

# GRIFFIN MEMORIAL SCHOOL



## STUDENT/PARENT HANDBOOK 2016-2017

GRIFFIN MEMORIAL SCHOOL  
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WELCOME TO GRIFFIN MEMORIAL SCHOOL.....	4	PHYSICAL EDUCATION.....	13
MISSION STATEMENT.....	4	STANDARDIZED ASSESSMENTS.....	13
GENERAL INFORMATION.....	5	PARENT-TEACHER CONFERENCES.....	13
SCHOOL DAY.....	5	REPORT CARDS.....	13
ATTENDANCE.....	5	RETENTION.....	13
REQUEST FOR SCHOOLWORK.....	5	CLASS PLACEMENT.....	13
ARRIVAL.....	5	SPECIAL NEEDS REFERRAL.....	14
TARDINESS.....	5	TRANSPORTATION.....	14
DISMISSAL.....	5	BUS CHANGES.....	14
TRUANCY.....	6	BUS SAFETY REGULATIONS.....	14
NO SCHOOL – DELAYED OPENING.....	6	BUS BEHAVIOR.....	15
UNEXPECTED SCHOOL-TIME DISMISSAL OR EMERGENCY CLOSURE.....	7	HEALTH.....	15
VISITORS.....	7	MEDICATION.....	15
BICYCLES.....	7	STUDENT HEALTH.....	16
STUDENT REGISTRATION INFORMATION.....	7	NOTIFICATION OF ASBESTOS REINSPECTION.....	16
MATERIALS.....	7	SMOKING LAW.....	16
HOMEWORK.....	7	COOPERATIVE DISCIPLINE & STUDENT CONDUCT CODE...16	
EMERGENCY RESPONSE PREPAREDNESS.....	8	LUNCHROOM RULES.....	20
DRESS.....	8	PLAYGROUND RULES.....	20
MARKING POSSESSIONS.....	8	SCHOOL BOARD POLICIES.....	20
TOYS.....	9	SAFE SCHOOL ZONE.....	21
FIELD TRIPS.....	9	FERPA.....	21
INSURANCE.....	9	NON-DISCRIMINATION.....	22
LUNCH PROGRAM.....	9	PUPIL SAFETY & VIOLENCE PREVENTION POLICY.....	22
FREE/REDUCED PROGRAM.....	9	PREVENTION OF DRUG & ALCOHOL USE BY STUDENTS .....	22
MILK FOR KINDERGARTEN STUDENTS.....	9	STUDENT ATTENDANCE, ABSENTEEISM & TRUANCY .....	23
CAFETERIA BEHAVIOR.....	10	STUDENT DRESS CODE.....	23
RECESS.....	10	STUDENT CONDUCT & DISCIPLINE.....	24
SCHOOL-WIDE RULES.....	10	STUDENT SEARCHES.....	25
DEFINITIONS OF GENERAL CONSEQUENCES.....	10	HAZING.....	25
POSITIVE CONFLICT RESOLUTION.....	10	STUDENT TRANSPORTATION.....	25
SCHOOL GUIDANCE.....	11	STAFF ANTI-FRATERNIZATION.....	26
BIRTHDAYS.....	11	SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY & PROCEDURES.....	27
PARKING.....	11	COMPLAINTS.....	27
PTO AND VOLUNTEERS.....	111		
STUDENT PICTURES.....	12		
TELEPHONE USE BY STUDENTS.....	12		
INTERNET USE.....	12		
LIBRARY.....	12		

## 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](http://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.

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### 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.

## GENERAL INFORMATION

### SCHOOL DAY

The school day begins at 8:25 a.m. and ends at 2:50 p.m. for all grade levels 1 – 4.

### ATTENDANCE

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 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.

### 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 the Litchfield School District Student Attendance, Absenteeism, & Truancy Policy.

### 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.

### 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.](#)

## 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.

## 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.
3. 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.
4. 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.

## 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 WZID (FM 95.7) and WGIR (AM 610). Televised announcements will be broadcast over WMUR (CH 9), WCVB (CH 5), WBZ (CH 4), and WFXR (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.)

## 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.

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.

## 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.

## 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.

## 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.

## 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.

## 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 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.](#)

#### 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: Drop and Cover, Lock Down, Shelter in Place, Evacuation, and Reverse Evacuation. 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.

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.

#### 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. Under 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.

#### 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.

## 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, 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.

## 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 attend a volunteer training at least one week in advance of the field trip**. 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.

## 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.

## 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](http://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.

## 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](http://www.litchfieldsd.org).

## MILK FOR KINDERGARTEN AND PRE-KSTUDENTS

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 kindergarten and Pre-K students at the start of the school year.



## 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.

## 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.

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.

