

# A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Litchfield School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Google Meet for this electronic meeting.<sup>1</sup> All members of the Litchfield School Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following **phone # 1-877-309-2073, password 340-357-133**, or by clicking on the following website address: [Litchfield Community TV](#).

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using telephonically. Instructions have also been provided on the website of the Litchfield School Board at: [School Board Agendas](#).

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please email Christina Harrison at [charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org) or Michele E. Flynn at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org).

*d) Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

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<sup>1</sup> Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

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**LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

**Draft Minute of the Public Hearing  
held on September 2, 2020**

**Location: Town Hall**

**In Attendance:**

- B Bourque, Chair
- C Harrison, Vice Chair
- E MacDonald, Board Member
- R Meyers, Board Member
- T Hershberger, Board Member
- Dr. Michael Jette, Superintendent
- Cory Izbicki, Business Administrator
- Michele E. Flynn, Administrative Assistant

**I. PUBLIC HEARING: RSA 197:3-a, III**

**6:00 p.m.**

*The governing body's warrant shall specify, in one or more articles, the amounts of appropriations proposed for reduction, rescission, or increase from the operating budget or separate warrant articles, or both, adopted at the annual meeting.*

**RSA 197:3-a - Special Meeting for Change in Education Funding**

*In response to statutory changes resulting in reductions or increases in distribution of state revenues for education pursuant to RSA 198:41 to school districts which would take effect after the adoption of a new school district budget and would apply in the fiscal year covered by the new budget, the governing body of a school district may, after consultation with the budget committee, call a special meeting of the legislative body to consider a reduction, rescission, or increase of appropriations made at an annual meeting.*

Mr. Bourque opened the public hearing at 6:11 p.m.

- **Superintendent's Report**
  - **School District Response to Statutory Changes**

**Warrant Article 1** to appropriate additional revenue up to \$670,000 from the State of New Hampshire Department of Education, to add to the Capital Improvement Expendable Trust Fund.

Dr. Jette explained the Special District Meeting will be held on September 16, 2020 at 6:00 p.m. in the CHS Gymnasium and face masks are required to be worn. He indicated that this meeting is being held according to RSA 197:3 regarding special meetings in response to statutory changes that result in increases or decreases in distribution of state revenues for education.

Dr. Jette explained that the current NH state budget allocates an additional \$62.5M in targeted appropriations to districts as "fiscal disparity aid". One time funds are set to deploy in FY21. He noted these funds were not appropriated in March 2020 and voter approval is needed to transfer the funds to the Capital Improvement Expendable Trust Fund that was established and approved by the voters in March 2020. The School Board and School District consulted with the Budget Committee on August 27 in accordance and compliance with RSA 197:3a. The district has future projects that the funding will be used toward, such as Ventilation updates that total \$2.65M; GMS Planning \$320,000; LMS Kitchen \$300,000; CHS Gym Bleachers \$206,000. Current projects the district has either completed or are implementing include ventilation repairs (\$125,000); LMS canopy (\$220,000); GMS electrical repair (\$60,000).

Dr. Jette emphasized that this funding is critical to helping upgrade the repairs that need to be made going forward. He noted if the article does not pass, the one time revenue will go into the general fund and result in an unassigned fund balance, which will be used to offset the taxes. He noted that Litchfield State Representatives informed the public these were one time funds and that it was earmarked for infrastructure.

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Dr. Jette further explained because of COVID 19 cost savings last year, the majority of the school district unassigned fund balance was returned to taxpayers and has offset taxes this year. He noted if this funding is returned to taxpayers it will result in an artificial dip that will cause a spike in the tax rate the following year. He reported that he and Mr. Izbicki have sat in on multiple meetings regarding ventilation in the district, during which was discovered the CHS system was never balanced in the past and valves are not functioning because of outdated controls.

The meeting on September 16 will be in the CHS gymnasium and voters are required to vote in person.

- **Board Comments**

Mr. Bourque read the warrant article:

Shall the Litchfield School District vote to raise and appropriate the sum of up to \$667,000 to the Capital Improvement Expendable Trust Fund previously established on March 10, 2020? This sum to be offset by a one-time grant of “fiscal disparity” funds in the amount of up to \$667,000 as part of the State of New Hampshire’s adequacy aid to the District. No amount to be raised by additional taxation.  
*(Majority Vote Required)*

- **Community Comments**

There was no public input.

