177	2715	2608	3134	1261	
<u>Total</u>		8053	10764	8261	7543	9879	7751	9452	8763	10904	5856	87226
<u>Days</u>		18	22	16	15	21	15	19	17	22	13	

<u>Difference</u>												
<u>GMS</u>		-33	815	418	517	947	328	796	655	573	2,005	
<u>LMS</u>		590	1151	754	628	1665	731	1091	1114	1009	1732	
<u>CHS</u>		54	687	406	395	294	214	447	711	355	791	
<u>TOTAL</u>		611	2653	1578	1540	2906	1273	2334	2480	1937	4528	21840
<u>Meals</u>		33.9	120.6	98.6	102.7	138.4	84.9	122.8	145.9	88.0	348.3	

LITCHFIELD SCHOOL DISTRICT

June 20, 2019

ENROLLMENT	PreK	K	1	2	3	4	S-TOT	5	6	7	8	S-TOT	9	10	11	12	S-TOT	TOTAL
Griffin Memorial	46	85	91	71	88	90	471											471
Litchfield Middle								89	85	110	120	404						404
Campbell High													102	108	108	121	439	439
TOTAL																		1314
MONTHLY ENROLLMENTS 2018/2019																		
September 28, 2018	40	80	90	70	91	89	460	90	84	111	119	404	101	109	108	121	439	1303
October 26, 2018	41	82	89	70	91	89	462	90	84	111	119	404	101	109	108	121	439	1305
November 30, 2018	42	82	90	71	90	89	464	90	83	111	117	401	101	109	107	122	439	1304
December 21, 2018	43	83	90	71	90	89	466	90	83	111	117	401	101	109	108	122	440	1307
January 25, 2019	44	86	91	71	88	90	470	90	84	112	117	403	101	109	108	121	439	1314
February 22, 2019	46	86	90	71	88	91	472	90	85	111	117	403	101	109	108	121	438	1319
March 29, 2019	46	87	90	71	89	91	474	90	85	112	120	407	101	108	108	121	438	1319
April 19, 2019	46	87	91	71	89	91	475	89	85	112	121	407	102	108	108	121	439	1321
May 31, 2019	46	86	91	71	88	91	473	89	85	110	120	404	102	108	108	121	439	1316
June 20, 2019	46	85	91	71	88	90	471	89	85	110	120	404	102	108	108	121	439	1314
June minus Sept.	6	5	1	1	-3	1	11	-1	1	-1	1	0	1	-1	0	0	0	11

Kindergarten Registrations

1/25/2019	42
2/22/2019	52
3/29/2019	54
4/19/2019	60
5/31/2019	63
6/14/2019	67

1st Grade Registrations

1/25/2019	87
2/22/2019	87
3/29/2019	88
4/19/2019	88
5/31/2019	87
6/14/2019	90

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DFA

APPROVAL:

INVESTMENT POLICY

The Litchfield School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

SCOPE

The Investment policy applies to all financial assets in the custody of the Treasurer of the Litchfield School District. These funds are accounted for in the School District's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Agency Funds (excluding Student Activity Funds not under the custody of the Treasurer)
- Any new funds created by the Litchfield School District, unless specifically exempted by the governing body, in accordance with the law.

Furthermore, the Investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

DELEGATION OF AUTHORITY

The Treasurer shall have custody of all monies belonging to the District and shall pay out the same only upon orders of the School Board. The School District Treasurer shall hold the authority to deposit funds, invest funds, complete wire transfers, and authorize collateral agreements on behalf of the Litchfield School District. A copy of such investment instruments and collateral agreements shall be maintained on file at the Superintendent's Office with the original maintained in the records of the School District Treasurer. The Assistant Treasurer is delegated this responsibility in the absence of the Treasurer.

OBJECTIVES

The three objectives in priority order of investment activities shall be safety, liquidity, and yield, provided all investments shall be made in accordance with RSA 197:23-a.

1. **Safety** of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This shall be accomplished by limiting the type of the investments and institutions to those stipulated by RSA 197:23-a.
2. **Liquidity** of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DFA

APPROVAL:

3. **Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. **Prudence.** The standard of prudence to be used by the District Treasurer, or Assistant Treasurer when the Treasurer is not available, involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. **Ethics and conflicts of interest.** The School District Treasurer or Assistant Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. **Internal Controls.** The District Treasurer shall establish a system of internal controls which shall be documented in writing, and designed to ensure that the assets of the School District are protected from loss, theft, or misuse. The internal controls shall be reviewed periodically by the School Board and an independent auditor.
4. **Investment Parameters.** Investments shall be made with judgment and care, under circumstances then prevailing, which persons or prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The investments shall be diversified by: limiting investments to avoid over concentration in securities from a specific issue or business sector (excluding U.S. Treasury Securities), and limiting investment in securities, which have been higher credit risks. Investment shall be made in securities with varying available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: DFA

APPROVAL:

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District shall not directly invest in securities maturing more than thirty (30) days from the date of purchase, unless the investment instrument carries a no-penalty provision for the withdrawal of any portion or total of the investment together with interest earned, or in accordance with state and local statutes and ordinances.

A report shall be presented to the School Board annually summarizing the investment portfolio of the prior year and outlining current investments. Whenever possible, a projection of the investments for the year shall be provided with such understanding that actual investments may differ from the projections.

5. Policy Considerations

This Investment Policy shall be reviewed and approved by the Litchfield School Board not later than the anniversary date hereof pursuant to RSA 197:23-a. A copy of the approved Investment Policy shall be provided to and retained by the Litchfield School District Clerk as part of the School District's official records. The Superintendent, or designee, shall publish to the School Board any recommended changes. However, policy changes shall only be adopted through a majority vote of the School Board.

The investment of funds shall be left to the discretion of the District Treasurer subject to all investments being made in accordance with RSA 197:23-a.

The investment of funds shall be left to the discretion of the District Treasurer without prior approval of the Board.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

RSA 386:57, Security for Certain Deposits of Public Funds

Approval:

Approval: May 23, 2018

Approval: May 10, 2017

Approval: July 13, 2016

Approval: June 24, 2015

Approval: June 25, 2014

Approval: July 17, 2013

Approval: January 4, 2012

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCB

APPROVAL:

EMERGENCY DRILLS

Emergency drills shall be scheduled by the Building Administrator(s) each month during the school year. The purpose of a fire drill *and all hazard drills* is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside, *subject to the conditions of the situation.*

The Litchfield School District currently participates in the following emergency preparedness (*hazard*) drills:

- Fire Drills
- Shelter in Place Drills
- *Secured Campus Drills*
- Evacuation Drills
- Reverse Evacuation Drills
- Drop, Cover & Hold
- *Tornado*
- Scan In Place Drills
- ~~Lockdown~~

State law, HB 123, requires school districts to conduct 10 (ten) hazard drills annually, which will consist of 6 (six) fire drills and 4 (four) hazard drills that shall include at least one emergency response to an armed assailant.

Fire Drill

This procedure is used when students and staff are threatened by a fire, ~~toxic spill, or airborne danger~~ inside the building. Everyone must exit the building, proceed to their evacuation area and await instructions.

Hazard Drills

Active Threat

This procedure will be used when an intruder or armed assailant enters the building, presenting imminent danger to students and staff. The A.L.i.C.E. protocols will be followed: Alert, Lockdown, Inform, Counter, Evacuate (please refer Active Threat emergency management guide).

Evacuation Drill

This procedure will be used if the evidence exists that a bomb threat or, for toxic spill, airborne or other danger ~~inside the building is genuine~~. Students and staff would exit the building, proceed to their evacuation area and await instructions.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCB

APPROVAL:

Reverse Evacuation

This procedure will be used if students and staff are outside and an incident of nearby fire, toxic air, airborne danger or prowler is noted. Everyone would enter the building and follow instructions.

Secure Campus

This procedure is used in the event of a nearby threat, medical emergency or intervention. Students and staff will be directed to remain in class, close and lock all doors and windows, and continue normal functions until informed otherwise. Hallways will remain clear to enable staff and/or emergency responders unobstructed access to area(s) or persons in need.

Shelter In Place

This procedure is typically used when conditions outside the building are unsafe. This may be due to a nearby fire, chemical spill, etc., and is designed to provide the greatest safety within the building. Staff and students may remain in classrooms or move to the hallway, the gym or the other side of the building. To prevent possible polluted air from coming into the building, the outside ventilation system may be turned off.

Lockdown

~~This procedure is used in situations where, for the safety and welfare of all concerned, everyone must be in a classroom with the doors and windows closed and shades/blinds pulled. Reasons for a Lockdown could include an accident, injury or illness to a student or staff member that requires emergency medical attention or an intruder in the school. In emergency medical situations, the caregivers need immediate and clear access to the area and the viewing of such situations could cause students to become upset, anxious or distraught.~~

Drop, Cover & Hold

This procedure is used when there are outside conditions, such as ~~extreme winds or an earthquake or an explosion~~ that could cause damage to the building, *as well as falling objects or projectiles*. Taking immediate cover would be the first line of safety. Everyone would drop to the floor and get under a desk or table, holding on to a leg of the furniture with one hand and protecting one's eyes and face with the other arm.

Tornado

This procedure will be used to protect students and staff from a tornado or severe weather. Students and staff can go to an interior room or corridor on the first floor of the building, staying close to the wall and floor and away from windows and exterior doors.

Scan In Place

This procedure may be used during a low-level bomb threat in which school staff is asked to do a search of their areas. A low-level bomb threat is one in which there is not substantial information to indicate that the school is in danger. The decision is made after immediate consultation with members of the school's safety committee and the Litchfield Police.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCB

APPROVAL:

All emergency drills will be documented and records will be kept by the Building Administrator(s).

Statutory Reference

HB 123, relative to Emergency Response Plans in schools
RSA 153: Public Safety and Welfare

Legal Reference

NH Code of Administrative Rules, Section SAF-C6008.04 & C6008.05
NH State Fire Code
Life Safety Code

Appendix: EBCB-R, Fire Exit Drills In Educational Occupancies
Litchfield School District Emergency Preparedness Information Letter

Approval:

Reviewed:

Revised:

Amended: April 4, 2007

Approval: 2nd Reading, September 27, 2006

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCB

APPROVAL:

EMERGENCY DRILLS PROCEDURES GUIDELINES

The Litchfield School District requires that all schools comply with the following procedures

1. Rules for emergency evacuations will be posted in each room. These rules will indicate the primary and alternate exits and the evacuations area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day of the school year.
2. A distinct alarm signal will be used for emergency drills. The Building Administrator(s) will inform students they may return to class.
3. No person is to remain in the building during emergency drills.
4. Evacuation areas will be at least 50 feet (100 feet, if possible) away from buildings and out of driveways.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
 - Seeing that windows are closed
 - Assuring that electrical circuits and gas jets are turned off
 - Maintaining order during the evacuation
 - Assigning students to hold doors open, if their group is the first to evacuate from such doors, instructing students holding doors to rejoin the class after the last person has passed through the doors
 - Taking the Room Number sign and attendance book and checking attendance when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Building Administrator or his/her designee. Attendance forms will be turned into the Main Office.
7. The exercise will be observed by the Building Administrator.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCB-R

APPROVAL:

FIRE EXIT DRILLS IN EDUCATIONAL OCCUPANCIES

Saf-C 6008.04 Adoption of Life Safety Code.

- (a) Pursuant to RSA 153:5, NFPA 101, "Life Safety Code", 2003 edition, shall hereby be adopted as a rule, except as modified by Saf-C 6008.05.
- (b) All persons constructing, reconstructing, modifying, maintaining or operating any structure and all owners or occupants of existing structures or premises shall comply with the requirements of NFPA 101.

Source. #6339, eff 9-25-96; ss by #7052, eff 7-2-99; ss by #7776, eff 10-9-02; ss and moved by #8180, eff 9-23-04 (from Saf-C 6008.03)

Saf-C 6008.05 Modification to Life Safety Code.

- (a) Sections 12.2.5.4.1 and 13.2.5.4.1 of NFPA 101, "Life Safety Code", adopted in Saf-C 6008.04(a) shall be amended to read as follows:
 - (1) Festival Seating, as defined in 3.3.188.1, shall be prohibited within a building, unless otherwise permitted by the following:
 - (A) Festival Seating shall be permitted in assembly occupancies having occupant loads of 250 or less,
 - (B) Festival seating shall be permitted in assembly occupancies where occupant loads exceed 250 and an approved life safety evaluation has been performed."
 - (b) Sections 12.7.5.1, 12.7.5.2, 13.7.5.1 and 13.7.5.2 of NFPA 101, "Life Safety Code", adopted in Saf-C 6008.04(a) shall be amended to read as follows:
 - (1) Assembly occupancies shall be provided with a minimum of one trained crowd control manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 crowd manager/supervisors for every 250 occupants unless otherwise permitted by the following:
 - (A) This requirement shall not apply to assembly occupancies used exclusively for religious worship with an occupant load not exceeding 2000.
 - (B) The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant.
 - (2) The crowd manager shall receive approved training in crowd management techniques."
 - (c) Section 12.3.5.1 of NFPA 101, "Life Safety Code", adopted in Saf-C 6008.04(a) is amended to insert a new section 12.3.5.1 to read as follows and renumber the existing sections 12.3.5.1 and 12.3.5.2 accordingly as sections 12.3.5.2 and 12.3.5.3:

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCB-R

APPROVAL:

(1) “The following assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7:

- (A) Bars
- (B) Dance Halls
- (C) Discotheques
- (D) Nightclubs
- (E) Assembly occupancies with festival seating”

(d) Section 13.3.5.1 of NFPA 101, “Life Safety Code”, adopted in Saf-C 6008.04(a) is amended to insert a new section 13.3.5.1 to read as follows and renumber the existing sections 13.3.5.1 through 13.3.5.3 accordingly as sections 13.3.5.2 through 13.3.5.4:

(1) “Where occupant loads exceeds 100, the following assembly occupancies shall be protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7:

- (A) Bars
- (B) Dance Halls
- (C) Discotheques
- (D) Nightclubs
- (E) Assembly occupancies with festival seating”

(e) Sections 12.7.1, 13.7.1 and of NFPA 101, “Life Safety Code”, adopted in Saf-C 6008.04(a) are amended to insert a new section 12.7.1 and 13.7.1 to read as follows and to renumber existing sections 12.7.1 through 12.7.11 and 13.7.1 through 13.7.11 accordingly:

12.7.1 Means of Egress Inspection

12.7.1.1 The building owner or agent shall inspect the means of egress to insure it is maintained free of obstructions, and correct any deficiencies found, prior to opening of the building to the public.

12.7.1.2 The building owner or agent shall prepare and maintain records of the date and time of each inspection on approved forms, listing any deficiencies found and actions taken to correct them.

13.7.1 Means of Egress Inspection

13.7.1.1 The building owner or agent shall inspect the means of egress to insure it is maintained free of obstructions, and correct any deficiencies found, prior to opening of the building to the public.

13.7.1.2 The building owner or agent shall prepare and maintain records of the date and time of each inspection on approved forms, listing any deficiencies found and actions taken to correct them.”

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APPROVAL:

(f) Section 14.7.2.2 and Section 15.7.2.2 of NFPA 101, "Life Safety Code", adopted in Saf-C 6008.04(a) are amended to read as follows:

"Emergency egress and relocation drills shall be conducted as follows:

(1) At least one emergency egress and relocation drill shall be conducted every month the facility is in session;

a. Exception No. 1: In climates where the weather is severe, the monthly emergency egress and relocation drills shall be permitted to be deferred provided that the required number of emergency egress and relocation drills is achieved and at least 4 are conducted before the drills are deferred; and

b. Exception No.2: With the approval of the local fire official, no more than 2 of the required emergency egress and relocation drills may be eliminated and replaced by drills that test emergency response to hazards such as earthquakes, hurricanes, floods, bomb threats, and domestic terrorism. No required emergency egress and relocation drills shall be replaced by hazard drills unless an emergency response plan is submitted to the local fire official and the New Hampshire Office of Emergency Management;

(2) All occupants of the building shall participate in the drill; and

(3) One additional emergency egress and relocation drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation.

Source. #6339, eff 9-25-96; ss by #7052, eff 7-2-99; rpld by #7892, eff 5-21-03; rpld by #8013, eff 12-19-03; ss and moved by #8180, eff 9-23-04 (from Saf-C 6008.04)

See Policy EBCB

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JH

APPROVAL:

STUDENT ATTENDANCE, ABSENTEEISM, & TRUANCY

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.

Parent/Guardian, Student, and School Responsibilities

Parents/Guardians, students, school administrators, and teachers all have important roles ensuring that students attend school and are on time. Tardiness is a disruption to the educational process; therefore, students have an obligation to attend school and to be on time for class and scheduled activities.

Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to make sure that their children who are at least 6 years of age and under 18 years of age attend school for the entire school year and during all the time that public schools are in session. The Litchfield School Board discourages parents from scheduling family vacations other than during designated school vacations. Teachers shall *provide known essential assignment that would be completed during the period of absence. After the student(s) returns to class and turns in the work, the teacher(s) will assess whether additional assignments are necessary for the student(s) to demonstrate competency.* ~~upon student and/or parent request after return from absence(s), provide make up work in accordance with School Handbook guidelines.~~ Parents/Guardians are expected to contact the school in which their child is enrolled to inform the school of their child's absence.

School officials determine whether students' absences are excused or unexcused. The school shall maintain accurate attendance records for each student. Each teacher shall accurately report daily attendance and punctuality. The building principal is designated as the person responsible for truancy issues. The building principal shall submit attendance information to the Superintendent's office and shall communicate with parents when a student's attendance becomes a concern and as required by this policy. School officials shall invite parents/guardians to work together to design a plan to address the child's absences.

Policy Development

It is the intent of the Litchfield School Board to involve parents/guardians in the development of its Student Attendance, Absenteeism, & Truancy policy and any amendments to the policy. The School Board shall notify parents/guardians about the proposed policy or amendments through appropriate communication channels. Parents/guardians shall be invited to attend the School Board meeting at which the proposed policy or amendments are discussed.

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,I(c)

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APPROVAL:

- absences as a result of a waiver from the Superintendent for alternative learning plans under RSA 193:1, I(h)
 - college visits
 - military-related activity
 - bereavement
 - court appointments
 - religious holidays
 - mandated court appearances
 - participation in ~~school activities~~ *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.

Under New Hampshire law, ten half days of unexcused absence during a school year shall constitute habitual truancy. Habitual truancy is grounds for filing a petition in the local district court to establish the student is a child in need of services (CHINS). A truant officer or school official shall not file a petition alleging that the child is need of services (pursuant to RSA 169-D:2, II(a) until all steps in the District's intervention process under RSA 189:34, II have been followed.