## SCHOOL-WIDE RULES

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

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

## DEFINITIONS OF GENERAL CONSEQUENCES

### 1. *DETENTION*

Detentions may be given for academic (failure to complete homework or class work) or behavioral issues. Recess detentions involve the student(s) staying in from recess with parent permission. After school detentions involve the student(s) staying thirty minutes after the close of the school day (2:50pm – 3:20pm). 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.](#)

## 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 students(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.

### 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 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.

### 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.

### 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.

### 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 48 HOURS PRIOR TO ANY VOLUNTEER ASSIGNMENT.** The training is only required once; each year a volunteer need 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.

#### 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.

#### 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.

#### 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.

#### 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.

These guidelines are subject to change.

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

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.

## 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.

## STANDARDIZED ASSESSMENTS

The Smarter Balanced Test 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 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.

## 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.

## 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.

## 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 at [www.litchfieldsd.org](http://www.litchfieldsd.org).

## 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 15<sup>th</sup> 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.

## 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 given to the grade level case manager and she/he will schedule a meeting (referral) with the parent to be held within 15 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.
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.

## 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.

## 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 886-7966. 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 1<sup>st</sup>. 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.

### 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.

## 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.

## 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.

## 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.

## 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.

## 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.

<b>Examples (not exclusive)</b>	<b>Intervention(s) – Staff action</b>	<b>Disciplinary Options*</b>
Bus Misconduct	Verification of offense	Behavioral contract
Damage to property (unintentional)	Log of infraction	Detention (recess/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.

<b>Examples (not exclusive)</b>	<b>Intervention(s) – Staff action</b>	<b>Disciplinary Actions</b>
Bullying	Verification of offense	Administrative probation
Computer vandalism/physical damage to computer resources, purposeful deletion of information stored by others	Log infraction	Alternative Education
	Referral to administration	Detention (recess/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	Referral to school counselor	Parent conference
Failure to serve detention or other	Police/agency referral	Removal from class activities
		Restitution for damage (replacement

disciplinary action		of damaged property)
Forgery of a document		Restriction/withdrawal of privileges
Harassment		School/Community service
Indecent/obscene behavior or possession or use of indecent/obscene material		Suspension
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.

<b>Examples (not exclusive)</b>	<b>Intervention(s) – Staff action</b>	<b>Disciplinary Options*</b>
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,	Child Study Team referral	School/community service
or alcohol	Drug/alcohol evaluation	Withdrawal of privileges
Threatening/terroristic statements or actions	Mental health evaluation	
Unauthorized use of fire alarm system	Police/agency referral	
Unlawful entry	School Board hearing	
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.

## LUNCHROOM RULES

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

### Show Respect

- Talk to each other and adults in a positive manner.
- Be polite and listen to the monitors.
- Be polite as you go through the lunch line.
- Be polite to the person that you are sitting next to.
- Respect each student's right to eat lunch.

### Follow Directions

- Listen to the lunch monitors. They are in charge while you are at lunch.
- Enter the cafeteria quietly.
- Pay attention to cues such as rhythmic clapping or the High Five Sign, to reduce noise - hand in air with 5 fingers up: (1) eyes on speaker, (2) quiet, (3) be still, (4) hands free, (5) listen.
- Respond to warnings and reminders – follow directions the first time they are given.
- Raise your hand to signal for a monitor.
- Clean up your waste from the table and floor when dismissed.
- Exit the cafeteria quietly while on the way back to class.

### Walk, Sit, and Move Safely

- Walk while in the cafeteria (entering, exiting, to and from the restroom).
- All food is to be eaten in the cafeteria.
- Stay seated during lunch.
- Keep hands, feet, and objects to yourself.
- Violence is any mean word, look, sign, or act that hurts a person's body, feelings or things and is not acceptable.

## PLAYGROUND RULES

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

### Show Respect

- Talk to each other and adults in a positive manner.
- Be polite to the monitors and others around you.
- Include others in your game.
- Respect each student's right to have an enjoyable recess.
- Show good sportsmanship.
- Take turns on the playground equipment.

### Follow Directions

- Listen to the playground monitors. They are in charge while you are at recess.
- Line-up until all monitors are present and you are signaled to go on the playground.
- Respond to warnings and reminders – follow directions the first time they are given. Pay attention to cues such as rhythmic clapping or the High Five Sign, to reduce noise - hand in air with 5 fingers up: (1) eyes on speaker, (2) quiet, (3) be still, (4) hands free, (5) listen.

### Walk, Sit, and Move Safely

- Play in your own space.
- Use equipment according to safety rules.
- Keep hands, feet, and objects to yourself.
- Listen and follow directions for emergency procedures.
- Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things and is not acceptable.

## SCHOOL BOARD POLICIES

\*\*Note: All district policies are available online at [www.litchfieldsd.org](http://www.litchfieldsd.org).

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](#))

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.

## 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](#))

## 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](#))

## 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](#))

## 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. 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
  - 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.](#)

#### 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](#)

#### 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.

#### 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.

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)*

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)*

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. A bus stop so established will be designated as authorized when the School Board has reviewed 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.

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

#### 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.

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

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