- **Board Action**

***Mrs. Harrison made a motion to recommend Warrant Article 1 as written. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

**CLOSE PUBLIC HEARING**

**The public hearing was closed at 6:33 p.m.**

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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**LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

**Draft Minutes for September 2, 2020**

**Location: Town Hall**

In an effort to help slow down or stop the spread of the Novel Coronavirus (COVID-19), the School Board has implemented social distancing. We are following Governor Sununu’s [Emergency Order #12](#) related to public meetings. Therefore, the town hall will be closed to the public. The meeting will be broadcast live on Litchfield TV, and a phone number will be provided for the public to call and listen to the meeting. Public comments, including concerns about accessing the meeting, must be sent via email to Christina Harrison, School Board Vice-Chair, at [charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org), and Michele E. Flynn, Administrative Assistant, at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org).

Public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. Comments and statements may be made on matters of public concern directly related to the district’s policies, programs and operations. Public commentary shall be limited to 3 minutes per person and must identify the first and last name and address of the commenter.

**PUBLIC CALL IN NUMBER: 1-866-899-4679**

**ACCESS CODE: 292-443-637**

**PUBLIC HEARING: RSA 197:3-a, III**

**6:00 p.m.**

The governing body’s warrant shall specify, in one or more articles, the amounts of appropriations proposed for reduction, rescission, or increase from the operating budget or separate warrant articles, or both, adopted at the annual meeting.

**I. PUBLIC SESSION**

**Immediately following public hearing**

**A. Call to Order - Board Chair’s Statement**

Mr. Bourque called the meeting to order at approximately 6:35 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

**D. Summary of Non-Public Actions from August 19, 2020:**

Mr. Bourque made a motion to approve the non-public minutes of July 30, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mr. Bourque made a motion to approve the non-public minutes of August 6, 2020. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mr. Meyers made a motion to accept the nomination of Taylor Theokas as a Grade 2 teacher at GMS at a salary of 46,369 for the 2020-2021 year. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mrs. Hershberger made a motion to accept the resignation of John Bennett, CHS Special Education teacher. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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*Mrs. Hershberger made a motion to accept the resignation of Tammie Robie, GMS Part Time Computer teacher. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

#### **E. Presentations and Recognitions**

There were no presentations or recognitions.

#### **F. Correspondence**

Mrs. Harrison reported a letter was received from the Trixy Gardner family and 23 other families in opposition to the full remote model. The letter noted arguments for a dedicated remote teacher for remote students to provide equal access to education. The letter was signed by:

- Trixy and Derek Gardner, 66 Naticook Avenue
- Andrew and Erica Ruggles, 54 Century Lane
- Danielle and Brian Morgan, 5 Grouse Lane
- Kevin and Janine Anctil, 43 Tanager Way
- Meg Couture, 12 Birch Street
- Kathleen Doucette, 115 Talent Road
- Nicole Quintana, 21 Riverview Circle
- Edward and Margaret Almeida, 10 Hopkins Street
- Jessica Vaughn-Martin, 19 Martin Lane
- Jennifer and Jeff Diener, 9 Birch Street
- Debra and Jeffery Hidalgo, 25 Brenton Street
- Candice and Jason Steeves, 20 Chasebrook Circle
- Samantha McClelland, 31 Chasebrook Circle
- Brooke Gray, 22 Brook Road
- Bethany Weixler, 5 Tamarack Lane
- Heidi Ames, 21 Moose Hollow Road
- Meg and Zach Fowler, 1 High Plain Avenue
- Wendy Sarasin and Austin Trombley, 2 Darlene Lane
- Bryant and Catherine Morris, 23 Moose Hollow Road
- Stacy Lamountain, 5 Hildreth Drive
- Andrew and Kate Stevens, 9 Evergreen Circle
- Tonya Watkins, 531 Charles Bancroft Highway

Lindsay Forhat was concerned about the audio/visual component for remote learners. She indicated she was under the impression the district was going to invest in high-def cameras and external audio mics that would allow remote students to be actively engaged during lessons. She commented she was disappointed to learn teachers are expected to live stream from their laptops. She noted that it is difficult to clearly hear the teacher speaking through the mask.