Intervention Process

After 6 half-days of unexcused absences:

- The building principal or designee shall contact the parent/guardian by telephone and in writing requesting a meeting within three school days to discuss the matter and to develop a plan to prevent any further unexcused absences.
- Under New Hampshire law, the building principal shall enclose copies of RSA 193:1, this policy, and the student's attendance record. The building principal shall provide a copy of the letter to the Superintendent and the District's truant officer.

After 10 half-days of unexcused absences:

- The building principal shall notify the Superintendent, parents/guardians, and the truant officer.
- The building principal shall schedule a meeting with the parent/guardian, truant officer, and appropriate school personnel. The purpose of the meeting shall be to develop a revised plan to address the habitual truancy.

LITCHFIELD SCHOOL DISTRICT

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- At the meeting, the building principal and truant officer shall inform the parent/guardian that additional unexcused absences may result in the filing of a CHINS petition in the local district court *and shall require a home visit from the District's truant officer.*
- If the student fails to comply with the revised plan and has more than 15 half days of unexcused absences, the building principal and truant officer shall consult with the Superintendent to determine if a court action should be filed.

Appeal

A parent/guardian or student seeking an exception for an absence that is not otherwise excused may file a request with the Superintendent or designee. A parent/guardian may also appeal to the Superintendent or designee for the following:

- A determination that a specific absence/tardy, etc. was unexcused;
- A determination that an absence occurred at all; or
- Whether exceptional circumstances exist which make strict application of this policy inappropriate with respect to one or more absences.

The Superintendent shall consider the following factors in reviewing a request or appeal:

- The spirit and intent of the policy.
- Whether the absence was due to the action or inaction of the student or parents.
- Whether exceptional circumstances exist that warrant an exception to the policy.

The decision of the Superintendent shall be final.

Statutory Reference:

RSA 169-D2, II(a), Children in Need of Services

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7, Penalty

RSA 193:8, Notice Requirements

RSA 193:16, Bylaws as to Non-attendance

NH Code of Administrative Rules, Section Ed. 306.04(a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed. 306.04(c), Policy Relative to Attendance and Absenteeism

See Also: Student/Parent Handbook

Approval:

Reviewed:

Revised:

Approval: 2nd Reading, January, 26, 2011



**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 2020, 2021, 2022, and the incoming freshman of the Class of 2023.

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

Tara Hershberger

Elizabeth MacDonald

Robert G. Meyers, III

SCHOOL CALENDAR PLACED
HERE

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. 3118

Director of Guidance: 546-0300, Ext. 3255

Asst. Principal: 546-0300, Ext. 3102

Principal's Office: 546-0300, Ext. 3204

SCHOOL COUNSELORS:

A - D: Carrie Jurus, 546-0300 Ext. 3272

E – K: Jodi Callinan, 546-0300 Ext. 3255

L – Z: Jeff Parsons, 546-0300 Ext. 3256

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 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: WZLH (95.7 FM), WGIR (610 AM), WMUR (Channel 9), WCVB (Channel 5), WBZ (Channel 4), WFXT (Channel 25)

As soon as the decision to delay or cancel school is made (usually around 5:00 am), it will be tweeted (SAU27_Official), posted on the district website and posted on WMUR Channel 9. Also, a phone call and an email from the Superintendent will be scheduled to go out to families after 5:30 am. The school district will provide only these 5 methods of notification of school cancellation or delay. We will not be contacting any other media outlets, so please be sure to monitor these 5 methods (Twitter, phone, email, website, WMUR).

2.3 EARLY RELEASE AND EMERGENCY CLOSINGS

If emergency conditions should occur during the school day, it may become necessary to dismiss you earlier than the scheduled dismissal time. [Please refer to Litchfield School District Policy EBCE, School Closings.](#)

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.

2.4 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. If a student decides NOT to stand, he/she must sit quietly and respect others. 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 the advisory 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
(Must have a math or math embedded course in all 4 years of high school)	
Science	3 credits
Information Communications Technology	1 credit
Physical Education	1 credit
Visual & Performing Arts	1 credit
Health	½ credit
Electives	7 credits
Campbell Advisory Program (CAP)	4 years participation
(No credit)	

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 semesters of 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

Competency-Based Assessment

In a Competency-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.

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, AP Calculus, AP Statistics, Programming 2 and Programming 3 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.

New to 2020 exams, students will be required to register and pay a fee for the exam in October 2019.

IF STUDENTS ELECT TO NOT TAKE THE AP EXAM, THEY WILL BE REQUIRED TO TAKE A FINAL EXAM AT THE END OF THE COURSE. THIS IS THE ONE EXCEPTION FOR SENIORS BEING EXEMPT FROM END OF YEAR FINAL EXAMS.

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 sophomore year and every semester thereafter and available upon request. 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 final exam week students should receive their schedules for the following year. The Guidance Office will meet with students during the final exam week to make any required / requested schedule changes.

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 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 and a Grade Recovery Program. If a student is successful, he / she will earn/recover the credit and the grade earned for the class. If a student has a passing numerical grade with one or more failed competencies and they recover the grade they will receive the original passing grade and credit. If a student has a failing numerical grade with one or more failing competencies and they recover the grade they will receive a 65 % and the credit.

This type of recovery will be given a designation of Grade / Credit Recovery next to the course 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.

3.21 STANDARDIZED TESTING

All students in grade 11 will participate in the SAT assessment and the SAS Science Summative Testing. These are nationally-normed tests of proficiency on grade level skills.

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. (This is being revised)**
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
Job Shadows	Workplace Note
Illness/injury	Doctor's note
Field Trips / Athletic Dismissal	

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

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

3. All absences, whether for an entire day or just a portion thereof, must be documented with an appropriate notification – per the school board policy.
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 Assistant Principal, Director of School Counseling, Student's School Counselor to review the reasons for the absences. (See Attendance Appeal Procedure.)
7. After 9 **EXCUSED** (parent notified Excused absences) or **UNEXCUSED absences** the school administration will have a parent / student meeting. If written documentation is accompanied with the absences the CHS Administration and the ChAT - Child Assistant Team will evaluate if a meeting with the parents would be necessary.
8. To keep parents/guardians informed about their students' absences, parents / guardians will receive attendance letters for the following absence categories:
 - 6 half day (UNEXCUSED) or 3 full days (UNEXCUSED)
 - 10 half days (UNEXCUSED) or 5 full days (UNEXCUSED)
 - 5 Excused Absences from school
 - 7 Excused Absences from school
 - 10 Excused Absences from school
9. Students should not arrive to school prior to 7 a.m unless they are there due to a school sponsored event or the school busses have dropped off early. 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.
10. **The School Administration will make the final determination as to whether or not an absence is excused.**
11. **See Athletic Code about Athletics Attendance Policy. If you have any questions, contact the Athletic Department.**

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), Litchfield Truancy Officer and/or Division of Child, Youth, and Family (DCYF) will be notified of the truancy and/or educational neglect.

When a student reaches 10 half days of unexcused absences, parents will be mailed an absence notification letter. The building principal shall notify the Superintendent, parents/guardians and the district truant officer.

A meeting shall be scheduled by the building principal with the parent/guardian, truant officer and appropriate personnel in order to develop a revised plan to address the habitual truancy. During the meeting the principal and truant officer shall inform the parent/guardian that additional unexcused absences may result in the filing of a CHINS petition in district court and a home visit from the truant officer.

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 (unexcused) 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.

(The above appeal procedure is being revised)

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.** *(This is being revised)*

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. *(This is being revised)*

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. *(This is being revised)*

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.

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 (w/nd 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.
- In an emergency, a parent or guardian who wishes to dismiss a student during the day of the dismissal must contact main office and send an email to the Assistant Principal and the Attendance Admin Assistant.
- 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.

If there are no classes at Alvirne or Pinkerton those students will be expected to attend all scheduled classes at CHS and have the opportunity to be dismissed during the scheduled CTE classes.

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 LEARNING COMMONS 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.

HOMEWORK 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 4-11 is being revised)

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 for a first offense, a conference will be held between the student and the teacher and, when appropriate, an administrator and/or parent or guardian. The facts of the individual case will be weighed by the teacher, and consequences for infractions will entail a grade of zero on the work in question and possible disciplinary action. **Subsequent violations will involve school administration and a meeting with parent / guardian.**

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 avoid** 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.

Any student failing one or more classes and attending a field trip with a large monetary amount attached will meet with administration to develop a plan for academic recovery. 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 director or supervisor, building principal, 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 Learning Commons 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.

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.

3. All referrals should be submitted to the District Special Educational Director.

Documentation of the student's vision, hearing, and other health status should be submitted with the referral.

4. 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).

A CHS Special Education Case Manager 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

<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 Multi dress code violations Littering of buildings or grounds Swearing or negative language	Teacher or Office detention EDD Phone call home Teacher/Admin. Conference Parent/guard. conference Behavior contract Withdrawal of privileges
<u>LEVEL II</u>	<u>Examples</u>	<u>Consequences</u>
Misbehavior with educational consequences serious enough to require immediate corrective action.	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 when not allowed.	Office Detention EDD Saturday Detention A grade of zero on an assignment
<u>LEVEL III</u>	<u>Examples</u>	<u>Consequences</u>
Any action which threatens the safety or well being of persons in the school or damages school or personal property.	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	EDD Behavioral contract Saturday detention Out-of-school suspension plus an additional 10 days per the Superintendent
Behavior that causes significant disruption to the learning process	Inflammatory and offensive language Abusive language/behavior (aggravated) Smoking/possession of tobacco Insubordination, first offense	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)	

<u>LEVEL IV</u>	<u>Examples</u>	<u>Consequences</u>
Behaviors which directly endanger or result in harm to others or property.	Unmodified Level III behavior	Out of School Suspension
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 ALL Electronic Smoking devices 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	Expulsion Police Involvement Consult Principal, case manager, school counselor concerning future strategies Ref. to CHAT Team

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).

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 personal items from the school, staff members and fellow students. Stealing also involves taking 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](#).

1:1 CHROMEBOOK POLICY AND PROCEDURES:

Chromebook Guidelines:

- Chromebooks are Campbell High School / Litchfield School District issued devices and are loaned to students as an educational tool and are only authorized for use consistent with the school's mission.
- The Chromebook may only be used by the student to whom it is assigned.
- The Chromebook should be secured/locked when in locker rooms or near playing fields, basketball courts, etc.
- It is recommended when at home, the Chromebook should be used in a common family location with adult supervision.
- Campbell High School reserves the right to demand immediate return of the Chromebook at any time.
- Students transferring schools or exiting CHS are expected to turn in the Chromebook immediately.
- An Internet filtering system is used within the school's network but is not available for home /outside of district building use.
- Parents/guardians have the right to their child's login password. This can be requested/ changed at school by contacting Jason Pelletier , Litchfield School District Technology Director, at jpelletier@litchfieldsd.org
- Charging the Chromebook is the responsibility of the student. Student should plan on charging their Chromebook while at home for use the next day at school.
- The Chromebooks are on loan to students until they are eligible for graduation. CHS and the district reserves the right to conduct periodic checks of the equipment.
- Making changes in the configuration of the Chromebook is prohibited and could result in revocation of privileges in accordance with Student Computer and Internet Use Policies and Rules.
- If the Chromebook is lost or stolen while in the student's possession, a report must be filed immediately with the local police authorities and school administration.
- Failure to fully comply with these guidelines and the student acceptable use policy may result in revocation of the privilege to use the Chromebook and/or other disciplinary action.
- The Board's policy and rules concerning computer and Internet use and all other policies and rules apply to use of Chromebooks at any time or place, on or off school property.
- Students are responsible for obeying any additional rules concerning care of Chromebooks issued by school staff. (refer to CHS Student Handbook)

Damage:

- Insurance will be offered to students and staff to cover accidental breakage, manufacturer defects and general wear and tear. (Insurance fees may be reduced/waived in the case of free/reduced status or hardship.)

- If damage to a Chromebook is deemed to be accidental, CHS and the district will cover the cost of repair/ replacement under the following conditions per academic school year:
 - 1st Accidental / Total Loss claim will be 100% funded by CHS and the District
 - 2nd Accidental / Total Loss claim will be 50% funded by CHS and the District
 - 3rd Accidental / Total Loss claim possible 0% funded by CHS and the District (this will be determined by the CHS Administration and IT Department)
- Multiple incidences per year will be characterized as non-accidental.
- In cases of neglect/multiple instances of damage, students will lose their right to take home a device and/or face disciplinary action.
- Any questions regarding cost of repairs/warranty coverage may be addressed by contacting Jason Pelletier , Litchfield School District Technology Director, at jpelletier@litchfieldsd.org (please refer to the [Litchfield School District Chromebook Repair Procedure](#)).

Summer Use:

- Chromebooks must be returned in acceptable working order whenever requested by school staff.
- Chromebook summer use will be subject to the guidelines outlined in this document.
- Parents/guardians are responsible for supervising their child's use of the Chromebook and Internet access when in use at home.
- IT Department will have set dates and times during the summer for 1:1 Technology questions and repairs.

Student Usage Fee Explained:

- Students are responsible for the proper care of Chromebooks at all times, whether on or off school property, including costs associated with repairing or replacing the Chromebook (see Damages).
- There is a usage fee of \$20 (\$10 for free & reduced lunch). This is meant to provide a shared risk for damage. Furthermore, it increases the sense of ownership of the device for students.
- Parents/guardians who choose not to participate should be aware that they are responsible for ALL costs associated with loss, theft or damage to a Chromebook loaned to their child.
- At the end of four years, assuming the student is eligible for graduation, he/she may be allowed to assume ownership of his/her device for a depreciated price. (Starting with Class of 2020)
- Computer and Internet - Acceptable Use Policy

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 CHS LEARNING COMMONS / MEDIA LAB

The Campbell High Learning Commons/Media Lab provides resources and services to advance the teaching and learning experience for students, faculty, and staff. The Learning Commons is open from 7:30 a.m. to 3:30 p.m., Monday through Friday, except when the Library / Media Specialist is not available or when Faculty meetings are scheduled.

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

All members of the school community may use the Learning Commons 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

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 JJCH, 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)* self-funded	Basketball (JV&V) Spirit (JV&V) Indoor Track (V) Gymnastics (V)* self-funded Swimming (V)* self-funded
Spring	Baseball (JV&V) Track (V) Lacrosse (JV&V)	Softball (JV&V) Track (V) Lacrosse (JV&V)

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
Weight Room	Environmental Club
FIRST Robotics	Campbell Athletic Leaders (C.A.L.)
Alliance Club	Debate Club
WATS Club	

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: Character, Courage, Respect and Responsibility in our sports. 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 and /or school disciplinary consequences.

8.4 STUDENT ATHLETES

Students who plan to participate in athletics at the college level need to see their School Counselors for information on the NCAA Clearinghouse or go to www.ncaaclearinghouse.net.

8.5 DANCES and 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.

Students should arrange transportation after events and leave the CHS premises.

School Dance and Prom 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. Themed dances 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 are under suspension 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 20 years old 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 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.

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 be searched 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 school administration prior to administration 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, tobacco products and **ALL types of electronic smoking devices.**
 - 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 and other school 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 are the property of the school/district, not the student. The users of lockers, and other school 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 school administration, 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, locker, or school 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 school administration may conduct the search without the student's consent and in the presence of another adult.

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 EMERGENCY FIRE-DRILL DRILLS & PROCEDURES

Secure Campus

Activated when it is necessary to clear hallways and common areas of all students/staff and secure them in rooms in the event of a nearby threat, medical emergency or intervention.

Shelter in Place

Activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke, or nuclear material. Shelter-In-Place may be activated when there isn't sufficient time to safely evacuate a school to an off-site location, or as a precautionary measure while awaiting transportation resources to arrive.

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

Activated when it is necessary to protect students and staff from an armed intruder or other potentially dangerous threats. In these cases, schools will implement procedures that include Alerts and Information in real time to communicate what the threat is and the location of the threat to students/staff and emergency responders, Lockdown to secure doors/windows from the threat, Countermeasures (if feasible) to deter the threat, and Evacuation when it is safe to do so.

Evacuation

Activated when it is necessary for staff and students to exit the school building when the fire alarm activates or an incident in the building poses an unsafe environment.

Reverse Evacuation

Activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school.

Drop, Cover & Hold

Activated in order to protect students and staff from falling objects, or items that may become “projectiles”. Incidents that may require the activation of this response action include, but are not limited to; explosions, earthquakes, and unannounced severe weather events.

Tornado

Activated in order to protect students and staff from a tornado, unannounced severe winds or severe weather events.

Scan in Place

Activated when it is necessary for staff to look around the area for any item which doesn't belong there. Scan will be activated primarily in the case of a Bomb Threat, but could be utilized for any situation that requires the staff to look for item or something which may cause harm.

EVACUATION 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 the designated CENTRAL LOCATION (Assigned Advisory Location #)
4. Attendance will be taken.
5. Students will wait with their ADVISORIES 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 evacuation from CHS Central Location 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. Students should lock their bikes to 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 Alvirne and Pinkerton CTE Centers. **(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 CTE 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 CTE 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 CTE 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

The late bus is made available for students who are involved in approved school related activities. The late bus runs Monday through Friday. 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.

Additional information may be obtained through the clearinghouse personnel and the yearly Senior Class Google Classroom. **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 (determined by administration) 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 (determined by administration) 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 8:05 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 six 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, Assistant Principal, and at least one teacher 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.

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.
- f. Students needing to make money for college or for any financial hardship.

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 September 15 or May 1 of the student's junior year. NO APPLICATIONS WILL BE CONSIDERED FOR EARLY GRADUATION AFTER THE MAY 1ST DATE.

In order to be eligible for early graduation:

- a student must complete all graduation requirements and 24 credits earned at the end of junior year.
- or have 20.5 credits by the end of junior year and meet all graduation requirements and 24 credits to graduate at the end of first semester during their senior year.

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. If a student fails to meet the early graduation requirements that student must return the following semester with a full course load. The student may be required to re-apply for early graduation.

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 1st semester exams. Seniors are excused from second semester exams. **Seniors enrolled in AP courses are required to take either the AP exam or a final exam.**

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 on the date that Senior Grades CLOSE for the semester. 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.

**GRIFFIN
MEMORIAL SCHOOL**



**STUDENT/PARENT HANDBOOK
2019-2020**

GRIFFIN MEMORIAL SCHOOL
229 CHARLES BANCROFT HIGHWAY
LITCHFIELD, NH 03052-2399
Phone: 603-424-5931 Fax: 603-424-2677

Scott S. Thompson, C.A.G.S.
Principal

Maura Clinton-Jones, M. Ed.
Assistant Principal

WELCOME TO GRIFFIN MEMORIAL SCHOOL

Dear Parents and Students,

Welcome to a new year at Griffin Memorial School. The Student/Parent Handbook is distributed to each student as a reference for guidelines, policies, and procedures that we use at GMS and within the Litchfield School District. It is very important that you be familiar with this handbook. We are always eager to listen to and work with parents and students on new ideas and procedures. Your input is not only important, but also necessary to create the best learning environment for our children. Please take the time to read and review this handbook as there are changes and additions made to the content each year.

Maintaining communication with your child's teacher is critical to your child's education. Please call before minor problems develop into larger ones. It takes parents and teachers working together to provide a strong foundation for continued learning and success. If you have any questions, the staff here at Griffin is ready and willing to answer your call or email.

We wish you a very successful academic year! Griffin Memorial School is a wonderful place to learn and grow. Please be sure to check out our website at www.litchfieldsd.org for further resources, teacher emails, and up to date information on school happenings. We are looking forward to a wonderful year for our school community.

Scott S. Thompson, C.A.G.S.
Principal

Maura Clinton-Jones, M. Ed.
Assistant Principal

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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 1st 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	

7 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 175th day
 18 180th 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

Section 1 – ELEMENTARY SCHOOL OVERVIEW

1.1 MISSION STATEMENT

We, the members of the Griffin Memorial School community, are committed to developing life- long learners, who value themselves, contribute to their community, and succeed in a changing world. Teachers, administrators, support staff, school board members, parents and other community members work cooperatively to cultivate a program which meets the developmental and academic needs of our children. The staff utilizes various teaching methods, strategies, resources and consistent discipline to meet individual needs and learning styles.

1.2 SCHOOL DAY

The school day begins at 8:25 a.m. and ends at 2:50 p.m. for all grade levels K – 4.

Section 2 – COMMUNICATION

2.1 CONTACTING ADMINISTRATION, SCHOOL COUNSELORS & FACULTY

Main Office: 424-5931

Scott Thompson, Principal

Ext. 1101

Mrs. Robinson, Guidance Counselor

Ext. 1106

Maura Clinton-Jones, Assistant Principal

Ext. 1102

2.2 NO SCHOOL – DELAYED OPENING

The required 180 days of school brings the closing of the school year well into the month of June. It is the feeling of the school board that it would be unwise to cancel school unless it is impossible for the buses to negotiate their route. Parents should use their discretion in sending students to school during inclement weather. In the event that school sessions are CANCELLED, a “No School” announcement will be broadcast over radio stations WZLW (FM 95.7) and WGIR (AM 610).

Televised announcements will be broadcast over WMUR (CH 9), WCVB (CH 5), WBZ (CH 4), and WFXT (CH 25). We also use the Blackboard Connect system and a message will be sent by phone. If there is no radio, televised, or Blackboard Connect announcement, school will be in session. A delayed opening is an option used when weather and road conditions may improve during the morning hours. This announcement will be available at the above listed sources. Regular school hours are 8:25 a.m. – 2:50 p.m. A 2-hour delay would start school at 10:25 a.m. School closing time remains the same (2:50 p.m.)

As soon as the decision to delay or cancel school is made (usually around 5:00 am), it will be tweeted (SAU27_Official), posted on the district website and posted on WMUR Channel 9. Also, a phone call and an email from the Superintendent will be scheduled to go out to families after 5:30 am. The school district will provide only these 5 methods of notification of school cancellation or delay. We will not be contacting any other media outlets, so please be sure to monitor these 5 methods (Twitter, phone, email, website, WMUR).

2.3 UNEXPECTED SCHOOL-TIME DISMISSAL OR EMERGENCY CLOSURE

On a very rare occasion it may be necessary to dismiss students early due to an emergency (i.e., power failure, severe storm). A student information form is sent home early in the school year in order to provide us with emergency contact information. It is important that the form is completed and returned to school. It is imperative to notify the school office of changes in information during the school year. Students’ emergency contact information is gathered at registration time and entered into Infinite Campus, our student information system. Parents who need to make changes in contact information may do so by visiting the Parent Portal in Infinite Campus. If you do not currently have a portal account and wish to create one, send an email that includes your name and your student’s name(s) to portal@litchfieldsd.org to receive an activation code.

Blackboard Connect is a communication product that utilizes telephone and e-mail systems. It allows us to inform parents about school closures as well as important school events. Parents may choose up to five contacts for these messages. The system allows individual schools as well as the district to communicate information in a very rapid manner. The Blackboard Connect system will also be used in the event of an unexpected school-time dismissal, giving parent's detailed information about procedures. We appreciate your kind attention in following the directives carefully and not contacting the school unless directed in the Blackboard Connect message.

2.4 STUDENT REGISTRATION INFORMATION

Up-to-date information for each student must be on file in the school office. The school must be notified of any changes in address, phone number or other vital information. The emergency contact person listed on your child's information sheet must be an adult able to respond immediately to any student-related illness or emergency; therefore, this person should be in close proximity to the school.

- **ADMISSION**

Children entering school must provide an original birth certificate for verification before admission is permitted. Every child enrolling must provide evidence of up-to-date immunizations, as prescribed by the State of New Hampshire, and proof of residence before admission to school is permitted.

- **ADMISSION OF NON-RESIDENTS**

No person shall attend school, or send a pupil to the school, in any district of which he is not an inhabitant, without the consent of the district or the school board. (RSA 193:12) The superintendent will have the discretion to allow students to attend under extenuating circumstances. The parent/guardian is responsible for contacting the superintendent in writing to request consent at: The Office of the Superintendent, 1 Highlander Court, Litchfield, NH 03052.

Section 3 – ACADEMICS

3.1 SCHOOL MATERIALS

Schoolbooks and initial essential materials are furnished for students without charge. Students are expected to care for all books and materials and return them in the same condition in which they were received. Parents are liable for lost or damaged books and will be billed at the current replacement cost for such books. Students in grades 3 and 4 must cover all textbooks.

3.2 HOMEWORK

Students are expected to complete homework assignments and turn them in as required. Teachers assign homework for a definite purpose. Purposes may include unfinished work or work missed due to absence, additional practice, review for a quiz or test, supplemental individual or group projects, and/or enrichment through various media.

Homework in Kindergarten and grade 1 is typically for additional practice, make-up work due to absence, unfinished class work, and/or enrichment opportunities. Grade 1 homework is given more consistently as the year progresses.

Homework is given on a regular basis in grades 2-4. Teachers for each grade level and each classroom establish homework procedures that are explained at the beginning of the school year. As a guideline, homework times should range at approximately 10 minutes multiplied by the grade level (i.e., Grade 1 – 10 minutes, Grade 2 – 20 minutes, Grade 3 – 30 minutes, Grade 4 – 40 minutes). The time involved in actually completing homework depends on the individual student. [Please refer to Litchfield School District Policy IKB, Homework Guidelines.](#)

3.3 PHYSICAL EDUCATION

Physical education is a regular part of the school curriculum. All students are expected to participate in this program. On gym days, students should dress appropriately and must wear sneakers. Children may be excused from gym only with a doctor's written order. Students without written medical excuses will take part in gym class.

3.4 STANDARDIZED ASSESSMENTS

The NH-SAS is the state assessment administered in the spring to students in grades 3 and 4. This test measures achievement in reading and math.

The computerized NWEA MAP test is a research-based assessment given up to three times a year to students in grade 1 and typically once a year to students in grades 2-4. The NWEA MAP tests measure growth in reading and math skills from year to year.

All students in grades K-2 as well as some older special education students may participate in AIMSweb assessments for Reading and Math. These are brief, nationally-normed tests of proficiency on grade level skills. All students in grades 3 and 4 may participate in NH-SAS interim and/or modular assessments throughout the course of the year. Parents whose students are involved in testing can call the main office regarding access to test results. Other formal specialized testing only occurs through referral and with parental permission.

3.5 REPORT CARDS

Report cards will be issued quarterly and sent home with students. The report card envelope is to be returned to the classroom teacher with parent signature as soon as possible.

3.6 RETENTION

Retention of students in elementary school is strongly discouraged. A survey of education research indicates that there is no significant educational gain, and it may negatively impact student attitude, leading to higher risk of student dropout. Retention will be carefully considered upon parent request and/or teacher recommendation. The discussion of this topic should begin at the beginning of the third marking period between the parent and teacher, and should be presented in a conference with the teacher, parents, and administration. Parents and appropriate staff will be informed regarding retention decisions. Please also refer to the district policy on [Promotion and Retention](#) (Policy IKE-R) which may be obtained from the Office of the Superintendent, 1 Highlander Court, Litchfield, NH 03052 or on the district website.

3.7 CLASS PLACEMENT

Our goal for each child's class placement includes the following:

- Provide for an academically successful school year.
- Provide a heterogeneously balanced classroom, both socially and academically.

In order to accomplish these goals, each grade level, along with the assistance of the guidance counselor, reading specialist, special education teachers, and administration develop lists with the following considerations:

- Academic Performance
- Learning/teaching styles
- Individual needs/interests
- Peer relationships/modeling
- Equitable class size
- Male/Female ratio

This is a complicated and time-consuming process; one we take very seriously. We ask that you rely on our professional judgment.

If you would like to provide information about your child's strengths and weaknesses, please send a written note to the building principal before April 15th of the current school year. We discourage requests for any specific teacher because it does not allow the flexibility to provide the best educational environment for your child, or for other children.

Section 4 – ATTENDANCE

4.1 ATTENDANCE POLICY

It is essential for your child to attend school regularly and be punctual. We urge parents' cooperation in this matter. Of course, a child is not expected to attend school if ill. [Please refer to Litchfield School District Policy JH, Student Attendance, Absenteeism, & Truancy.](#)

When a child is going to be absent or tardy, a parent or guardian must call the school before 8:30 a.m. to report the child as absent or tardy. Please call 424-5931 and follow the automated voice instructions, leaving the child's first and last name, teacher and **specific** reason for absence. Students may NOT attend or participate in school functions on the day of an absence.

**Parents are strongly encouraged to schedule vacations and family trips at times when school is not in session.

4.2 REQUEST FOR SCHOOLWORK

Parental requests for schoolwork must occur when reporting the child as absent. The schoolwork may be picked up at the school office after 3:15 p.m.

When children are absent for more than one day, parents are encouraged to contact the teacher to request their child's assignments. Children are responsible for making up any work that has been missed.

Due to the planning, preparation, and variation of curriculum and materials, teachers are not required to honor requests for schoolwork with regard to vacations or family trips. Parents may contact the classroom teacher to discuss alternative education during these times. Again, we encourage parents to schedule vacations and family trips when school is not in session. [Please refer to Litchfield School District Policy JH, Student Attendance, Absenteeism, & Truancy.](#)

4.3 ARRIVAL

Parents are **encouraged to utilize school bus transportation due to time limitations and safety issues during morning drop-off and afternoon pickup. **

Students may not arrive at school earlier than **8:10 a.m.** There is no adult supervision before that time. If you are transporting a student by private car, DO NOT drive into the bus-loading zone. This area is closed to public traffic from 8:00 a.m. to 3:30 p.m. to ensure student safety. Police will be notified of violations. Students arriving by car must be dropped off at the half-circle driveway off Charles Bancroft Highway by the cafeteria doors. Supervision is provided in that area from 8:10 a.m. to 8:20 a.m. Please do not leave children unattended. All building access doors are locked during the school day.

Preschool parents may use the bus-loading zone for drop-off and pick-up when busses are not present.

4.4 TARDINESS

Pupils who are not in their classroom by 8:25 a.m. are considered tardy. An adult must accompany the tardy student to the School Office to be SIGNED IN and to receive a Late Pass.

Security measures mandate that parents NOT walk students to their classroom. If your child is unsure of his/her classroom location, an older student or a staff member will escort him/her.

A letter from administration will be sent home to the parents of those students that are habitually tardy. A meeting may be arranged with the parent or guardian to address the tardiness issue. All cases will be dealt with individually and at the discretion of administration. [Please refer to Litchfield School District Policy JH, Student Attendance, Absenteeism, & Truancy.](#)

4.5 DISMISSAL

Our concern for the safety of the children makes it imperative that we take the procedure of dismissing children very seriously. In order to provide a safe and orderly dismissal, procedures are in effect to assure that students leave with the appropriate adult.

It is necessary to limit classroom interruptions in order to protect valuable academic time for instruction at the end of the school day. Please be patient, remembering that we have the best interests of your child in mind when we ask the following:

1. If a child is to be dismissed from school, we ask that you send a written note including the date of dismissal, your child's full name, teacher name, full name of the adult who will be dismissing your child, and the time of dismissal. Without a note the student will be sent home on the bus. If bus dismissal has already begun, office personnel may issue a laminated pass for the adult to take outside to the duty teacher in order to release the child.
2. You must present a picture ID when coming to dismiss any child. The GMS staff member dismissing your child may not know you. If you are intending to pick up a child other than your own, the Main Office MUST have a NOTE from the parent of the child that includes the child's full name, date of dismissal, and the full name of the adult who will be dismissing the child. Without a note, the child will not be allowed to go with you. Students must be signed out to the custody of an adult.
3. A bell will ring at 2:50 p.m. to signal early dismissal. Children involved with early dismissal must have a note on file indicating the adult who is authorized to pick up the student(s). These children will report to the gym at the 2:50 p.m. early dismissal bell where the authorized adult will sign out the student with a GMS staff member. School policy requires that any student leaving school with a parent, neighbor, etc., must be signed out. This includes scout troops, religious classes, birthday parties, etc.
4. Do not go to the classroom for your child.

4.6 TRUANCY

Truancy is defined by RSA 189:35-II (a) as "an unexcused absence from school or class". An unexcused absence is an absence which has not been excused by RSA 189:35-II (a). Ten half days of unexcused absence during a school year shall constitute habitual truancy. All cases will be dealt with individually and at the discretion of the administration. [Please refer to Litchfield School District Policy JH, Student Attendance, Absenteeism, & Truancy.](#)

1. Students not in their classroom by 8:25 a.m. are tardy. Parents of students that have been tardy 20% or more per quarter will receive a letter from administration.
2. When the student reaches 10 half days of unexcused absences, parents will be mailed an absence notification letter. The principal will arrange a conference to include the student, the parent or legal guardian, and where appropriate the teacher/case manager. The purpose of this meeting is to educate the family of the school district's attendance policy and to develop a plan to assist the

student in attending school. The building principal shall notify the Superintendent, parents/guardians, and district truant officer.

3. A meeting shall be scheduled by the building principal with the parent/guardian, truant officer and appropriate personnel in order to develop a revised plan to address the habitual truancy. During the meeting the principal and truant officer shall inform the parent/guardian that additional unexcused absences may result in the filing of a CHINS petition in district court and a home visit from the truant officer.
4. If the student fails to comply with the revised plan and incurs more than 15 half days of unexcused absences, the principal and truant officer shall consult with the Superintendent to determine if court action should be filed.

For students who have an excessive number of days absent or tardy, support services, i.e., guidance counselors, social workers, school psychologist(s), will try to identify the root causes and seek solutions to the problems. They will work with families and look for ways to foster better family relationships and improve student attendance.

For students with excessive unexcused absences, the Litchfield Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified of the truancy and/or educational neglect.

Appeal: A parent/guardian or student seeking an exception for an absence that is not otherwise excused may file a request with the Superintendent or designee.

SECTION 5 – POLICIES & PROCEDURES

**Note: All district policies are available online at www.litchfieldsd.org.

5.1 SMOKING LAW

Effective January 1, 1998, the use of tobacco products on school grounds is punishable by a fine (RSA 126-I: 7). This regulation includes all school buildings and grounds, including ball fields, parking areas, and playgrounds.

5.2 NOTIFICATION OF ASBESTOS REINSPECTION

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect, monitor and, when necessary, remove asbestos from school buildings. In February 1989, the School District contracted with a licensed firm to inspect each building for asbestos-containing building materials (ACBM) and to prepare an Asbestos Management Plan that identifies the location and condition of all ACBM.

The U.S. Environmental Protection Agency requires that licensed inspectors conduct AHERA re-inspections every three (3) years to note any changes in the ACBM. Copies of the Asbestos Management Plan and re-inspection reports are on file at the Superintendent's Office and at each school office. You are welcome to view these reports during regular school hours (M-F, 8:25 a.m. to 2:50 p.m.). The Asbestos Program Manager is available at 578-3574 to answer any questions you may have about asbestos in the school buildings.

5.3 TELEPHONE USE BY STUDENTS

Students are permitted to use the phone only with staff supervision and permission, or for emergencies. Students are not allowed to receive calls during school hours. Important messages will be relayed to students through teacher notification. We ask that you only phone to convey important messages.

5.4 SPECIAL NEEDS REFERRAL

Outside or in-house referrals:

1. If the referral comes from a parent by letter, from a doctor, or a teacher from another school by letter or prescription, the letter will be reviewed by the principal and the referral assigned to a given to the grade level case manager. ~~and she/he~~ The case manager will schedule a meeting (referral) with the parent to be held within 15 business days. During this 15-day period, the case manager will give the parent and classroom teacher a packet to be filled out as soon as possible. The information in this packet is very helpful at the referral meeting (before if possible). Completed packets should be turned in to the case manager to enable her/him to invite the correct people to the meeting. Completed packets will be given to the principal to review.
2. If the teacher is making the referral, the grade level case manager must be informed to ensure that the teacher receives a teacher and a parent packet. At this point, there should have been two or three conversations between the teacher and parent about her/his concerns. **Teacher referrals should be turned in to the principal, who will review the referral paperwork and assign a case manager.**
3. When a parent, teacher, or other agency refers a student, the special education team decides whether testing should proceed. The decision to evaluate will be made as a team during the referral meeting.

In all cases, samples of the student's work should be saved to demonstrate the concerns expressed by the parent, teacher, or doctor for the referral meeting. Along with work samples and/or anecdotes, the student's cumulative file is reviewed at the referral meeting. The Procedural Safeguards booklet is offered at every meeting, and is available at the school office. It thoroughly describes parental and student rights in the special education process.

5.5 SAFE SCHOOL ZONE AND RSA 193:13 NOTIFICATION FOR STUDENT/PARENT HANDBOOKS

State law (RSA 193-D) prohibits acts of theft, destruction or violence within a Safe School Zone. The Safe School Zone regulations apply to any school property, school buses and school-sponsored events.

Weapons, such as but not limited to firearms, explosives, containers containing chemicals, knives, martial arts weapons, or other objects used as weapons, are not permitted on school property, school buses, or at school sponsored activities.