Stacy Lamountain, 5 Hildreth Drive, believes expecting the teacher to simultaneously teach students in the room and remote students is a poor learning environment for the students and a tiresome burden for teachers. She commented that a microphone and simple camera should have been considered months ago for a teacher to stream a class effectively. She was concerned about students that do not have access to electronic devices to watch their teachers on Google Meet. She indicated timeliness of information and practical dry runs have been lacking. She stated that a group of parents sent a letter to have a better action plan for remote learners to be put on the agenda for the board meeting and the request was denied because the board is convinced it has taken positive action to deliver a quality education to all students, but she does not believe this is the case.

Candice Steeves, 20 Chasebrook Circle, expressed concerns regarding synchronous learning, improper ventilation and inadequate hand washing.

Erica Ruggles, 54 Century Lane, was concerned about teachers using their laptops for synchronous learning and felt that external audio microphones and high definition cameras would create a better remote environment conducive for live streaming.

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Kelly and Scott Sicard, 10 Brandy Circle, requested for their names to be added to the Trixy Gardner correspondence signed by 23 other families.

**G. Comments:**

● **Superintendent's Comments**

Dr. Jette commented the district is dedicated to making sure staff can work in a synchronous environment. He indicated that staff are trained on how to use the laptops they have and have tested the cameras and mics. These devices will help make remote teaching easier. Dr. Jette reported that he visited schools today and took photos of classrooms and was impressed that there were no issues with masks in the schools. Photos shown were taken at CHS lunch, CHS math class, an English classroom, a Kindergarten classroom and a Grade 1 classroom where the teacher was wearing a humanity shield. He noted signs are posted at all schools, physical spacing is evident and creative and mask wearing are all being done.

Mrs. Hershberger commented that she heard students at LMS would be wearing masks full time the first two weeks and asked for confirmation of it.

Dr. Jette indicated he will be visiting LMS tomorrow and will find out.

Mrs. Hershberger asked how the first day with remote learners went on September 2.

Dr. Jette indicated he went to LMS and about half of the families attended. He noted that a presentation was recorded for those who did not attend.

Mrs. Macdonald asked why parents are not reaching out to principals for help for remote learners.

Mrs. Harrison commented there were some glitches in the audio in grade 8 and there are issues that need to be worked out. She indicated that she thought schools would be more involved with remote learners on day one and felt the presentations were not long enough. She noted many parents feel they are not ready for the remote environment.

Dr. Jette commented that a brief presentation was the model at LMS; CHS students walked through the schedule and met with their teachers; GMS students met one on one with their teachers.

Mr. Izbicki commented to walk around and see the students back in class and the teachers engaging was nice.

Mrs. Hershberger felt the alternative of learning at home when a student is out sick is not defined. She commented if they call in sick and join remotely it is confusing.

Dr. Jette indicated nurses have to log the sick call in. He noted we will have protocols from nurses soon about what to do if students have symptoms of COVID 19.

Mrs. MacDonald commented it is touchy for students with allergies and hard for some parents as well.

Dr. Jette indicated that symptoms they are looking for are fever and loss of taste and smell.

Dr. Jette updated the Board on various topics and provided responses to Board inquiries.

○ **Sports Update - Joshua Knight**

▪ **Local Plan**

Dr. Jette reported Mr. Knight has developed a local plan with a cluster that includes Milford, Souhegan, Hollis-Brookline, Pelham, and Sanborn and is trying to minimize the amount of time students spend on the bus. He noted football has not been determined. All schools are taking a conservative schedule for football and we are a small school surrounded by large schools, therefore, districts were chosen for which we could have some decent competition. Athletics will have access to two buses per day with a limited travel time of 30 minutes. Golfers are allowed to travel to home courses for practices and home matches after signing a waiver, and will be bussed to away matches.

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Dr. Jette reported that Dan Dufourny and Kali Trunca were hired as assistant soccer coaches. Locker rooms are closed to Physical Education classes and will only be used for after school athletics with a 10 student maximum and requiring face masks to be worn. He noted that the NHIAA has stated we are allowed to play whatever schools we want to play and games we want to play, culminating in an open tournament where we will play as a Division III school.

▪ **Regional Play**

Dr. Jette provided protocols from each school participating to Board members. He noted all athletic directors met and worked on the protocols for athletics and activities, as well as spectating.

Rob Fay interjected that he will be live streaming every home game possible.

▪ **Schedule**

Dr. Jette provided the schedule of regional play to the Board for review.

**School Board consensus: agreement to move forward with the local athletics plan.**

▪ **Contracts**

Dr. Jette reported the district's Intent is to issue contracts to the coaches, which will include language in the event that the season is shortened.