Students are prohibited to have any firearms or any other weapons in their possession on school property, school buses or other school-sponsored events or activities. [*\(Please refer to Litchfield School District Policy JFCJ, Safe School Zone\)*](#)

5.6 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.

5.7 NON-DISCRIMINATION

The Litchfield School District does not discriminate 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. ([*Please refer to Litchfield School District Policy AC, Non-Discrimination*](#))

5.8 PUPIL SAFETY & VIOLENCE PREVENTION POLICY

(Bullying Policy In Compliance With RSA 193-F)

Bullying (Summary)

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. [Please refer to Litchfield School District Policy JICK, Pupil Safety & Violence Prevention; Policy JICDD, Cyber-bullying](#)

5.9 PREVENTION OF DRUG & ALCOHOL USE BY STUDENTS

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.

Students 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.

This policy does not apply to students who are administered prescribed drugs at school in accordance with Ed. 311.02 and Board policy. [Please refer to Litchfield School District Policy JICH, Prevention of Drug & Alcohol Use by Students](#)

5.10 STUDENT ATTENDANCE, ABSENTEEISM, & TRUANCY

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.

Tardiness is a disruption to the educational process; therefore, students have an obligation to attend school and to be on time for class and scheduled activities.

Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to make sure that their children who are at least 6 years of age and under 18 years of age attend school for the entire school year and during all the time that public schools are in session. The Litchfield School Board discourages parents from scheduling family vacations other than during designated school vacations. **Make up work will be provided in accordance with handbook guidelines.** Teachers shall provide known essential assignments

that would be completed during the period of absence. After the student(s) returns to class and turns in the work, the teacher(s) will assess whether additional assignments are necessary for the student(s) to demonstrate competency. Parents/Guardians are expected to contact the school to inform the school of their child's absence.

School officials determine whether students' absences are excused or unexcused. The school shall maintain accurate attendance records for each student. Each teacher shall accurately report daily attendance and punctuality. The building principal is designated as the person responsible for truancy issues.

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, I(c)
- absences as a result of a waiver from the Superintendent for alternative learning plans under RSA 193:1, T(h)
- college visits
- military-related activity
- bereavement
- court appointments
- religious holidays
- mandated court appearances
- participation in school activities 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.

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.

Under New Hampshire law, ten half days of unexcused absence during a school year shall constitute habitual truancy. Habitual truancy is grounds for filing a petition in the local district court to establish the student is a child in need of services (CHINS). A truant officer or school official shall not file a petition alleging that the child is need of services (pursuant to RSA 169-D:2, II(a) until all steps in the District's intervention process under RSA 189:34, II have been followed. [Please refer to Litchfield School District Policy JH, Student Attendance, Absenteeism, & Truancy.](#)

5.11 STUDENT DRESS CODE

In order to ensure that the atmosphere in our schools is conducive to learning and fosters an environment of respect, the following regulations will apply during daily school attendance and at all regular school activities throughout the district. 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.

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. [Please refer to Litchfield School District Policy JICA, Student Dress Code](#)

5.12 STUDENT CONDUCT & DISCIPLINE

The school is a community with rules and regulations, and those who enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and obedience to school rules. Disciplinary actions should also be articulate; they should be measured responses and established at a level of severity which corresponds to the level of the offense. 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.

Establishment of Policies and Regulations:

The School Board may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, each principal within the school may establish certain written rules and regulations not inconsistent with those established by the Board and the Superintendent.

Areas of Prohibited Student Conduct:

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). This policy does not define all types and aspects of a student behavior; however, the Litchfield School Board has the responsibility to set forth policies, rules and regulations to help each student conduct himself or herself in a proper manner as a good citizen of the community.

5.13 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.

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.

II. Notification to Students

The principal shall make certain that students have received notice of the requirements of RSA 193:13, RSA 193-B, RSA 193-D, RSA 193-F, and Ed. 317 through announced, posted, or printed school rules. The statutory text shall be printed in the school handbook to be distributed to each student at the beginning of the school year, and shall be announced, posted, and printed at other appropriate locations and times in the middle school and high school. Nothing herein shall prevent a school principal from printing, posting and/or announcing other rules applicable to the school.

5.14 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. ([Please refer to Litchfield School District Policy JICFA, Hazing](#))

5.15 STUDENT TRANSPORTATION SERVICES

General Operating Policy

- A. The Litchfield School District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, 189:9.
 1. 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.
 2. 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.
 3. Students in grades 9 through 12 who use District transportation may be assessed a transportation fee, which will be approved by the School Board.

- B. Bus routes shall be established by the Transportation Contractor and Business Administrator, subject to review by the School Board. Routes will be over the most direct roads practicable for bus travel to serve those entitled to transportation service and to maximize bus utilization of the fleet. Routes will be designed so that up to sixty-five (65) students will be assigned for each seventy-seven (77) student capacity regular size bus. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent, or as related to the construction of new school facilities.

- C. Insofar as educational requirements permit, school schedules shall be adjusted to allow maximum utilization of each bus in the system by alternating elementary, middle and high school trips with the same fleet of buses. Private school trips will be integrated with public school trips where possible and where required by law.
- D. Bus stops and schedules shall be established under the direction of the Business Administrator, or his/her designee, in cooperation with the Transportation Contractor with safety as the primary factor in establishing these routes. Authorized bus routes and schedules will be posted at each school building and in a local newspaper prior to the first day of school. Drivers may not load or unload pupils at other than authorized bus stops. In situations where it is necessary to change a bus stop temporarily or permanently, due to road construction, weather conditions, safety hazards or other circumstances that affect the smooth operation of said route, the Superintendent and the Business Administrator will review the situation and approve and implement a plan of action to correct the problem. The operator may not permit his drivers to load or unload pupils at other than authorized bus stops.
- E. 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.
- F. The number of bus stops on each trip shall be limited, consistent with the policy stated as to service, so as to enable buses to maintain a reasonable time to execute their routes.
- G. 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.
- H. A student who requires a related service of transportation because of the student's disability shall be provided with the necessary transportation accommodations.

Student Conduct on School Buses

Students using District transportation must understand that they are under the jurisdiction of the school from the time they enter the school bus until the time they exit the school bus. 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. 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 Board.

The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video and/or audio surveillance may be used on buses to support the bus driver's reports of unacceptable conduct. The school Principal will have the authority delegated by the Superintendent to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the 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. [*\(Please refer to Litchfield School District Policy EEA, Student Transportation Services\)*](#)

5.16 STAFF ANTI-FRATERNIZATION

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. ([Please refer to Litchfield School District Policy GBCC, Staff Anti-Fraternization](#))

5.17 SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY & PROCEDURES

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. ([Please refer to Litchfield School District Policy JBAA, Sexual Harassment](#))

5.18 COMPLAINTS

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. ([Please refer to Litchfield School Policy GBK/KE, Complaint Policy.](#))

SECTION 6 - STUDENT EXPECTATIONS

6.1 POSITIVE CONFLICT RESOLUTION

Teachers universally use certain phrases throughout the school to assist students in resolving conflicts. It is beneficial in fostering the home-school connection for parents and teachers to utilize this same language. School personnel will regularly intervene and/or mediate during conflicts in order to promote positive conflict resolution.

Teachers and administration affirm the students' rights to have feelings. We express that it is acceptable to be upset, angry, disappointed, etc. In those types of situations, the students need to learn appropriate methods to express their feelings

First, we tell the student(s) to "Use your words." The student should try to resolve the conflict by verbally communicating their feelings to the other party.

If the conflict persists, then the student is told, "Go to an adult for help." The adult will assist the student(s) with resolving the conflict.

In conflicts involving physical contact/violence (hitting, pushing, kicking, etc.), we use phrases such as: "You are not allowed to touch another person's body without their permission" and "You need to be respectful of each other's personal space." We also emphasize the importance of making better choices, safety, personal safety and the safety of all, in these types of conflicts.

6.2 COOPERATIVE DISCIPLINE & STUDENT CONDUCT CODE

A clear discipline policy supports behavior that enhances the academic program and the successful development of children and prohibits activities that interfere with those same goals.

PHILOSOPHY

All members of the Griffin Memorial School community have the right to expect a safe and cooperative learning environment where every student can strive for his/her personal best. Students are expected to conduct themselves in a manner that demonstrates responsibility, accountability, courage, respect, trustworthiness, and good citizenship. On occasions where disciplinary actions are taken, consideration is given to individual student needs and the severity of the infraction.

OBJECTIVES

Consistent behavior guidelines provide all members of the educational community with a universal point of reference in the appropriate maintenance of a safe and responsive learning environment.

To establish clear expectations for student behavior in the school setting.

To define the range and role of staff in the maintenance and enforcement of the behavioral standards.

To promote awareness and understanding of the discipline policy through the entire school community (student, staff, and parents).

To identify the range of applicable consequences to be administered for violations of this disciplinary code to be applied in conjunction with due process procedures.

CORE RESPONSIBILITIES

It is everyone's responsibility to:

- Teach and model self-discipline
- Respect the rights of others
- Cooperate with one another
- Provide a safe and positive educational environment at school and at home
- Review and learn the Cooperative Discipline and Student Conduct Policy

It is a student's responsibility to:

- Be in charge of his/her own behaviors
- Know and follow rules for safe and respectful behavior throughout all areas of school living (regular and specialist classrooms, hallways, lunch room, playground, bus)
- Conduct themselves in a manner which is not self-destructive or in any way violates the rights (to learn, feel safe, be treated with courtesy and respect) of their peers or teachers

- Be accountable for their own behavior choices
- Comply with school rules at all times
- Attend school daily and be prepared to learn
- Tell school staff about any discipline concerns they may have
- Ask for adult help (staff/parents) when their rights or safety are at risk

It is a parent’s responsibility to:

- Communicate to the school their child (ren)’s concerns or needs
- Encourage child(ren) to do his/her best
- Contact school if child(ren) are absent
- Be available for conferences
- Assure that child(ren) attend school daily and on time
- Encourage students to respect and abide by school rules
- Read and discuss appropriate information in the Student/Parent Handbook

It is the teacher’s responsibility to:

- Manage classroom behaviors
- Inform and post classroom rules and behavioral expectations
- Report to parents regularly
- Enforce the Griffin Memorial School Cooperative Discipline and Student Conduct Policy Provide students with a safe school environment
- Report infractions requiring administrative intervention in writing on a discipline referral form

It is the building administrations’ responsibility to:

- Enforce the Griffin Memorial School Cooperative Discipline and Student Conduct Policy
- Maintain high visibility in and around the school
- Communicate the school rules to students, staff, and parents
- Communicate to parents and involved staff the discipline action taken
- Maintain discipline and attendance files
- Assume over-all responsibilities for school rules being followed
- Report any suspected illegal activities to police and Superintendent’s office
- Assume responsibility for the implementation of disciplinary consequences

It is the superintendent’s responsibility to:

- Ensure that all school principals enforce school and district policies with regard to behavior management and discipline Give support and advice to school staff

It is the Litchfield School Board’s responsibility to:

- Adopt a fair and consistent discipline policy
- Ensure, through the Superintendent of Schools, that school and district behavior management and discipline policies are consistently implemented

LEVEL ONE

Acts which constitute a violation of rules and regulations or acts which impede orderly classroom procedures or interfere with orderly operation of the school.

Examples (not exclusive)	Intervention(s) – Staff action	Disciplinary Options*
Bus Misconduct	Verification of offense	Behavioral contract
Damage to property (unintentional)	Log of infraction	Detention (recess -lunch/afterschool)
Deceiving or lying to staff	Referral to administration	Guidance/health services
Disrespect	Notification to parent	Loss of make-up privilege and/or credit

Disruptive behavior	Student/Parent conference with	Parent contact
Forgery	administrator	Rearrangement of seating
Improper use of District equipment, facilities and/or resources	Referral to school counselor	Removal from activities
Incomplete homework/class work		Restitution for damage (replacement/ repair of damaged property)
Indecent/obscene behavior		Restriction of privileges
Late to class		Special assignment
Plagiarizing		Suspension
Possession of demeaning publication		Temporary removal from class
Presence in unauthorized area		Verbal reprimand
Pushing/shoving		Warning
Stealing		
Tardiness		
Unacceptable clothing		
Unacceptable language		
Unsafe behavior		
Use/possession of personal audio equipment without permission of staff		
Violations which administration considers reasonable to fall within this level		

* The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

LEVEL TWO

Includes Level 1 infractions that are cumulative, premeditated and/or hostile, acts whose frequency or seriousness disrupts the learning climate of the school and/or acts that may constitute a threat to the health, safety, property, and/or welfare of students and/or staff.

Level 2 infractions may require the intervention of outside agencies, including the police.

Examples (not exclusive)	Intervention(s) – Staff action	Disciplinary Actions
Bullying	Verification of offense	Administrative probation
Computer vandalism/physical damage to computer resources, purposeful	Log infraction	Alternative Education
Deletion of information stored by others	Referral to administration	Detention (feecess lunch/afterschool)
	Notification to parent	Guidance/health services
	Student/Parent conference with administrator	In-school suspension
Disruption/threat of disruption or harassment	Referral to school counselor	Police/agency referral
Extortion	Police/agency referral	Parent conference
Removal from class activities		Restitution for damage (replacement of damaged property)
Failure to serve detention or other disciplinary action		Restriction/withdrawal of privileges
Forgery of a document		School/Community service
Harassment		Suspension
Indecent/obscene behavior or possession or use of indecent/obscene material		
Instigating, engaging in, or attempting to fight		

Insubordination (failure to follow directives)		
Leaving school property without permission		
Possession/use of tobacco products		
Reckless behavior/endangering others		
Solicitation without permission		
Stalking		
Theft		
Threatening by word or act		
Truancy		
Vandalism		
Violations which the administration considers reasonable to fall within this level		

* The order of listed disciplinary options is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

LEVEL THREE

Includes Level 1 and 2 infractions which are chronic, continuous, or severe, acts that result in violent actions directed toward another person, destruction of property, or which pose a clear and present threat to the health, safety, and/or welfare of others in the school.

Level 3 infractions are in violation of laws or regulations established by various government agencies, and will involve the police.

Examples (not exclusive)	Intervention(s) – Staff action	Disciplinary Options*
Arson	Student removal from situation	Administrative or Board probation
Assault-verbal or physical	Referral to Administration	Alternative Education
Possession/use of drug/controlled substance or look-alike,	Verification of offense	Expulsion
alcohol/being under influence	Log infraction	Police/agency referral
Possession/use of weapon or look-alike	Student/Parent conference with administration	Restitution for damage (replacement/repair of damaged property)
Selling/distributing/trafficking drug or controlled substance, look-alike, or alcohol	Child Study Team referral	School/community service
	Drug/alcohol evaluation	Withdrawal of privileges
	Mental health evaluation	
Threatening/terroristic statements or actions	Police/agency referral	
	School Board hearing	
Unauthorized use of fire alarm system		
Unlawful entry		
Use of computer resources for obscene, threatening, violent or illegal purposes		
Violations the administration considers reasonable to fall within this level		

* The order of listed disciplinary options is not ranked or sequential, nor is not to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration or School Board, based on the severity of the offense.

6.3 SCHOOL-WIDE RULES (Detention, Suspension)

These rules will be enforced on the bus as well as in the school and on the playground.

- Follow directions.
- Walk, move, and play safely.
- Quiet voices in the building and on the bus.
- Respect adults, other, property and yourself.

DEFINITIONS OF GENERAL CONSEQUENCES

1. **DETENTION**

Detentions may be given for academic (failure to complete homework or class work) or behavioral issues.

Recess Lunch detentions involve the student(s) staying in from recess eating in the office with parent notification permission. After school detentions involve the student(s) staying thirty minutes after the close of the school day (3:00 pm – 3:30 pm). Transportation for after-school detention is the responsibility of the parent(s). Notes are sent home to notify parents of this disciplinary action.

Gross misconduct or persistent disregard for school rules (refer to cooperative Discipline and Student Conduct Code) may result in the student receiving an “in-school” suspension or an “out-of-school” suspension.

2. **IN-SCHOOL SUSPENSION**

The student will attend school during the regular school day. The student will not be allowed to participate in regular school classes and activities. The student will be placed in a separate area (the school office) and is expected to complete all daily assignments provided by the classroom teacher and administration. Written notification will be provided to the parent.

3. **OUT-OF-SCHOOL SUSPENSION**

The student will not be allowed to attend school during the regular school day. The student is expected to complete all missed assignments upon returning from the suspension. The parent will be called and written notification will be provided to the parent. [Please refer to Litchfield School District Policy JKD, Suspension and Expulsion of Students.](#)

6.4 LUNCHROOM RULES

The following rules are in place to help students have an enjoyable lunch. Rules include:

P – Practice Responsibility

- Use good table manners
- Stay seated and raise your hand if you need something

A – Act Respectfully

- Use “Please”, “Thank You”, & “Excuse Me”
- Use an indoor voice

W – Work Together

- Line-up for food with hands/feet to self and voices off
- Clean up table and floor around you

S – Stay Safe

- Enter & Exit walking with voices off
- Eat your own food – no sharing

6.5 PLAYGROUND RULES

The following rules are in place to help students have an enjoyable recess and to help keep them safe. Rules include:

P – Practice Responsibility
Follow game & activity rules
Report any problems to an adult

A – Act Respectfully
Take turns, share equipment
Use friendly language

W – Work Together
Create new & fun ways to play together
Ask others to join you

S – Stay Safe
Keep hands, feet to self
Use equipment appropriately

6.6 DRESS

Room thermometers are set at 68 degrees. Students should dress accordingly. In addition to the Student Dress Code Policy in this handbook, GMS has some additional expectations addressing elementary students. Items not allowed specifically at GMS are: Roller shoes or “heelies”, and SillyBandz.

Students whose clothing is questionable will be spoken to by the classroom teacher. Repeat offenders will be sent to the office. At the discretion of administration, parents may be contacted to bring proper attire for their child to change or to pick-up their child. Students should be dressed appropriately for all changes in weather.

6.7 MARKING POSSESSIONS

Every year we have boxes full of items that are left unclaimed. It is necessary that all belongings be labeled so that lost articles can be returned to your children and saves you unnecessary expense.

Lost and Found is located in the hallway outside the gym. The Friday before each vacation and at the end of the year, a large number of unclaimed items are sent to Goodwill, The Salvation Army, or other local nonprofit organizations. It would be very beneficial for you to check Lost and Found any time you visit our school.

6.8 TOYS

Toys are not allowed in school unless a teacher has specifically given permission (i.e., show and share). It is a temptation to play with these items during class time and there is a risk that these items could be lost, stolen, or damaged. The school is not responsible for the loss or destruction of any of these items. Toys or any valuable items (radios, tape players, CD players, DVD-players, cell phones, trading cards, headphones, Game Boys, video games, iPods, MP3 players, stuffed animals, dolls, action figures, virtual pets, cars, SillyBandz, cameras etc.) are not permitted in school.

Note: Students are not to bring any balls or playground equipment to school. The school provides equipment for use at recess.

6.9 STUDENT SEARCHES

School officials being charged by the state with operating the school and safeguarding the health of students and school personnel, not only have the right, but the duty to conduct a thorough investigation in situations, which, in their judgment, could adversely affect the safety and welfare of the student(s), staff and school community.

In carrying out this responsibility, the students, staff and community should be aware that searches would be conducted when dangerous materials or illegal substances are suspected, and the administration has reasonable cause to conduct a search.

In the spirit of due process, the administration, whenever possible, will:

1. Have the student present when his/her locker or possessions are searched.
2. Will inform the student of the reason for the search and the possible penalty should the rules and regulations of the school or law be violated.
3. Permit the student to explain the circumstances should the rules, regulations or law be violated.
4. Inform the parents of the action taken by the school and the reason for the same.

[\(Please refer to Litchfield School District Policy JIH/JIH-R, Student Searches and Procedures\)](#)

SECTION 7 – TECHNOLOGY

7.1 INTERNET USE

Griffin Memorial has limited access to technology and the internet. No student will have access to the Internet without adult supervision. The Litchfield School District Acceptable Use Policy is sent home for review and signature during the first weeks of school.

SECTION 8 – STUDENT SERVICES

8.1 LUNCH PROGRAM

A balanced lunch is served daily in the school cafeteria. Menus are planned by the lunch program director in accordance with specifications established by the federal government. Menus can be found in the Food Service section on the district and school website. We will be accepting payments using the computerized meal payment plan for our students called Nutrikids. Each student will have a prepaid debit account set up and you can deposit funds in order to purchase meals.

Deposits made should be placed in a sealed envelope, clearly marked with the student's full name and teacher's name. These payments will be collected each morning by your child's teacher and forwarded to the kitchen office. Payments can be paid by cash or check (made payable to the Litchfield School Lunch Program.) You also have the ability to pay online at www.myschoolbucks.com. To set up an account follow instructions on the website. To create an account for your child you will be using his/her full name and birthdate. No passcode is necessary. The Nutrikids Point of Sales system is used when your child purchases cafeteria meals, individual milk, water, fruit juice and/or ice cream. Students **WILL NOT** be allowed to charge milk or lunch, so please plan accordingly. Low balance statements will be sent home as needed. All lunch balances (negative or positive) at the end of the year will be carried over to the following year.

Nutritious lunches and snacks are encouraged, and promote better behavioral and academic performance. Soda for lunch and/or snack is not allowed. **For safety and health reasons, sharing food is not allowed.**

Due to distractions, choking, sanitary and safety hazards chewing gum, hard candy, breath mints, etc. are not allowed. Considerations for these items are made for monitored holiday parties and special occasions.

8.2 FREE/REDUCED PROGRAM

Litchfield participates in the federally funded free/reduced price lunch program. An application form and a letter of explanation are sent home at the beginning of the school year. Parents may apply by completing a confidential application and returning it to the school. Only one application per family is required.

Students that receive free/reduced price meals must complete a new application each school year. However, your eligibility status from the previous year for any child approved with an application on file is carried over for up to 30 school days. New applications are accepted any time during the school year. An accurate eligibility determination is valid for the entire year. Application forms are also available in the Food Service section of the district website at www.litchfieldsd.org.

8.3 MILK FOR PRE-K STUDENTS

Milk will be served during snack time each day for students who choose to purchase it. If your income meets eligibility guidelines, your child can receive free milk. A letter and application form will be sent out to parents/guardians of Pre-K students at the start of the school year.

8.4 CAFETERIA BEHAVIOR

Students enjoy their socialization time during the lunch period each day. Students are expected to use 'indoor voices' in the cafeteria, and to respond appropriately when the monitors ask them to quiet down.

8.5 RECESS

Children coming to school are considered to be in good health and are expected to comply with the daily school program. Any child not well enough to go out to recess should remain at home, with very few exceptions to this rule. Unless it is otherwise determined by administration during inclement weather, ALL students will go outside for recess. Full dress is required for students wishing to play in the snow during recess. **Parents are reminded that students are running and climbing during recess, and we encourage students to come to school wearing sneakers or other sturdy shoes.** Please DO NOT send individual requests for your child to remain inside for recess; indoor supervision is unavailable during outdoor recess days. In cases of severe illness, an order from the doctor will be required. Recuperation from a serious illness will be considered.

8.6 FIELD TRIPS

Field trips are considered to be an integral part of the learning experience for students. Permission slips must be signed and returned to school for students to be permitted to participate. Parents may be asked to volunteer as chaperones for these trips. Younger siblings may not attend field trips. In order to be a chaperone, parents **must have attended a Volunteer training at least 1 week in advance of the field trip, and have up-to-date paperwork on file.** Parents who are not officially designated as a chaperone may not attend the field trip.

Parents are not encouraged to transport their child to or from a school-authorized field trip. Under special circumstances, parents may petition to do so, but must complete required district forms well in advance of the event.

8.7 SCHOOL GUIDANCE

The GMS school counselor works to deliver a comprehensive guidance program aimed at supporting student growth and achievement in the personal/social, academic, and aspiration building/vocational awareness domains. To this end, the counselor offers a range of counseling services for students, as well as consultation for parents and teachers. Services include short-term individual counseling, group counseling, and crisis counseling.

In addition, the guidance counselor conducts classroom guidance lessons for all grade levels throughout the year. Character education is incorporated into the classroom guidance program, connecting the growth of character to skill development in all three domains. GMS faculty and staff integrate these terms when speaking to the children, as well as during appropriate instructional opportunities. Be sure to ask your child each month what they have learned about each character trait!

Individual counseling is offered on an “as-needed” basis for all students. Participation in **Friendship Circle Lunch Bunch** during lunch is a wonderful opportunity to meet new people, practice social skills, and develop a sense of belonging and purpose. Parents/guardians are notified if their children have been invited into this group. Participation in psycho-educational small group counseling (i.e. changing families, mood management) requires written parental/guardian consent. Teachers, administration, or parents/guardians may make referrals to the counselor at any time. Communication between parents, teachers, administration, and the counselor is encouraged.

The guidance office respects the confidentiality of students and families, following “best practice” guidelines of the American School Counselor Association (<http://www.schoolcounselor.org>).

All school employees are required to report suspected child abuse or neglect to state authorities. Parents will be promptly notified when any child poses a threat to him/herself, others, or property.

8.8 LIBRARY

The library program is a regular part of the school curriculum. All students will have the opportunity to borrow materials on a regular basis.

BORROWING INFORMATION

1. Borrowing limit is set at two items. (One item for kindergarten and grade one). Kindergarteners keep their books in the classroom.
2. Books and magazines are due the next Library class. They can be renewed as long as there is not a reserve for that item. Date Due stickers are not used since any school library book or magazine should be returned by the next Library class.
3. Materials may be returned earlier than the specified library day; however, checkouts need to occur during regularly scheduled library classes, with the exception of absences.
4. Books may be renewed up to three times, unless the book is on reserve. Magazines are not subject to renewals.
5. Reference books cannot be borrowed.
6. Notices regarding overdue books are sent with students several times during the school year.
7. Lost or damaged materials are billed at the current replacement cost. If the material cannot be replaced, the following standard charges will apply:

Magazines - \$3.00 Hardbound Books - \$17.00 Paperbacks - \$5.00

Please do not buy a replacement book since many of the books are designed specifically for library circulation. Payment may be reimbursed if the book is found and returned within the same school calendar year.

8. Borrowing privileges can be restricted based on failure to be responsible for materials. If materials are lost or damaged, the parent will be billed at the current replacement cost and borrowing privileges will cease. Borrowing privileges can be restricted based on failure to be responsible for materials.

These guidelines are subject to change. Please ask your child when he/she is scheduled for library. If you have questions, please contact the librarian at 424-5931 extension #1110.

SECTION 9 – SECURITY

9.1 SECURITY CAMERAS

Security cameras are in use both inside and outside the LMS facility

9.2 VISITORS

All visitors MUST report to the Main Office. You will be asked to sign in the Visitors' Book and are required to wear a visitor badge while in the building. Parents can help us protect all students by abiding by this rule. Our staff has been instructed to question any non-employee seen in the building and not wearing a badge. Please return to the Main Office to sign out when leaving. Thank you for helping us ensure the safety of our students and staff.

Visitors from the animal kingdom are only allowed with the permission of the school nurse and classroom teacher.

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 EMERGENCY RESPONSE PREPAREDNESS

The Litchfield School District has worked in cooperation with the Police and Fire Departments toward greater emergency preparedness. We will operate emergency procedures based on the Incident Command System used by community emergency personnel. There are several responses to choose from: Secure Campus, Shelter in Place, Active Threat (A.L.i.C.E), Evacuation, Reverse Evacuation, Drop, Cover & Hold, Tornado and Scan in Place. Each will be explained to students before an "announced" drill will be conducted. A brief explanation of the procedures used follows.

Evacuation (previously called Fire Drills) Evacuation routes are to be used if possible. If they are not accessible, the closest safest route out of the building will be taken. Evacuation routes are posted in each room at Griffin Memorial. Once outside, student, staff and visitor attendance is taken to ensure all persons are accounted for. Fire Department and school personnel will ensure safe re-entrance to the building as the situation dictates. Remain quiet and wait for instructions.

Drop and Cover Student, staff and visitors should drop to the floor, holding onto a table or desk if possible, covering their eyes and face with their arm. Remain quiet and wait for instructions.

Lock Down Students, staff and visitors must report to the nearest room. Sit away from windows and doors that lead into the hallway. Doors are locked; lights should be turned off if possible, shades drawn and windows into the hallway covered. Remain quiet and wait for instructions.

Shelter in Place Students, staff and visitors may be asked to stay in their room or be directed to another location. You may be asked to seal doors and windows and turn off ventilation units. Remain quiet and wait for instructions.

Reverse Evacuation Students and staff will enter the building quickly and quietly. Attendance will be taken. Remain quiet and wait for instructions.

Secure Campus — Outside activities are cancelled. Exterior doors are closed and locked. Normal academic functions continue unless teachers are informed to take another action.

Secure Campus - Activated when it is necessary to clear hallways and common areas of all students/staff and secure them in rooms in the event of a nearby threat, medical emergency or intervention.

Shelter in Place - Activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke, or nuclear material. Shelter-In-Place may be activated when there isn't sufficient time to safely evacuate a school to an off-site location, or as a precautionary measure while awaiting transportation resources to arrive.

Active Threat (A.L.i.C.E.) - Activated when it is necessary to protect students and staff from an armed intruder or other potentially dangerous threats. In these cases, schools will implement procedures that include Alerts and Information in real time to communicate what the threat is and the location of the threat to students/staff and emergency responders, Lockdown to secure doors/windows from the threat, Countermeasures (if feasible) to deter the threat, and Evacuation when it is safe to do so.

Evacuation - Activated when it is necessary for staff and students to exit the school building when the fire alarm activates or an incident in the building poses an unsafe environment.

Reverse Evacuation - Activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school.

Drop, Cover & Hold - Activated in order to protect students and staff from falling objects, or items that may become "projectiles". Incidents that may require the activation of this response action include, but are not limited to; explosions, earthquakes, and unannounced severe weather events.

Tornado - Activated in order to protect students and staff from a tornado, unannounced severe winds or severe weather events.

Scan in Place - Activated when it is necessary for staff to look around the area for any item which doesn't belong there. Scan will be activated primarily in the case of a Bomb Threat, but could be utilized for any situation that requires the staff to look for item or something which may cause harm.

It is important that students and staff practice each drill to ensure calm and controlled behavior. Following each announced drill school staff will conduct follow-up discussions to assure students that their safety is our greatest concern and to answer any student questions.

SECTION 10 – PARENT INFORMATION

10.1 HEALTH

MEDICATION

Griffin Memorial School has a full-time nurse on duty throughout the school day. Any health-related questions should be forwarded to the nurse. According to state law, medication cannot be administered without written permission from both a doctor and a parent. This ruling applies to over the counter medication as well.

Parents or guardians must bring in any medication directly to the nurse. Medications should never be sent in with students. State law and Board Policy JLCD allow students to possess certain prescribed medications, such as epinephrine auto-injectors, asthma inhalers and insulin auto-injectors. In these cases School Nurse and/or Principal must be notified of such possessions.

Please contact the school nurse about medication procedures for field trips.

STUDENT HEALTH

Children should be in good physical health before they attend school. All cold symptoms should be regarded as contagious (sneezing, sore throat, runny nose, cough, and headache). Any child with a rash, fever, vomiting, temperature, or general malaise should remain at home for 24 hours after fever or vomiting has ended.

STUDENTS MUST REMAIN OUT OF SCHOOL WITH:

1. Chickenpox-until all "pox" are dried and scabbed over.
2. Conjunctivitis-must receive medical treatment until communicable stage has passed.
3. Hepatitis-doctor certificate required for readmission.
4. Mumps-exclude from school from onset of swelling and until it has subsided (approx. 10 days).
5. Impetigo-must receive medical treatment and remains at home 24 hours after treatment has started.
6. Mononucleosis-doctor certificate required for readmission.
7. Ringworm-doctor certificate required for readmission.
8. Streptococcal Disease-exclude from school. Must remain home 24 hours after adequate treatment has been started.
9. Poison Ivy, Oak, Sumac-not contagious unless direct contact with oil or discharge from rash. Severe cases should remain at home for the child's comfort.
10. Pediculosis (Head Lice)-excluded from school until no sign remains. Must be cleared by the nurse for readmission.

As stated above, children will remain at home for any and all communicable diseases. If in doubt, check with the school nurse BEFORE sending your child to school.

10.2 INSURANCE

Parents are given the opportunity to purchase accident insurance for their children at the start of the school year. Two plans are offered, one covering children during school hours, and the other providing 24-hour coverage. Dental Insurance is also available. Enrollment in each insurance plan is voluntary and done directly with the company.

10.3 PARENT-TEACHER CONFERENCES

Conferences are scheduled with all parents at the close of the first marking period. This provides the opportunity for parents and teachers to discuss the child's progress and development. Any problems and/or concerns should be dealt with immediately. Please contact your child's teacher at any time during the school year if you have concerns.

10.4 PTO AND VOLUNTEERS

We are fortunate to have a Parent -Teacher Organization that has actively supported the school over the years. Each year we have parents, grandparents, retired persons and special friends volunteer at our school. Volunteers assist teachers with many duties that are a necessary part of an active classroom. They may also work with small groups of children who need extra practice with a skill already presented to the class, help students use the computer in the classroom, or help students edit their writing. Others, who are unable to come into the school, work on projects to create teacher materials in their own home.

In order to ensure the safety and protection of our students, ALL VOLUNTEERS MUST GO THROUGH VOLUNTEER ORIENTATION WITH ADMINISTRATION AT LEAST 1 WEEK PRIOR TO ANY VOLUNTEER ASSIGNMENT. The training is only required once; each year a volunteer needs to submit the volunteer forms that are available online. Call the office directly to schedule a volunteer training with an administrator. Please consider becoming a school volunteer and an active member of the Parent-Teacher Organization.

The PTO maintains a voluntary Family Directory of Student names, addresses and emails which is available to those families who choose to submit their information. A form for this purpose is included with their welcome packet at the start of each year. If you wish to participate, you can provide as much or as little information as you wish, including name, e-mail, street address and phone number. When you return the form to the PTO, it is entered into the directory by October and a digital copy is sent to all who participate. Please remember that participation in this directory is voluntary.

10.5 BIRTHDAYS

Birthdays are recognized at our school with a pencil from the administration. Birthday snacks from home are welcome. Please check with your child's teacher before sending a special snack to school. In support of our Wellness policy, we encourage parents to explore more healthful alternatives to birthday cakes or cupcakes.

Parents often want to send birthday party invitations through the teacher. Due to confidentiality, we are not allowed to give parents the names, e-mail addresses, phone numbers or addresses of other families.

A parent may send in birthday party invitations for a classroom, as long as ALL STUDENTS IN THE CLASS are invited. The PTO maintains a voluntary Family Directory of Student names, addresses and emails which is available to those families who choose to submit their information. See the PTO section below for more information.

10.6 PARKING

Visitor parking is permitted in designated parking areas only. During school hours, there is no parking on the playground or in the school driveways. Vehicles left unattended will be reported to the police and towed at the owner's expense. The playground is located on the right side of the main driveway, and vehicles are not permitted in this area unless authorized during special events.

10.7 STUDENT PICTURES

Each fall individual student pictures are taken during school hours by a qualified photography studio. Parents may purchase pictures from a selection of different packages. Notification of the original and make-up dates for pictures are sent home before the picture dates.

SECTION 11 – TRANSPORTATION

11.1 STUDENT TRANSPORTATION

Parents are strongly encouraged to utilize school bus transportation due to time limitations and SAFETY issues during morning drop-off and afternoon pickup. Bus schedules are approximate. Parents and students should be aware that it is normal for the bus to be 5 minutes ahead or behind the scheduled pick up time.

11.2 ALTERNATIVE TRANSPORTATION

BUS CHANGES

Students may only ride the bus assigned to their home address. The First Student Transportation Division Manager may grant a request for Alternative Transportation for childcare purposes only on a long-term basis (minimum of two weeks) to a currently approved bus stop within the Litchfield School District. The agreement will be for every school day and must be approved at least 5 days in advance. An application for alternative transportation may be requested by calling First Student Transportation at 883-0251. A separate form is needed for each student you wish considered. The completed form must be returned to: First Student Transportation, 153 Burke Street, Nashua, NH 03060. The Transportation Manager will make every effort to accommodate requests by October 1st. Until such time as the request is approved, it is the responsibility of the parents to provide transportation. In instances where the bus is at capacity, the request will be denied.

Alternative Transportation requests must be renewed each year on a first-come basis. To ride the same bus and disembark at another stop on the same bus route, a written note is required from the parent to the school. The request will be honored only for currently designated bus stops.

11.3 BUS SAFETY REGULATIONS

All Litchfield elementary students are granted the privilege of riding the school bus to and from school. The driver of the school bus must maintain order and safe conditions at all times. Students are responsible to make sure they do not endanger their fellow students or the safety of the bus. Loud noises, shouting, or disturbances may distract the bus driver. Moving around, pushing or wrestling on the bus may result in personal injury. The driver of the bus has been instructed to ensure safe conditions and will complete a written report on any student who does not follow the bus rules. Students are expected to be responsible for showing courtesy and consideration upon entering, riding, and exiting the bus.