Mr. Meyers believes the football coach and the volleyball coach should be paid because they worked through the summer.

▪ **Captains' Practices**

Dr. Jette reported that he received clarification that Captains' Practices are not allowed by NHIAA rules. He indicated coaches are able to offer coaching practices in the prior season. He noted the practices held were not captains practices, but were coaches practices.

o **PE Credit for Athletics**

Dr. Jette responded to the question of physical education credit for athletics not being offered at CHS. He indicated that there exists an 11 year old Board decision that allowed credit to be earned for varsity athletics, which should have been included either in the program of studies or student handbook. He noted there is no record of rescission of that decision.

o **Substitute Update - Rates**

Dr. Jette commented when the Board took action at the last meeting on increasing substitute rates, that included paraprofessionals as well as teachers, which caused a ripple effect. In order to provide equity, the district is asking for the following substitute rates for 2020-2021:

- Substitute Paraprofessional: \$13.34
- Substitute Custodian: \$13.81
- Substitute Food Service Technician: \$10.27
- Substitute Office Assistant: \$13.80

All rates are subject to the LSSA CBA and in line with salary schedules and when salary schedule steps adjust, these rates will adjust as well.

**Mr. Meyers made a motion to approve the requested rate increases for substitute paraprofessionals, custodians, food service techs and office assistants as presented. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.**

o **District Determination - Special Education**

Dr. Jette presented to the Board the findings for the audit of Special Services. He reported there were no incidents and no faults or findings in the District Determination.

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**o Enrollment Update**

Dr. Jette updated the Board on the number of students enrolling in the district and the number of those that have moved out of the district. He noted Mrs. Bandurski was in charge of the PreK enrollment and the numbers are 9 students in the 3 year old program and 12 in the 4 year old program. He indicated the enrollment numbers at GMS are: Kindergarten: 66; Grade 1: 78; Grade 2: 87; Grade 3: 91; Grade 4: 75.

Mrs. MacDonald was concerned that the PreK numbers were so low since it is a half day program. She asked for the class size numbers.

Dr. Jette indicated that the PreK numbers were at 11 and 20, but are now at 9 and 12, which is conflicting. He offered to get clarification on the PreK program numbers. He noted LMS numbers are all below 100: Grade 5: 93; Grade 6: 93; Grade 7: 91; Grade 8: 90.

Mrs. Hershberger asked if these are physical in person and remote students, less the withdrawals.

Dr. Jette indicated that is correct, but there could be families in the process of registering or withdrawing.

Mr. Meyers asked for the total number of withdrawn students.

Dr. Jette noted we will get those numbers. He reminded Board members we are waiting for the October 1 numbers as those are the numbers we go by. He indicated CHS numbers are as follows: Grade 9: 117; Grade 10: 115; Grade 11: 101; Grade 12: 112. CHS is running at 13% remote; LMS is running at almost 30% remote; GMS is running 20% remote.

Mr. Meyers was concerned that the lower numbers from the middle school will hit the high school and asked about plans for staffing.

Dr. Jette indicated that he is hesitant to make any predictions in the middle of a pandemic. He believes if students do leave they will return to the district. He commented that marketing works to attract families. He noted we have not delivered our first synchronous instruction yet and everyone is nervous, both parents and teachers. He encouraged everyone to be patient.

Mrs. Harrison commented that she does not feel remote learners are in the places we hoped for them at this time. She indicated that all the preparations taken for in-person learning worked and she is hoping to make that happen for remote learning as well.

**● School Board Comments**

Mr. Bourque commented that the School Board joined Facebook several years ago, but he believes it has been counterproductive and unhealthy. He indicated this Board will not be driven by Facebook and will accept input through traditional avenues. He believes comments on Facebook have been getting more and more negative with insults to staff and the district. He encouraged the public to participate in the community forum. He noted there are many issues/discussions on Facebook that should go to the schools, but gets lost on social media.

**o Remote Students Access to Schools**

**o Remote Student Access to Athletics & Co-Curriculars**

Dr. Jette noted there are two agenda topics regarding access to schools and programs by remote students. He commented that he is seeing more and more families almost building their own hybrid model and that is not what the district schools are equipped to do. He indicated that a five day per week in person model was offered and traditionally we have allowed home school students to access the schools and programs. Dr. Jette stated he would never shut a door on any child, but he is trying to manage the spread of the virus and the numbers in the buildings. He commented we gave parents the choice and honored all choices, but we have to draw the line somewhere. He indicated if we have an incident and have to contact trace it will be challenging at best. He noted remote students can participate in clubs virtually. He believes we have to be clear about what we are doing and why we are doing it.