The Cooperative Discipline and Student Conduct Code prevails for bus rides as jurisdiction starts from the moment the student gets on the bus in the morning until the moment the student disembarks in the afternoon. [Please refer to Litchfield School District Policy EEA, Student Transportation.](#)

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. [Please refer to Litchfield School District Policy ECAF, Audio and Video Surveillance on District Transportation.](#)

11.4 BUS BEHAVIOR

General behavioral expectations are as follows:

- Follow the directions of the bus driver.
- Respect self and other passengers.
- Hitting, fighting, and/or throwing objects is prohibited.
- Passengers are expected to promptly take their seats, face forward, and remain seated.
- Passengers will not extend any part of their body out of the window or into the aisle.
- Do not damage the bus in any way.
- Do not leave your seat until the bus has come to complete stop.
- More specific rules are posted on each bus.

If students misbehave, the bus driver will take action that may include a verbal warning, or a seat change. If behavior does not improve, the student will be reported via a written Transportation Disciplinary Report. The First Student Transportation Division Manager will receive the report and determine if administrative action is mandated. If a report is forwarded to administration, the following actions may be taken:

FIRST REPORT-Administration will discuss the infraction with the student and the written report may be sent home. The Transportation Disciplinary Report must be signed by the parent/guardian and returned to school the next day.

SECOND REPORT-Under the discretion of the administration, the student may lose bus privileges for at least one day. The parent may be contacted by phone and will be notified in writing and advised that they are responsible for extending their authority to ensure their child's proper behavior on the school bus. The Transportation Disciplinary Report must be signed by the parent/guardian and returned to school the next day.

THIRD REPORT-Bus privileges may be lost for three to five days. A parent conference may be requested before the student is permitted to ride again.

FOURTH REPORT-Bus privileges may be lost for up to ten days.

FIFTH REPORT-Bus privileges may be lost for up to twenty days.

SIXTH REPORT-Bus privileges may be lost for the remainder of the school year.

If a student is absent on the day of a bus suspension, the suspension will take place on the next school day attended by the student.

Serious infractions will be dealt with at the discretion of administration. Parents will be notified of the action taken regarding the misbehavior. Generally, the repeat offender will be dealt with more severely.

Students will return all Transportation Disciplinary Reports signed by a parent/guardian to the administrator. If a student is suspended from the bus, parents will be notified by phone to expect the report at day's end and that bus privileges are lost beginning the next school day. No child will be denied transportation home from school on the day that bus privileges are lost.

11.5 BICYCLES

As was decided by the Litchfield School Board at the August 19, 1992 school board meeting, students of Griffin Memorial MAY NOT ride bicycles to school at any point during the school year.

LITCHFIELD MIDDLE SCHOOL

Student Handbook **2019-2020**

Thomas Lecklider
Principal

Martha Thayer
Assistant Principal

19 McElwain Drive
Litchfield, NH 03052

Telephone: 603-424-2133
Fax: 603-424-1296

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Litchfield Middle School
19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 · Fax 424-1296

Martha Thayer
Assistant Principal

Fall 2019

Dear Students and Parents,

I hope that as you begin a new school year, you have been able to find relaxation and fun this summer. In this handbook, you will find information to help you succeed at Litchfield Middle School. You are an important part of our “Raider” community.

We want each student to find a deep level of success at the middle school. Our Positive Behavior Intervention and Support (PBIS) program focuses on assuring that the climate of the middle school is one in which students want to be a part. You will find information in the handbook relating to the incentives students can earn by exhibiting positive behavior at LMS. Our slogan “Do Your Best” sums up our expectation for students to enter the building each day with a positive attitude toward their learning.

While all the information contained in the handbook is important, please take note of the newly detailed policies and procedure. This handbook will serve as a reference to help you understand our program at the middle school. In addition, I encourage you to frequently check our website, which is linked to the Litchfield School District site: www.litchfieldsd.org. We, as a staff, expect that students will make consistent use of the agenda as a tool to keeping assignments organized.

Good luck in the new school year. Do your BEST!

Sincerely,

Thomas Lecklider
Principal

Litchfield Middle School
19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 · Fax 424-1296

Martha Thayer
Assistant Principal

Fall 2019

Dear Parents and Students:

It is back to school, and back to doing our BEST at LMS. For those returning, you will remember that BEST stands for **B**elieve in yourself, **E**xtend a helping hand, **S**how respect, and **T**ake responsibility. These positive social behaviors are an outgrowth of specific training done in conjunction with many other schools in New Hampshire using Positive Behavioral Intervention Supports (PBIS), a system designed to improve the social climate of schools. This school-wide initiative was introduced to the faculty and student body at LMS in September of 2004, and has become an integral component of the educational process at our school. Now in its sixteenth year, work will continue, capitalizing on what has been learned, and moving forward.

A teaching matrix that identifies the specific behavioral expectations for our students is listed on Page 22 of this agenda. It is presented to the students at the beginning of the year. This matrix has three components. There is the motto “Do your BEST,” an expression that goes along with each letter of the word BEST, and three words that exemplify each phrase. Teachers, administrators, specialists and special educators are assigned PBIS groups that meet several times throughout the year to rollout the behaviors that are expected. These behaviors can be found in the agenda.

Students are expected to be prepared for class each day, therefore, it is the first rollout taught to the students. We use a “reminder” system that will give the students extra support as opposed to punishing them for forgetting class materials. Other rollouts include appropriate behaviors for substitute teachers, in the hallway, in the classroom, in the cafeteria, during assemblies, and on the bus.

In an effort to encourage BEST behavior as a way of life, we pay students with BEST bucks. During each two-week rollout period, students who exhibit the expected behavior are rewarded with BEST bucks. BEST bucks are cashed in at the PBIS store two afternoons a week as the students exit the building.

For students who do not “buy” into our system of rewards, there are consequences. Parents receive calls, and some students stay for before school, after school, or lunch detentions. Other students may spend the day in an in-house suspension area with a teacher. Think packets are completed that encourage students to reflect upon their misbehaviors and develop strategies to help them improve.

PBIS has been a positive addition to our school climate. Students have responded very well to guidelines that are presented in a clear consistent manner. This program has reinforced the sense of community in our school. It is hoped that the continuous tweaking of the program will only make our great school even better!

Sincerely,

Litchfield Middle School Faculty

**Litchfield Middle School
Faculty and Staff Positions
2019-2020**

Principal

Thomas Lecklider

Amy Provencal, Librarian

Assistant Principal

Martha Thayer

Reading Specialists

Katie Seaver

Kathy Tobey

Administrative Assistants

Lisa Guillemette

TBD

Support Services

Jill DesLauriers, Speech

Jeanne Henriquez

Stephanie Hoelzel

Caitlin Kramer

Heather Morrissette (S3 Program)

Elin Pelland, Social Worker

TBD

Receptionist

Kara Hewett

Guidance

Mary Cummings

Lynne Ellis

Nurse

Kellie Chambers

Paraprofessionals

Berit Keane

Lucille Champagne

Connie Fiasconaro

Sheryl Hartling

Lorraine Jordan

Denise Bernabei

Tyler Amigo

Ann Buttaro

Deborah Garand

Matthew Sidilau

Janice Platt

Nicole Mathieu

Mary Ann Mills

Sue Seiberg

Kara Burbank

Helena Paquette

Donna Adams

Lian Tumas

Judy Latsha

Debora Trench

Grade 5 - Wildcats

Holly Love

Heather Stein

Teresa Tarr

Beth Zingales

Grade 6 - Owls

Heather Dwyer

Debra Langton

Kathy Sidilau

Lisa Smith

Grade 7 – Black Bears

Sarah Anstey

Shea Bishop

Jody Corbett

Audra McCollem

Kim Nolan

Grade 8 – Red Wolves

Renee Caron

Steve Fraser

Jessica Guerrette

Jessica Lachance

TBD

Maintenance Staff

Dave Ross, Facility Manager

Zachary Belanger

Kerry Dillon

Manuel Londono Osorio

Joe Underwood

Lunch Program

Lauren Crowley, Food Service Director

Janice Barrett

Darlene Gymziak

Nicole Ripley

Marilena Stevens

Lunch Monitors

Andrea Bellino

Lise Boucher

Specialists

Kathy Bangert, Art

Roin Corbeil, Computer Literacy

Dave Gilmore, Physical Education

Anna Helbling, Spanish

Lisa Lasocki, Family & Consumer Science

Carolyn Leite, Music

Eric Momnie, Tech Education/STEAM

Christine Rooney, Health

2019-2020 SCHOOL DISTRICT CALENDAR

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 1st 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 175th day
 18 180th 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

SECTION 1 – Middle School Overview

1.1 Mission Statement

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical and emotional growth.

1.2 District Goals

- I. The Litchfield School District will provide a learning environment that increases achievement in the areas of academic, intellectual, physical and social growth that meets the needs of all students.
- II. The Litchfield School District will develop confident, responsible and productive students with post-graduate aspirations for all students and their interests.
- III. The Litchfield School District will implement and assess the effectiveness of the Supervision and Evaluation model regarding student achievement, improved instructional strategies and professional development.
- IV. The Litchfield School District will review, update and support the Capital Assets of the District.
- V. The Litchfield School District will support, encourage, and facilitate two-way communication within the district among staff, parents and the community regarding shared involvement in a quality education.

- I. Increase achievement for all students, which: maximizes the intellectual rigor of all students in all areas, increases student interest in academic work, and optimizes the use of critical thinking challenges that solve authentic problems.
- II. Ensure the development of confident, responsible and productive members in our community and global society with post-graduate aspirations.
- III. Implement and assess the effectiveness of the Supervision and Evaluation model regarding student achievement, improved instructional strategies, and professional development.
- IV. Review, update and support the Capital Assets of the District.
- V. Support, encourage and facilitate two-way communication within the district among staff, parents and the community regarding shared involvement in a quality education.

1.3 Philosophy

The Litchfield Middle School program is designed to carefully guide adolescents through their transition from elementary school to high school. As a middle school, we recognize the rapid and profound changes in the early adolescent student.

The emphasis of our middle school program is to provide each student with opportunities for maximum academic growth. It is vital to maintain active and cooperative communication among teachers, administrators, support staff, school board members and parents. This comprehensive program is designed to meet the intellectual, physical, social and emotional needs of every child in this unique age group and to support them in becoming caring and responsible adults who will make positive contributions to society.

1.4 Climate

Vision

- Develop a culture in which respect and responsibility are cornerstones to all interactions between staff, students, parents and community.
- Center teacher responsibilities around student learning.
- Provide consistent support of our core values.
- Establish effective school leadership which fosters mutual respect and trust.
- Create a learning environment where people feel safe and supported, where respect is evident; a facility that is conducive to learning.
- Foster high levels of collaboration and communication within our learning community.
- Promote school pride involving students, staff, parents and community alike.

Values

We are committed to:

- positive and responsible communication between all levels of staff, students and community
- proactive positive communication and collaboration within and across grade levels and disciplines
- a common set of behavioral expectations between students and faculty
- making students feel connected to staff
- maximizing instructional time to facilitate optimal student learning
- providing opportunities for all teachers and students to fill leadership roles within our building

1.5 Instruction

Vision

- Provide a clear and shared focus on student learning.
- Develop teams that will focus on the data provided by common student assessments, NWEA results, and NECAP scores, to develop intervention strategies for students who need support and for those that require enrichment.
- Teach grade-level curriculum incorporating **Grade Level Expectations (GLE's)** into daily instruction.
- Implement high quality teaching practices that promote collaboration and student achievement
- Provide staffing to ensure the delivery of specific support and enrichment interventions
- Utilize current technology to enhance instruction
- Support and encourage educational experimentation and risk taking for both teachers and students to enhance and maximize learning opportunities.
- Provide focused professional development that is reflective of Litchfield Middle School, district, and state goals.
- Establish trees of intervention for the academic needs of students.

Values

We are committed to:

- supporting each student's path to success
- consistent, focused collaboration among staff to enhance student learning
- using assessment data to inform and guide instruction
- providing educational opportunities for students to take risks and work collaboratively
- supporting the academic needs of students at all levels using trees of intervention
- incorporating technology into instruction
- improving educational practices through quality professional development

1.6 Community

Vision

- Encourage community and family involvement to improve students' academic and personal growth
- Showcase student excellence
- Support home/school partnerships through consistent and effective communication

1.7 Middle School Student

At the core of the rationale for a middle school organization is the point of view that youngsters 10 to 14 years of age possess compatible characteristics. If this is not true, what possible reason can there be for segregating students between elementary and high school years other than for the convenience of operation?

Donald Eichorn gives a definition for the student who would be best served by the middle school and refers to him as a "transescent". His stages of growth and development are then referred to as the period of "transescence". The complete definition is as follows:

Transescence is the “stage of development which begins prior to the onset of puberty and extends through the early stages of adolescence. Since puberty does not occur precisely at the same time chronologically in the human development, the transescent designation is based on many social, physical, and intellectual changes that appear prior to puberty and continue to the time when the body gains a practical degree of stabilization over these complex changes”.

With this definition in mind, it might be helpful to look at some of the characteristics of the student of the middle school. This student is quite different from any other age group and has certain qualities peculiar to the group. It is felt by some that not enough is being done for this group of “in-between-agers” and that the plan for middle school might be a way in which the transescent can truly be helped to achieve self-identify, one of the aims of the middle school. You may recognize your transescent as you read the following list of student characteristics:

- > He/She is undergoing rapid and profound physical changes.
- > He/She undergoes almost daily changes – one day he is interested in childish affairs – the next day he may display adult attributes.
- > He/She is most interested in his peers and wants to be accepted by the group.
- > He/She is more concerned than previously about these relationships with other people.
- > He/She is attempting to understand his own and adult values; he searches for self-meaning; he is attempting to learn to accept himself.
- > He/She wants to participate in meaningful activities.
- > He/She has many ideas and tries to express both ideas and feelings.
- > He/She is trying to achieve independence and yet strives for security; he needs to develop more “self-direction.
- > He/She is very active – sometimes “fidgety”.
- > He/She is very idealistic.
- > He/She needs to find success, recognition, and acceptance.
- > He/She wants knowledge and skills; he/she is inquisitive.
- > He/She enjoys reading; he/she uses reading as a means of seeking reality and fantasy.
- > He/She wants to practice what he/she is learning.
- > He/She is able to better comprehend casual relationships.
- > He/She needs opportunities to be in situations where mistakes are admirable.
- > He/She needs a certain amount of routine; immediate goals are necessary.
- > He/She is an individual...

1.8 School Climate

At Litchfield Middle School, we strive to provide a school-wide climate, which is conducive to learning. We will seek to recognize students as they contribute to a positive school environment. Students who make choices not in line with our school discipline code will have to accept consequences for their actions.

We believe that every student at Litchfield Middle School has the right to enjoy and participate in all aspects of the academic and co-curricular programs, which are offered to that grade level. Along with these rights, it is our expectation that each student will exercise good citizenship by accepting the responsibility for his or her behavior.

1.9 School Day

Our students’ school day begins at 7:30 a.m. and ends at 2:05 p.m. The late bus will pick up students between 3:15 and 3:30 p.m., Monday through Friday.

SECTION 2 – Communication

2.1 Contacting Administration, School Counselors, and Faculty

Main Office: 424-2133

Martha Thayer, Assistant Principal	Ext. 2102	Mrs. Cummings, Guidance Counselor	Ext. 2227
Tom Lecklider, Principal	Ext. 2101	Ms. Ellis, Guidance Counselor	Ext. 2213
		Mrs. Pelland, Social Worker	Ext. 2215

2.2 School Cancellations and Delayed Openings

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: WZLW (95.7 FM), WGIR (610 AM) WMUR (Channel 9), WCVB (Channel 5), WBZ (Channel 4), WFXT (Channel 25)

As soon as the decision to delay or cancel school is made (usually around 5:00 am), it will be tweeted (SAU27_Official), posted on the district website and posted on WMUR Channel 9. Also, a phone call and an email from the Superintendent will be scheduled to go out to families after 5:30 am. The school district will provide only these 5 methods of notification of school cancellation or delay. We will not be contacting any other media outlets, so please be sure to monitor these 5 methods (Twitter, phone, email, website, WMUR).

2.3 Early Release and Emergency Closings

If emergency conditions should occur during the school day, it may become necessary to dismiss you earlier than the scheduled dismissal time. Homeroom teachers must have a form signed by your parent or guardian stating where you are to go if this should occur. [Please refer to Litchfield School District Policy EBCE, School Closings.](#)

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.

2.4 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 7:35 a.m. in order to be included that day. Announcements are read during first block.

2.5 Address and Phone Changes

It is imperative that LMS 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 Promotion

Students who earn passing grades (D or better) in their current grade level will be promoted. Students in grades 5, 6, and 8 who fail three or more of their five major subject areas (Math, Science, Social Studies, Reading/Content Literacy, Language Arts) will be required to attend summer school at their expense. Likewise, students who fail two or more of their four major subject areas in Grade 7 (Math Science, Social Studies, Language Arts) will be required to attend summer school at their expense. These students will not be eligible to participate in the eighth grade promotion ceremony.

Upon the receipt of a passing grade in summer school, this student will be promoted to the next grade. Should the student not attend or not receive passing grades in summer school, he/she may be required to repeat their current grade the next year. In addition those students who fail Math or English will be recommended for summer school.

Students must pay off any remaining balances with the school and District in order to be eligible for the promotion ceremony.

3.2 Academic Calendar

Our students' school day begins at 7:30 a.m. and ends at 2:05 p.m. The late bus will pick up students between 3:15 and 3:30 p.m., Monday through Friday.

End of Terms

First Quarter	Tuesday, November 5, 2019	(45 Days)
Second Quarter	Wednesday, January 29, 2020	(45 Days)
Third Quarter	Wednesday, April 8, 2020	(45 Days)
Fourth Quarter	Thursday, June 18, 2020*	(45 Days)

*Tentative Date

Report cards will be posted on Infinite Campus within one week after the end of quarter date.

3.3 Grading Scale

The following is the grading system:

100 – 98	A+	C+	79 - 77
97 – 93	A	C	76 – 73
92 – 90	A-	C-	72 - 70
89 – 87	B+	D+	69 - 67
86 – 83	B	D	66 - 63
82 – 80	B-	D-	62 - 60
		F	59 - 0

3.4 Honor Roll

The goal of our Honor Roll recognition program is to recognize those students in Grades 6-8 who display academic excellence at the middle school. Our program attempts to be inclusive as much as possible and still set appropriate standards for the achievement of honors. All students in Grades 5-8 will receive a letter grade in each subject area.

To attain *High Honors*, a student must receive grades of all A's in all subject areas. To attain *Honors*, a student must receive all A's and B's in all subject areas. *Commendations* are for students who have a strong work ethic, good behavior, and exhibit school spirit.

3.5 High School Credit for Middle School Courses

It is the policy of the Litchfield School Board to award credit for high school level work in Algebra 1 and Spanish 1 completed during middle school years so that students can take more advanced and/or more diverse courses during the high school years. These credits may be substituted for required high school courses or used to satisfy graduation requirements.

Credit for high school level work completed during middle school years shall be awarded if the course demonstrates content requirements consistent with similar high school course(s) and the student achieves satisfactory standards of performance.

These credits may only be counted toward satisfying graduation requirements when a student completes a normal four-year course of study or a three-and-one-half year early completion of graduation requirements.

[Refer to Litchfield School District Policy IKFB, High School Credit for Middle School Courses.](#)

3.6 Reporting Schedule and 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 grades are entered into Infinite Campus within two weeks.

3.7 Homework

Homework helps to develop and strengthen organizational skills and requires self-discipline. It is important for you to recognize that not all homework is written. Often, reading and study assignments are given. These must be completed regularly to ensure success in any subject area.

It is strongly recommended you use this agenda to list the daily assignments and that you keep this faithfully. It is important homework is completed as it is assigned. ([Please refer to Litchfield School District Policy IKB, Homework Guidelines](#)) Infinite Campus provides a calendar with an updated to do list for upcoming assignments.

3.8 Standardized Testing Program

- All students will take the New Hampshire State Assessment System (SAS) in April/May. Results will be communicated to parents in late summer/early fall. All students in grades 5-8 may participate in NH-SAS interim and/or modular assessments throughout the course of the year.
- All students in grades 5-8 may participate in AIMSweb assessments for Reading and Math. These are brief, nationally-normed tests of proficiency on grade level skills. Parents whose students are involved in testing can call the main office regarding access to test results. Other formal specialized testing only occurs through referral and with parental permission.
- Parents whose students are involved in testing can call the main office regarding access to test results.

SECTION 4 – Attendance

4.1 Attendance Policy

Regular school attendance is a critical factor for academic success. Consistent school attendance, academic success, and school completion have a positive correlation. Since school is a partnership, parents are expected to make sure their children attend school on a regular basis.

Every student has a right to educational opportunities that will enable the student to develop to his or her fullest potential. Research repeatedly demonstrates that there is a strong correlation between good attendance and success in school.

The regular contact of students with one another in the classroom and their participation in well-planned instructional activities are vital to this purpose. Time lost from class for any reason represents a significant loss of educational opportunity for all students. Therefore, the Litchfield Middle School Attendance Policy establishes minimum attendance requirements for the granting of academic credit for classes taken. Successful implementation of this attendance policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and support staff. When students are unable to attend school due to illness or other medical reasons that require him/her to see a medical professional, please provide the school with documentation to support the student's absences.

Absences/Tardies from school must be confirmed by a parent/guardian. To report your child's absence/tardy, please call 424-2133 and select option 2 for the absence line and leave a message. All excused absences whether for the entire day or portion, thereof, must be documented with the appropriate notes from parents/guardians or physicians or a telephone call to the attendance line.

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, mandated court appearances, or participation in Litchfield school sponsored activities (excludes extra-curricular activities not sponsored by the Litchfield School District). (See No. 2 below.) Documentation is required.
- Unexcused absence – an absence that occurs for any reason other than an excused absence. Unexcused absences are considered **truancy**.

Under New Hampshire law, specifically RSA 193:1, parents/guardians have a legal obligation to make sure that their children who are at least 6 years of age and under 18 years of age attend school for the entire school year and during all the time that public schools are in session. The Litchfield School Board discourages parents from scheduling family vacations other than during designated school vacations. Teachers shall provide known essential assignments that would be completed during the period of absence. After the student(s) returns to class and turns in the work, the teacher(s) will assess whether additional assignments are necessary for the student(s) to demonstrate competency.

4.2 Protocol for Truant Students

Truancy is defined by RSA 189:35-II(a) as “an unexcused absence from school or class”. An unexcused absence is an absence which has not been excused by RSA 189:35-II(a). Ten half days of unexcused absence during a school year shall constitute habitual truancy. All cases will be dealt with individually and at the discretion of the administration. ([Please refer to Litchfield School District Policy JH, Student Attendance, Absence and Truancy](#))

1. Students who arrive to school after 7:37 a.m., will be considered tardy.
2. When the student reaches 10 half days of unexcused absences, parents will be mailed an absence notification letter. ~~The student’s guidance counselor will arrange a conference to include the student, the parent or legal guardian, and where appropriate the teacher/case manager. The purpose of this meeting is to educate the family of the school district’s attendance policy and to develop a plan to assist the student in attending school.~~ The building principal shall notify the Superintendent, parents/guardians, and district truant officer.
3. A meeting shall be scheduled by the building principal with the parent/guardian, truant officer and appropriate personnel in order to develop a revised plan to address the habitual truancy. During the meeting the principal and truant officer shall inform the parent/guardian that additional unexcused absences may result in the filing of a CHINS petition in district court and a home visit from the truant officer.
4. If the student fails to comply with the revised plan and incurs more than 15 half days of unexcused absences, the principal and truant officer shall consult with the Superintendent to determine if court action should be filed.

~~For students who have an excessive number of days absent or tardy, support services, i.e., guidance counselors, social workers, school psychologist(s), will try to identify the root causes and seek solutions to the problems. They will work with families and look for ways to foster better family relationships and improve student attendance.~~

~~For students with excessive unexcused absences, the Litchfield Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified of the truancy and/or educational neglect.~~

4.3 Due Process Hearings

A parent/guardian or student seeking an exception for an absence that is not otherwise excused may file a request with the Superintendent or designee.

- I.—The principal or his/her designee will hear the appeal by the parent/guardian and the student. Only reasons for absence or record keeping can be questioned. The appeals hearing will involve the principal or his/her designee, guidance counselor, classroom teacher, student, and parent or guardian. If so desired, the student may have additional representation at the appeals hearing.
- II.—The appeal must be initiated by the parent/guardian and student, and submitted in writing to the principal no later than five school days after the student and parent have been notified of retention.
- III.—The hearing will be convened within five school days of the receipt of the written appeal.

4.4 Tardiness to Class

It is important that you report to your assigned classes on time. If you are tardy for class, you will receive a demerit from the classroom teacher. Tardiness is excused only if you have a pass from your previous teacher, the nurse, or the office.

4.5 Dismissal

If it is necessary for you to leave school before the end of the school day, a parent or guardian must report to the main office to sign you out at the designated time. Should someone other than a parent or guardian dismiss you, please bring in a note granting permission.

In order to be dismissed from school:

- 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.

4.6 Early Arrival

Students in Grades 5-8 who do not take a bus to school should not arrive prior to 7:25 a.m., as there is no supervision provided until then.

4.7 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.

4.8 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 LMS events and will be considered trespassing if they come to LMS 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.

4.9 Make-Up Work

When you are absent, whether from one class or from several days of classes, it is your responsibility to obtain any work you missed. You should plan to see your teachers before or after school to arrange for make-up. This is usually scheduled on an individual basis depending on the amount of work missed. Teachers will not interrupt regular classes to arrange for make-up.

If you receive an “Incomplete” on your report card, arrangements will be made with teacher and/or team to determine deadlines.

SECTION 5 – Policies and Procedures

5.1 Dress Code (Summary)

In order to ensure that the atmosphere in our schools is conducive to learning and fosters an environment of respect, the following regulations will apply during daily school attendance and at all regular school activities throughout the district. 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.

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.

[\(Please refer to Litchfield School District Policy JICA, Student Dress Code\)](#)

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, enrichment, learning commons, 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 a.m. to 2:30p.m., (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 LMS bathrooms, Locker Rooms and any other unauthorized areas.

No student will be allowed to come to the office to make any calls during the day without permission. School telephones are to be used by pupils only for urgent reasons; namely, advising parents of makeup sessions or detentions, canceled or planned trips, or other urgent needs as approved by the office. No student phone calls are to be made to request permission to attend sporting events or to go to friends’ homes. If a student is not feeling well or needs to contact home, this should be done from the main office phones. Students should not be using their cell phones during school time. Parents/Guardians should not be calling their child’s cell phone during school hours.

5.4 Personal Electronic Devices

Personal electronic devices should not be used during the school day. If a student is found using their personal device without staff approval, it will be taken away and brought to the office. A first offense will allow the student to pick up his/her personal device before leaving for the day. A student’s second offense will result in the personal device being taken away and held in the office awaiting parent pickup.

5.5 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.

5.6 Textbooks

When you are issued a textbook, you must cover it to prevent it from being damaged. You may be given a detention if your books are not covered. You should write your name and homeroom number in the front cover of your books – in ink – so that it can be returned to you if you leave it behind. If you lose or damage any books or equipment, you will have to pay to replace them.

You will not be given a new book until you have paid for the lost or damaged one. If your book is found at a later time, the money will be returned to you. [Please refer to Litchfield School District Policy JQ, Student Fees, Fines & Charges.](#)

5.7 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.](#)

5.8 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.

5.9 Student and Parents' Rights to Educational Records

Recent state and federal legislation has guaranteed parents access to student educational record information and control over the release of this information to others. Since federal statutes require that the educational institutions shall annually inform the parents and eligible students of the rights accorded to them, this announcement serves as this year's notice to parents and students.

The revised FAMILY RIGHTS AND PRIVACY ACT became a federal law in November 1974. The intent of the law is to protect the accuracy and privacy of educational records. Without your prior consent, only you and authorized individuals who have a legitimate educational interest will have access to your child's education records.

If there is agreement, the necessary steps to amend or correct the information contained in the record will be taken. If the agreement is not reached, a hearing will be scheduled by the building principal. The hearing will provide you the opportunity to present your views and reasons for the challenge. You may bring with you, at your expense, any individual who may be of assistance. Following the hearing, should we fail to reach an agreement, you have the right to appeal the decision to the superintendent and, subsequently to the school board. In the event that your appeal fails at any level of the hearing procedure, you have the right to have entered into the record the statement of the issue as you see it.

The rights pertaining to access and challenge described herein are transferred to your child on the attainment of his or her 18th birthday or admission to an institution of post-secondary education. 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. All such requests shall lapse on the first day of October, immediately following the request, except that requests received in September shall remain effective until the first day of October on the following calendar year. This information will be released only in accordance with the guidelines established by the Litchfield Public Schools.

You have the right to file a complaint with the Family Rights and Privacy Act Office, Department of HEW, Washington, D.C. 20201, if you think the school district is not in compliance with the law. You may obtain a copy of the official Litchfield School District Policy relative to this act at the Office of the Superintendent of Schools. If you have any further questions, please contact the Office of the Superintendent of Schools. [Please refer to Litchfield School District Policy JRA, Student Records.](#)

5.10 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.

5.11 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. [Please refer to Litchfield School District Policy AC, Non-Discrimination.](#)

5.12 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. See [Litchfield School District Policy JBAA, Sexual Harassment.](#)

5.13 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. [Please refer to Litchfield School District Policy JICK, Pupil Safety & Violence Prevention; Policy JICDD, Cyber-bullying.](#)

5.14 Staff Anti-Fraternization Policy

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. 26 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](#))

5.15 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.

5.16 Safe School Zone

Safe School Zone (Summary) State law (RSA 193-D) prohibits acts of theft, destruction or violence within a Safe School Zone. The Safe School Zone regulations apply to any school property, school buses and school-sponsored events. Weapons, such as but not limited to firearms, explosives, containers containing chemicals, knives, martial arts weapons, or other objects used as weapons, are not permitted on school property, school buses, or at school sponsored activities. Students are prohibited to have any firearms or any other weapons in their possession on school property, school buses or other school-sponsored events or activities. ([Please refer to Litchfield School District Policy JFCJ, Safe School Zone](#))

5.17 Drug-Free School Zone

Drug-Free School Zone (Summary) 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.

Students 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. This policy does not apply to students who are administered prescribed drugs at school in accordance with Ed. 311.02 and Board policy. ([Please refer to Litchfield School District Policy JICH, Prevention of Drug & Alcohol Use by Students](#))

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. 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. ([Please refer to Litchfield School District Policy JICFA, Hazing](#))

SECTION 6 – Student Expectations – Our Core Values

Do Your Best!

Believe in Yourself

- ❖ Be Confident
- ❖ Be Proud
- ❖ Be Open-Minded

Extend a Helping Hand

- ❖ Be Helpful
- ❖ Be Encouraging
- ❖ Be a Friend

Show Respect

- ❖ Be Polite
- ❖ Be Considerate
- ❖ Be Appropriate

Take Responsibility

- ❖ Be Prepared
- ❖ Be Ready to Learn
- ❖ Be Honest

6.1 Positive Behavior Interventions and Supports (PBIS) Matrix

Litchfield Middle School Behavior Matrix

	ASSEMBLIES	BUS	CAFETERIA
Believe In Yourself	<p>Keep an open mind</p> <p>Take a risk to volunteer</p>	<p>Set an example of good behavior</p> <p>Allow others to sit with you</p>	<p>Use good table manners</p> <p>Help create comfortable environment</p> <p>Choose healthy food</p> <p>Have confidence to allow anyone to sit with you</p>
Extend A Helping Hand	<p>Participate in a positive manner</p> <p>Make presenter feel welcomed</p>	<p>Keep seating area clean</p> <p>Move to inside of seat so others may sit</p>	<p>Invite someone new or alone to sit with you</p> <p>Keep area clean</p>
Show Respect	<p>Keep eyes on presenter</p> <p>Clap & participate when appropriate</p> <p>Ask questions that show interest & curiosity</p> <p>Follow teacher directions coming & going from assemblies</p>	<p>Be considerate of driver</p> <p>Respect personal space and other people's belongings</p> <p>Use appropriate language</p> <p>Solve problems respectfully—no arguing</p>	<p>Listen & respond politely to adult instruction</p> <p>Stay seated & raise hand to get up</p> <p>Wait your turn</p>
Take Responsibility	<p>Listen & follow directions</p> <p>Show appreciation</p>	<p>Be on time</p> <p>Follow bus rules & directions of the driver</p> <p>Expect consequences when poor choice are made</p>	<p>Pick up all trash in your seating area</p> <p>Accept consequences when poor choice is made</p> <p>Keep bathroom clean & graffiti free and use equipment properly</p> <p>Respect others privacy</p>

CLASSROOM	HALLWAYS	PREPARATION FOR CLASS
<p>Be proud of your achievements</p> <p>Value your education</p> <p>Task a risk, ask & answer questions</p> <p>Accept mistakes as opportunities to learn</p>	<p>Greet others with a smile</p> <p>Set an example of good behavior</p>	<p>You Can Do It!</p> <p>Have confidence</p>
<p>Encourage classmates who are having trouble</p> <p>Share materials</p> <p>Be willing to work with all students</p>	<p>Help others when materials are dropped</p> <p>Hold the door when someone is behind you</p>	<p>Offer reminders for others</p> <p>Lend writing utensils and other materials</p>
<p>Appreciate your classmates as individuals</p> <p>Be considerate of others right to learn</p> <p>Follow classroom rules</p> <p>Cooperate with all adults in charge</p>	<p>Stay to the right</p> <p>Walk</p> <p>Respect personal space</p> <p>Quiet voices! Students learning</p>	<p>Accept consequences</p> <p>Accept constructive criticism</p>
<p>Be prepared with classroom materials</p> <p>Keep up with your work consistently</p> <p>Stay organized</p> <p>Be on time</p> <p>Care for your classroom</p>	<p>Apologize if you bump into someone</p> <p>Get to your destination in a timely manner</p> <p>See that materials on walls are not mistreated</p> <p>Share hallway space while at lockers</p> <p>Keep hallways clean</p>	<p>Develop a plan to be organized</p> <p>Check schedule</p> <p>Use agenda regularly</p> <p>Keep locker organized</p>

6.2 Discipline Code

What follows is an identification of common misbehaviors of middle school youngsters and the kind of disciplinary measures, which may be taken by the school in response to these misbehaviors. The disciplinary measures are generally divided into these categories:

- Demerits
- Detentions (teacher or office)
- Office Referrals In-School Suspensions
- Out-of-School Suspensions

Please read the following for more detailed information. You will also note that in a few instances there is no distinction between first and additional consequences. These relate to offenses for which such distinction is not appropriate.

Please note that the Litchfield School District and the Litchfield Police Department have a letter of understanding concerning particular behaviors that must be reported to the police department.

6.3 Demerits

Any staff member, in addressing general school behavior, can issue demerits to a student. Examples of demerit infractions are:

- Being tardy to class
- Chewing gum
- Exhibiting minor hallway misbehavior
- Wearing hats, carrying cell phones or carrying electronic devices after 7:37 a.m.
- Walking through hallways at non-passing times without a pass
- Technology unprepared
-

Parental contact is made if a student receives three demerits within a quarter. If a student accumulates five demerits within a quarter, they will serve an in-school suspension.

6.4 Detentions

A detention is a consequence in which the student is required to remain after school until 2:45 p.m. A staff member or the office may issue detentions. If a teacher issues the detention, the student will stay with that teacher. If the office issues the detention, the student will stay with a member of the administration. Students who are serving a detention will not be permitted to take the late bus home; therefore, other arrangements must be made. Pickup can be no later than 2:50 p.m. Students who are issued detentions will receive a detention slip that should be signed by a parent/guardian and returned to the issuing staff member. Detentions are to be served promptly and can be issued for any day during the school week. Examples of detention infractions are listed below. These are examples and do not include every behavior in which a student may be issued a detention for.

Staff Member Detentions may be given for minor classroom disruptions such as (but not limited to):

- Inappropriate language (not directed at others)
- Light physical contact during inappropriate times
- Disrespect towards teacher or classmate
- Property misuse
- Defiance

Office Detentions may be given for (examples but not limited to):

- A second referral to the office
- Three unexcused tardies to school Student with outstanding detentions may not participate in school activities including co-curricular activities; i.e., clubs, sporting events, etc.

6.5 Office Referrals

An office referral occurs when a student is exhibiting behavior, which must be handled by the administration.

1st Referral	Discussion with the student and parent contact will be made.
2nd Referral	Discussion with the student, parent contact will be made, and an office detention will be given.
3rd Referral	Discussion with the student, parent contact will be made, an out-of-school suspension will be given and notification will be sent to the Chat Team.