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Mrs. Harrison asked if remote students are able to access the buildings. Mr. Bourque indicated there are no remote athletes.

Mrs. Harrison asked if remote students would be allowed to participate in outdoor activities.

Mrs. Hershberger believes remote students should have access to schools in a limited capacity in classes where there is space and attendance should be taken.

Mr. Bourque commented that we need to manage the numbers. He indicated the LEA wants to minimize the number of students in the building and the more students that are allowed to come in will push those numbers higher.

Mrs. Hershberger commented if it is about space it is a non-issue; however, we should consider if there is space and if remote students should participate in athletics with protocols being followed.

Mrs. Harrison commented that remote students and parents did not know what they signed up for since these issues were not addressed at that time. She indicated that she understands why parents are concerned and feel they have been dismissed.

Mrs. Hershberger does not believe they are being dismissed. She disputed the assumption that by not having a remote only teacher students are getting less of an education.

Mrs. Harrison wanted to see more of an effort to build community with remote families than there has been.

Mr. Bourque asked Board members and the public to let the program unfold and see how it goes. He noted that adjustments can be made if necessary.

#### **H. Community Forum**

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Janine Anctil, 43 Tanager Way, commented that today was the first half day and it was not a perfect day as was depicted in photos shown by the Superintendent. Students came in with masks that were too big for them; took them off when their noses were itchy or when they were talking; they are not always masked when less than 6 feet apart; the 6 foot measurement is from the center of a chair to the center of the next chair; students walking over to others across the room impulsively.

Mrs. Anctil indicated none of the teaching teams have figured out how to make remote learning work and there are issues with the location of the laptop and audio. She noted that they did perform mock remote tests. She mentioned there are concerns about remote learners from both parents and teachers. She commented the humanity shield is not a "golden" solution because it fogs up and collects much moisture.

James Watt, 19 Pilgrim Drive, commented he is the parent of a student in LMS and one at CHS. With reference to comments that were made regarding questions and answers, he asked about the Board procedures for public input. Mr. Bourque indicated that the public can make comments and ask questions, but the Board does not interact with the public.

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Mr. Watt asked if there is a timeline that will be presented to parents, teachers and students where issues are measured against the progress that has been made. He indicated we are in a split mode with children learning one way and children learning another way and there has not been enough practice with the remote model. He asked if there is a goal to add a timeline with milestones toward progress.

Mr. Bourque commented he is unable to answer that question at this time, but directed parents to reach out to the principal of their child’s respective school for assistance.

Mr. Watt commented that he feels that remote parents were not getting a response on this question.

Jill Ozmore, 34 Page Road, commented she is providing some additional detail on having a on flexible schedule. She felt the explanation of the schedules was too simple and does not address complex cases. She mentioned she has a daughter that has an IEP (inaudible). She commented as a parent of a remote student she is concerned about the shared paraprofessional assigned to her daughter and how that paraprofessional will deliver services with seven students who are in person and remote learners. Mrs. Ozmore indicated she asked that question, but it has not been answered. She commented it is important to recognize that if we did not have remote students we would not have students in in-person classes.

Josh Bourque, 141 Talent Road, commented it is obvious the Board is not equally representing full in and remote students. He indicated that it takes time to create a remote learning environment. He felt Board members were dismissing concerns of remote families and was disappointed the Board will not provide equal instruction and resources for the remote model to be successful. He commented that neither teacher at GMS that he met with felt that they did not have the knowledge or resources they needed to have. He asked the Board to consider remote students as well as in person students.

## II. GENERAL BUSINESS

### A. Public Minutes:

- August 19, 2020

*Mrs. Hershberger made a motion to approve the public minutes of August 19, 2020. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

## III. REPORTS

### A. Principals Report: GMS - Social Emotional Learning

Mr. Mitchell indicated that Mrs. Clinton-Jones, Ms. Polichronopoulos, and Ms. Hayes will present information on Social Emotional Learning (SEL). Mrs. Clinton-Jones commented the report was planned for last spring and GMS has been implementing SEL for a long time.

Ms. Hayes commented that CASEL information is the foundation with five core competencies that increase students’ academic performance and improve classroom behavior, as well as the ability to manage stress and depression, and have better attitudes about themselves, others and school. The Aces study was important to show the more Aces (trauma) the child experienced, the more negative outcomes they will have in the future.