The following behaviors are examples of an office referral offense:

- Repeated classroom disruption, not remediated through teacher methods
- Inappropriate, abusive language and/or gestures
- Defiance/Disrespect/Insubordination

The following are examples (but not limited to) in which the above may not apply:

- Vandalism of school property or others' belongings
- Fighting or physical aggression
- Theft
- Inappropriate, abusive language or gestures directed at others

6.6 In-School Suspensions

Serious misbehavior, which deserves more than light punishment, but does not warrant a suspension, or the accumulation of five demerits within a quarter, can be punished by imposition of an In-School Suspension. The student remains in school but is isolated from his/her classmates and is assigned schoolwork, as well as behavioral based work, designed to allow the student to reflect on his/her behavior. He/She is also denied participation in all class activities including extra-curricular activities. In-School Suspensions normally run for one to three days. Parents will be notified whenever their child is placed on an InSchool Suspension.

6.7 External Suspensions

There are certain disciplinary problems, such as but not limited to fighting, violence towards another person, vandalism, or other forms of misbehavior, which are so serious that suspension from school may be necessary. In any major disciplinary incident, the principal will discuss the problem(s) with the parent and with the student. Students may complete their work for credit, however, it is up to the student to make arrangements with his/her teacher own his/her return to school.

SECTION 7 - Technology

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

The use of the Litchfield Middle 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. 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 LMS. 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:

- 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 Litchfield Middle 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 LMS network and the Internet and to make appropriate use of the resources available at Litchfield Middle School. See Litchfield School District Policy IJNDB, Student Acceptable Use.

7.1 Chromebook Guidelines:

- Chromebooks are Litchfield Middle School / Litchfield School District issued devices and are loaned to students as an educational tool and are only authorized for use consistent with the school's mission.
- The Chromebook may only be used by the student to whom it is assigned.
- The Chromebook should be secured/locked when in locker rooms or near playing fields, basketball courts, etc.
- It is recommended when at home, the Chromebook should be used in a common family location with adult supervision.
- Litchfield Middle School reserves the right to demand immediate return of the Chromebook at any time.
- Students transferring schools or exiting LMS are expected to turn in the Chromebook immediately.
- An Internet filtering system is used within the school's network but is not available for home /outside of district building use.
- Parents/guardians have the right to their child's login password. This can be requested/changed at school by contacting Jason Pelletier, Litchfield School District Technology Director, at jpelletier@litchfieldsd.org.
- Charging the Chromebook is the responsibility of the student. Student should plan on charging their Chromebook while at home for use the next day at school.
- LMS and the district reserve the right to conduct periodic checks of the equipment.
- Making changes in the configuration of the Chromebook is prohibited and could result in revocation of privileges in accordance with Student Computer and Internet Use Policies and Rules.
- If the Chromebook is lost or stolen while in the student's possession, a report must be filed immediately with the local police authorities and school administration.
- Failure to fully comply with these guidelines and the student acceptable use policy may result in revocation of the privilege to use the Chromebook and/or other disciplinary action.
- The Board's policy and rules concerning computer and Internet use and all other policies and rules apply to use of Chromebooks at any time or place, on or off school property.
- Students are responsible for obeying any additional rules concerning care of Chromebooks issued by school staff. (refer to LMS Student Handbook)

7.2 Damage

- Insurance will be offered to students and staff to cover accidental breakage, manufacturer defects and general wear and tear. (Insurance fees may be reduced/waived in the case of free/reduced status or hardship).
- If damage to a Chromebook is deemed to be accidental, CHS and the district will cover the cost of repair/replacement under the following conditions per academic school year:
 - 1st Accidental / Total Loss claim will be 100% funded by CHS and the District
 - 2nd Accidental / Total Loss claim will be 50% funded by CHS and the District
 - 3rd Accidental / Total Loss claim possible 0% funded by CHS and the District (this will be determined by the CHS Administration and IT Department)
- Multiple incidences per year will be characterized as non-accidental.
- In cases of neglect/multiple instances of damage, students will lose their right to take home a device and/or face disciplinary action.
- Any questions regarding cost of repairs/warranty coverage may be addressed by contacting Jason Pelletier , Litchfield School District Technology Director, at jpelletier@litchfieldsd.org (*please refer to the [Litchfield School District Chromebook Repair Procedure](#)*).

7.3 Summer Use

- Chromebooks must be returned in acceptable working order whenever requested by school staff.
- Chromebook summer use will be subject to the guidelines outlined in this document.
- Parents/guardians are responsible for supervising their child's use of the Chromebook and Internet access when in use at home.
- IT Department will have set dates and times during the summer for 1:1 Technology questions and repairs.

7.4 Student Usage Fee Explained

- Students are responsible for the proper care of Chromebooks at all times, whether on or off school property, including costs associated with repairing or replacing the Chromebook (see Damages).
- There is a usage fee of \$20 (\$10 for free & reduced lunch). This is meant to provide a shared risk for damage. Furthermore, it increases the sense of ownership of the device for students.
- Parents/guardians who choose not to participate should be aware that they are responsible for ALL costs associated with loss, theft or damage to a Chromebook loaned to their child.
- Computer and Internet - Acceptable Use Policy

SECTION 8 – Student Services

8.1 School Lunch Program

The Nutrition and Food Service Department has implemented a new POS (Point of Sales) system called “Nutrikids”. Every student in the district has been entered into this new computerized system. Students will be using their same lunch card (GMS) or pin number (LMS and CHS) to make purchases at the serving lines.

Meal payment deposits will be made the same way. Students may bring in cash or check to school to deposit into their meal accounts or parents may make deposits online using a credit or debit card. Our new online payment system is called “My School Bucks”. Go to their website www.myschoolbucks.com to register for a new account. Then, create an account for each of your children by using their name and date of birth as the passcode.

Please be aware that only payments for school meals and no other school fees can be paid with this online system. Low balance statements will be sent home as needed. All lunch balances (negative or positive) at the end of the year will be carried over to the following year.

If your child has qualified for free or reduced meal prices, this information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to the students.

If you are concerned about a food allergy that your son/daughter has, please notify the cafeteria with this information. If indicated, a warning will appear on the cashiers' screen for a review of the items on the student's tray.

We are excited to bring Nutrikids and My School Bucks into the district as it has updated and improved features to make operations more efficient. If you have questions, please feel free to contact Lauren Crowley, Director of Nutrition & Food Services at 603-546-0300 Ext. 3112 or lcrowley@litchfieldsd.org.

8.2 Guidance Services

School guidance counselors work with students, parents, teachers, administrators, and community members on an as-needed, confidential basis. The Guidance Department respects the confidentiality of students and families following the 'best practice' guidelines of the American School Counselors Association. (<http://www.schoolcounselor.org>)

The goal of the school counselors is to promote a positive school environment and assist students in reaching their full personal educational potential. This is accomplished through individual and group counseling, classroom guidance activities, and by being an integral part of the school community.

Guidance counselors work to provide a safe and secure environment for students to talk about issues of concern. Students may report to the guidance area at any time during the school day with the permission of the classroom teacher. As well, counselors try to be out and about interacting with students in the halls, classrooms, and cafeteria, in an attempt to become familiar faces and be easily accessible.

All school employees are required to report suspected child abuse or neglect to state authorities. Parents will be promptly notified when any child poses a threat to him/herself, others, or property.

8.3 Learning Commons

The Litchfield Middle School learning commons is a shared resource available to all students and staff. The staff welcomes all students and staff who visit the learning commons. The learning commons atmosphere encourages study, research and reading for enjoyment. In order to achieve this atmosphere, students are expected to follow standards set by the school and the learning commons staff. These standards apply whether you are assigned there with a class or using the library independently. Students who enter the learning commons independently are expected to sign in at the front desk. All students and staff are expected to be respectful of others using the learning commons.

Students entering the middle school complete a borrower's contract which is in effect throughout their years at Litchfield Middle School. This contract is given to all students on their first day of school and needs to be signed by the student and a parent or guardian. With this contract, the student agrees to be responsible for materials borrowed and to return them on time. The contract includes the following information:

- Borrowing limit is set at two items.
- Books are loaned for two weeks. Books may be returned earlier, or renewed for another two week period.
- Magazines are loaned for one week and can be renewed for another week.
- Reference books cannot be borrowed.
- Overdue notices are distributed via the student's homeroom on a regular basis. At the end of the school year, a notice will be sent home which includes the replacement cost for all outstanding learning commons materials. Learning commons borrowing privileges will be revoked until the item is returned or replaced. Students who have outstanding fees for lost library books may not be able to participate in end of the school year activities.
- Lost or damaged materials are billed at the current replacement cost.

- Damage to school laptops and/or desktops will be accessed and billed to the student based on the current replacement cost. Students are expected to treat school computers with the utmost care. Damage to laptops may require the complete replacement of the keyboard, other component and/or laptop.
- Borrowing privileges can be revoked based on failure to be responsible for materials.
- These guidelines are subject to change.
- Remember, the middle school learning commons is your space. Respect and take care of the space and the materials you find there. The staff welcomes your questions and requests. We look forward to sharing the library learning commons with you.

8.4 School Activities

During the year, many activities are held at the school, which are believed to add a positive enrichment to the total school program. You will be expected to dress and act appropriately at all school-sponsored activities. In order to participate in any school-sponsored activity, you must be in attendance for at least one-half of the school day on the day of the activity. Students who do not behave appropriately at school will not be allowed to participate in these school activities.

8.5 Dances

When you attend a dance or a party, you expect to have a good time. The following guidelines will help to assure that everyone does have a good time.

1. Only Litchfield Middle School students in Grades 6-8 may attend school dances.
2. Tickets for dances are sold in school prior to the dance. Only the person purchasing it may use a ticket. Tickets purchased at the door will be an additional charge.
3. Dances will be 2 hours in length, 6:30-8:30p.
4. You may not leave a dance before it is over unless you have a written note from a parent or guardian. In this case, you must be picked up in the lobby.
5. If you leave a dance before it is over, you will not be allowed to come back into the dance. Your parents will be notified to come and pick you up.
6. Inappropriate behavior may result in a call to your parents to come and pick you up at any time during the dance.
7. Inappropriate behavior during the school day may result in students not being allowed to attend dances.
8. Dress code applies to all school dances. Other Activities Include but are not limited to: Art Club, Drama Club, Ski Club, Track & Field, Baseball, Green Raiders, Student Council, Volleyball, Chorus, Jazz Band, Softball, Yearbook Club, Crusaders Club, Math Club

Special events and activities will be provided for fifth graders. These are currently being planned; students and parents will be notified in the near future.

8.6 Student Visitors

In general, student visitors cause a significant distraction from the daily school program. For this reason, you are not allowed to bring guests to school on regular school days.

8.7 Substitute Teachers

At all times you are expected to show respect and cooperation to substitute teachers. Substitutes are considered guests in our building and should always be treated as such.

8.8 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. Litchfield Middle School Guidance Department and LMS 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 Litchfield Middle 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.

8.9 Lockers

You will be assigned a locker on the first day of school and a combination for its lock. This is your home base for the year. To be sure your belongings remain safe, there are some general rules you should follow:

1. Do not give your combination to anyone else – not even your best friend.
2. Do not share your locker with anyone else; they have their own.
3. Be sure your locker is closed and locked each time you use it.
4. Personal locks are not to be used on lockers.

If you should have a problem with your locker or lock at any time during the year, you should first notify your homeroom teacher. You will then be told what to do. Although your locker is for your personal use, it is considered school property and must be treated as such. There will be periodic cleanings and locker checks. You will be responsible for any damage done to your locker.

8.10 Lost and Found

Articles of clothing and personal belongings as well as books and notebooks are frequently left in various parts of the building. If you are missing something, check first at the Lost & Found station, which is located outside the gym doors.

SECTION 9 – Security

9.1 Search and Seizure

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 and all types of electronic smoking devices
 - 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 go 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.

9.2 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.

9.3 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.

9.4 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.

Documentation: All searches resulting in disciplinary or remediation action must be documented.

[See Litchfield School District Policy JIH-R, Student Search Procedures](#)

9.5 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.

9.6 Emergency Drills & Procedures

Law requires periodic fire drills. You must be familiar with the procedures and exits for each classroom and area of the building. You are expected to consider fire drills as serious and important practices designed to save lives. In leaving a classroom, you are expected to be quiet, follow the teacher's directions and walk in a single-file line to the designated area. Fire drill procedures will be posted near the door in each classroom.

Secure Campus

Activated when it is necessary to clear hallways and common areas of all students/staff and secure them in rooms in the event of a nearby threat, medical emergency or intervention.

Shelter in Place

Activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke, or nuclear material. Shelter-In-Place may be activated when there isn't sufficient time to safely evacuate a school to an off-site location, or as a precautionary measure while awaiting transportation resources to arrive.

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

Activated when it is necessary to protect students and staff from an armed intruder or other potentially dangerous threats. In these cases, schools will implement procedures that include Alerts and Information in real time to communicate what the threat is and the location of the threat to students/staff and emergency responders, Lockdown to secure doors/windows from the threat, Countermeasures (if feasible) to deter the threat, and Evacuation when it is safe to do so.

Evacuation

Activated when it is necessary for staff and students to exit the school building when the fire alarm activates or an incident in the building poses an unsafe environment.

Reverse Evacuation

Activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school.

Drop, Cover & Hold

Activated in order to protect students and staff from falling objects, or items that may become "projectiles". Incidents that may require the activation of this response action include, but are not limited to; explosions, earthquakes, and unannounced severe weather events.

Tornado

Activated in order to protect students and staff from a tornado, unannounced severe winds or severe weather events.

Scan in Place

Activated when it is necessary for staff to look around the area for any item which doesn't belong there. Scan will be activated primarily in the case of a Bomb Threat, but could be utilized for any situation that requires the staff to look for item or something which may cause harm.

9.7 Building Evacuation

Upon sounding of the fire alarm or intercom announcement of an evacuation, students will exit the building through designated fire exits in a quiet and orderly line.

1. Students will report to grade-level meeting areas in homerooms. All students will report to the grassy area north of the portable classrooms.
2. Teachers will take attendance. Students are to remain orderly and quiet.
3. When signaled, teachers and students will re-enter the building in an orderly manner.

9.8 Security Camera

Security cameras are in use both inside and outside the LMS facility

9.9 School 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. LMS has been established for the express purpose of educating the youth of this district. Former LMS students wishing to visit with staff members may not enter the building until after 2:05 P.M.

SECTION 10 – Parent Information

10.1 Health, Personnel and Policies

Litchfield Middle School has a full-time nurse on duty throughout the school day. Any health related questions should be referred to her. Children should be in good physical health before they attend school.

All cold symptoms should be regarded as contagious (sneezing, sore throat, runny nose, cough, headache, temperature) and a child should remain at home. Any child with a rash, fever, vomiting, temperature, or general malaise should remain at home. Any child in school with a fever of 100 or above will be required to go home.

Children will remain home for any and all communicable diseases. If in doubt, check with the school nurse.

Medications: According to state law, prescription medications can only be administered if written permission is obtained from a doctor and the parent. Over the counter medications may be administered with written consent from the parent. Any pills brought in by the students without this documentation will be taken away. Students are not allowed to have medications on their person other than inhalers and EpiPens.

A parent, guardian or a parent/guardian-designated-responsible-adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:

1. The medication shall be in a pharmacy or manufacturer labeled container;
2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered; and
3. Other person(s) may deliver the medication, provided that the parent notifies the nurse in advance or guardian of the delivery and the quantity of medication being delivered to school are specified.

10.2 Insurance

School insurance is made available to each student in September of each school year. This service is made available to the student at a reasonable cost and will provide accident/injury insurance in several plan options. This insurance is not required but does provide coverage for the student who may not have other kinds of family insurance coverage. ALL students who participate in athletics MUST prove proof of insurance protection. Insurance purchased through the school will meet this requirement. Students who are injured and have the school insurance must report the school nurse, who will assist in the completion of the claim forms.

10.3 Parent Conferences

If at any time during the year you would like a conference with your child's teacher(s), please contact the teacher. An appointment will be made for you.

10.4 PTO

Our Parent/Teacher group, which meets for approximately one hour every month. The purpose of this group is to enhance the educational program at Litchfield Middle School. Please join us.

10.5 School Volunteers

We encourage members of the community, parents/guardians, and grandparents to volunteer their time at Litchfield Middle School. We are in need of volunteers in the library and in the classroom. We hope you will consider helping us in our volunteer program. In order to volunteer in our schools, you will need to complete the paperwork on our website and meet with administration prior to your first engagement. Please contact the main office should you wish further information.

10.6 School Board Meetings

The Litchfield School Board typically meets on the first and third Wednesday of the month. Meetings commence at 6:00 p.m. The public is encouraged to attend these meetings. Location and agendas are posted at all three schools.

10.7 Personal Property

Students are responsible for all their personal property. All electronic devices are not allowed to be used in school and are subject to confiscation when used. In the event that an item is confiscated, parents will be notified to pick up the item in the main office. Students should not be allowed to bring large sums of money to school. If a valuable item is needed for a class project, the student should report immediately to the office at the beginning of the school day to place the item for safe keeping. Any item in possession of a student, which may be used as a weapon or deemed inappropriate for a school environment, will be confiscated and appropriate disciplinary action will be taken.

Section 11 – Transportation

11.1 School 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.](#)

11.2 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.

11.3 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.

11.4 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.
5. Leave the bus in an orderly manner. In some instances, the bus driver may assign you a seat.
6. Keep the aisle and exits clear. Never litter or damage any part of the bus.
7. Eating, shouting, profanity and roughhousing are not allowed on school buses.
8. Respect the rights of others.
9. Always keep your hands, arms, and head inside the bus.

11.5 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 appropriate disciplinary actions will be given and communicated to the bus company and parents/guardians.

11.6 Late Bus

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.

11.7 Bicycles

1. Parental permission is required for a student to ride to and from school.
2. All bicycles are to be parked in the bike racks and you should have a lock to secure it. The school is not responsible for your bicycle or equipment.
2. Bicycles are not allowed in the parking area on school days between 6:30 a.m. and 4:00 p.m.
3. If you do not handle your bicycle in a safe and responsible manner, you will not be allowed to ride it to school.
4. All bicyclists are expected to wear a protective helmet.

11.8 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.

11.9 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*.](#)

11.10 Walking To/From School

Students must have written permission from a parent/guardian when walking from school. Use sidewalks whenever possible when you walk to and from school. If you must walk in the road, be sure to stay over to the side, facing traffic. Do not walk through the school parking lot.