Ms. Polichronopoulos indicated that there is a resiliency task force district-wide and social emotional learning is important. Someone who has a high “ACES” number will benefit from SEL, but so will a regular student. SEL is something that will help everyone and is important with remote learners. She stated that they expect to provide support for remote learners at GMS. She noted many things can be going on in a child’s life that influence their need for SEL.

Mrs. Clinton-Jones mentioned the training that has been offered in the district and that GMS has a building-wide support committee. Positive reinforcement practices have been put in place; guest speakers have presented valuable information; book studies have been done with different groups of staff members across the district; and there was a presentation on “How to Flip a Kid” that provided information on how to get that student to be more calm during a crisis.

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Ms. Hayes addressed student needs and assessing. She reported that DESSA Screening / Follow Up has been implemented and is done three times per year; students are assessed on the five ACES competencies so we can target our intervention to groups or individual needs.

Ms. Polichronopoulos noted individual screenings and evaluations are performed and that information is necessary to provide interventions. She indicated when we see students who are showing changes, we can gather information to see to support that student.

Implementation: Tier 1

- morning meetings for classroom staff
- proactive regulation strategies
- whole class instruction by school counselor
  - based on CASEL and ASCA standards
  - monthly themes discussed by Resiliency Taskforce
  - collaboration with physical education on mindfulness classes/yoga
- school-wide activities
  - community building project at the beginning of the year
  - Raise Craze: Acts of Kindness
  - student council projects and assemblies
  - SLP and OT social skills modeling at recess
  - sensory pathway

Implementation: Tier 2:

- Teacher problem solving at classroom level
- targeted lesson by school counselor
- Lunch groups : building social skills, reinforcing emotional regulation strategies. conflict resolution, problem solving
- Adult check-ins and check-outs
- Counseling interns

Implementation: Tier 3:

- Individual behavioral interventions
  - counseling,
  - social stories,
  - behavioral plans,
  - evaluations,
  - individualized discipline
- CPI training including paraprofessionals
- Related services/special education
- Paraprofessional supports for students
- Referral to outside services when needed.

Next steps: Short Term:

- supports for returning after remote learning
- focus on reconnecting
- find innovative ideas to connect with ongoing remote students
- resources for staff/students

Next steps: Long Term:

- focus on common language and lessons that reinforce SEL competencies
- teacher training
- expanding tier 2 and 3 supports
- recreating policies to reflect SEL standards.

Dr. Jette thanked everyone for their presentation tonight. He asked about drop off and pick up at GMS.

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

Mr. Mitchell indicated we received every child we were supposed to and sent every child home that we were supposed to. He commented it was a learning experience, but we have a thoughtful and creative team who are coming up with suggestions to make it run smoother. He noted the buses will empty when they get to the front of the line, which is a change from waiting for all buses to arrive before emptying them. He explained this will save more time and provide some relief to the line of traffic.

Mrs. Clinton-Jones expressed her gratitude to the parents who were patient.

#### **B. Business Administrators Update**

- **2020-2021 Tuition Rates**

Mr. Izbicki commented the tuition rates are calculated in the DOE 25 and rates have decreased slightly at each school level due to the funds that were returned to the taxpayers for FY20. He asked Board members to approve tuition rates for 2020-2021: Elementary: \$15,290; Middle School: \$15,761; High School: \$16,082.

***Mr. Bourque made a motion to approve the 2020-2021 tuition rates as presented. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.***

Mr. Izbicki reported that he attended weekly meetings on the LMS canopy project and ventilation; signed a contract with Viking Controls that will be updated and will install a cloud-based system that will enable the facilities director to access it from anywhere and work with Viking to find the issues. He indicated that he met with the architect and contractor for the LMS canopy this afternoon to finalize the costs, which are on budget. The contractor will arrive on Friday to section off the entrance to the building with fencing and carve out a section for staff and students to walk and access the building. The official contract with the guaranteed maximum prices will be completed Monday.

Mr. Izbicki reported the final cost for the GMS electrical repairs was \$58,000. He will provide Primex with the information to see if the district can be reimbursed for some costs. Construction on the new IT office has begun; the north walkway at CHS was completed; patchwork on curbing was completed. He indicated he has begun gathering FY22 budget information.

Mrs. Hershberger asked for an update on the ventilation.

Mr. Izbicki indicated MERV 13 filters are backordered and will be installed as soon as they are available; all filters were replaced with new MERV 8 filters; every non-functioning exhaust fan has been repaired or replaced.

Mrs. MacDonald asked if the schools are opening windows.

Mr. Izbicki commented opening windows is not an issue. He reported the ventilation controls will be addressed and the high school will be completed. He believes the district has been very proactive.

Dr. Jette indicated that they learned that at LMS when air is removed through the return that air never enters another classroom and does not have to move through a MERV 13 filter. He mentioned those filters are not a necessity there. He commented that he has been hearing about the November cold and flu season and how when it is humid inside the school the droplets get larger and settle out largely, but when there is less humidity it stays in the air longer. He noted that even ventilation systems will not help when it gets drier and droplets linger in the air longer.

Dr. Jette mentioned that information about the rekeying project will be shared with the Board in non-public session. He explained it is a much simpler and more secure key structure that will be in place.

- **Bus Routes**

Mrs. Flynn mentioned that bus routes are being finalized on a case by case basis and will be in place for the full day start of school.

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### **C. Student Handbooks**

Student handbooks from GMS and LMS were provided for the Board to review. The CHS handbook is in draft form and is in the process of being finalized.

Dr. Jette indicated that the SAU has all comments and suggestions from the Board with regard to the handbooks and will work to finalize them for the next Board meeting.

## **IV. OLD BUSINESS**

### **A. Sophomore & Senior Projects**

Responding to questions from the Board, Dr. Jette reported there has been a change to the procedures for Sophomore and Senior Projects. He noted Shannon Szepan and Diane Angelini are the co-advisors of Sophomore Projects and the procedural change is allowing students to do more service with their families instead of out in the community. He indicated there is a 15 hour check point and a 30 hour presentation with their advisor.

Dr. Jette reported Denise Freeman and Lynn Gnaegy co-advisors for Senior Projects and the change to that program is a decrease from the 40 hour requirement to 30 hours.

Mrs. Harrison commented this is not a service project, but something they would like to do.

Dr. Jette indicated they are actually calling it a “passion project”.

Mrs. Hershberger commented that during a pandemic there is even more need for community projects.

### **B. Coronavirus Review and Update**

#### **● Fall School Reopening Plans Update**

Dr. Jette commented that after hearing concerns by parents of remote students, he will meet with the Principals to go through the original approved plan and identify what was not caught in the plan or things that have morphed. He indicated they will edit the plan and bring it back to the Board or reapproval.

Mrs. MacDonald expressed she was confused about remote learners and extra-curricular activities. She indicated not one student who is participating in sports is a remote learner.

Mr. Bourque confirmed Mrs. MacDonald’s statement.

Mrs. MacDonald asked why it is appropriate for them to participate in an outdoor sport.

Mr. Bourque indicated if remote students are participating in an outdoor sport they are not coming into the building.

Mrs. Harrison commented there is a difference in academics online and being a part of the school community.

Mrs. MacDonald commented some parents opted for remote learning because they did not feel their children would be safe in the building, so why is it okay to do some things in person?

Mrs. Harrison commented she would feel comfortable with it if it were a small group.

Mrs. Hershberger agreed that some of the remote parents feel small groups are okay. She indicated all protocols and restrictions will be in place for those co-curriculars.

Mr. Meyers believes if we are offering a small cohort after school activities, then any students should be able to participate.

Dr. Jette indicated he will come forward with the plan one more time. He noted this question was not answered in the plan and should have an answer.

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

**V. MANIFEST**

The manifest was circulated and signed by the Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Jamie Watt, resident, commented while a number of people called in this evening, there was a complete absence of response to any questions which were asked. He asked about the proper forum, public and live, to ask questions and receive answers from the school board. He indicated even to structure them into one document or form to have a collation of questions ready is better than simply rejecting the expectation of an answer. He was concerned about comments made regarding the abdication of interacting on Facebook due to negativity and felt that it could be handled better.

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

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

*Upon a motion made by Mr. Bourque, the School Board entered into non-public session at 9:35 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Due to the emergency rules in place, The board will not conduct additional meeting items following the non-public session. Once the vote to come out of non-public session is approved, the board will immediately adjourn the meeting.*

*Upon a motion made by Mrs. MacDonald, the Board returned to public session at 10:30 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IX. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 10:30 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

Litchfield Middle School  
Tom Lecklider  
September 2020

**LMS Principal's Report**

**Recognitions:**

- Over the course of the past week, our LMS team has come together like never before to perform miracles in our school. I am so proud of each member of our team.
- Thank you also to our school community for their patience, flexibility, and support of our work. We appreciate you!
- I would like to thank Mrs. Chambers, our LMS nurse, for her hard work and the skill that she brings to our school. She has been tireless in her dedication to our students and staff.

**Curriculum, Instruction, and Assessment Highlights:**

| <b>LMS Current Enrollment (9/9/20)</b> |            |
|--|------------|
| <b>Grade 5</b>                         | <b>92</b>  |
| <b>Grade 6</b>                         | <b>93</b>  |
| <b>Grade 7</b>                         | <b>90</b>  |
| <b>Grade 8</b>                         | <b>90</b>  |
| <b>Total</b>                           | <b>365</b> |

- **Grading and Reporting**
  - New Grading Scale:

### NEW LMS

| Grade      | Min  | Max |
|------------|------|-----|
| A+         | 96.5 | 100 |
| A          | 92.5 | 96  |
| A-         | 89.5 | 92  |
| B+         | 86.5 | 89  |
| B          | 82.5 | 86  |
| B-         | 79.5 | 82  |
| C+         | 76.5 | 79  |
| C          | 72.5 | 76  |
| C-         | 69.5 | 72  |
| D          | 64.5 | 69  |
| NYM (or F) | 49.5 | 64  |

- **Remote Learners and On-Campus Orientation Days**
  - Our first days of orientation were successful. We added additional time for our remote learners to connect with their teachers on Tuesday, September 8th. Feedback was positive.
- **Professional Learning Community Work:**
  - A big thank you to those members of the LMS staff who were involved in leading professional development last week.
- **Assessment:**
  - State testing will occur this fall using the SAS interim assessments for grades 5-8.

#### Items of Note:

- **Construction Project:**
  - The front courtyard project has begun. The fence around the courtyard was installed on Wednesday, September 9th. Ground was broken on Thursday, September 10th.
- **LMS Athletics:**
  - Tryouts took place for volleyball and soccer last week. Teams will begin practices over the next week.
- **LMS Mascot Selection Timeline:**
  - [See Timeline Doc.](#)

#### Upcoming Dates:

September



- 24 - Virtual Open House

**October**

- 1 - LMS PTO Meeting, 7:00p



# LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

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

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Falzone

- *Human Resources*

September 11, 2020

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

**From: Cory Izbicki, Business Administrator**

**Subject: BA Report and Operational Update for September 16 School Board Meeting**

The purpose of this monthly report is to update the School Board regarding day to day and ongoing operations that would be of particular note.

### LMS Canopy:

- Contract with Solid Roots Construction LLC was executed on 9/9/2020, with the following amendments:
  - Billing for progress and final billing will be due in 30 days and subject to 12% interest if late. (I have no concerns regarding late payments).
  - Target completion date has been amended to November 30 due to lead times of certain parts needed for the project.
  - Upon determination of the Guaranteed Maximum Price, David Ely will provide an addendum to the contract that will include that amount in the agreement, to be signed by Solid Roots and myself.
- Temporary Safety Fencing was installed on site on 9/9. Site work contractor was on site on 9/10 to break ground. In speaking to the project manager, concrete work is tentatively set to begin on Monday, 9/21.
- **Project Budget and funding:**
  - Purchase Order has been issued to David Ely, Windy Hill Associates for architectural and construction administration services: \$17,400
  - Purchase Order has been issued to Solid Roots as the construction manager of the project: \$313,331 (this amount includes budget provided by Solid Roots (\$241,024) plus 30% Overhead and Profit (\$72,307)
  - Total budget (pending determination of GMP): \$330,731
  - **Funding Sources:**
    - Amount Encumbered from FY20: \$226,645
    - State Infrastructure Grant: \$100,000
    - Amount to be offset by GF or CRF: \$4,086
- A detailed tracking will be maintained by the business office.

### HVAC / Energy Efficiency Project:

- Met with Dick Henry and David Ely on 9/9/2020:
  - The installation and programming of the main control unit and interface will occur on Friday 9/11. Due to the update, a majority of the programming and coding of the system sequences can be performed remotely.
  - Kirk Thibodeau is going to coordinate repairs with Bill Lonergan and Dave Ross in order to have access to classrooms and offices during the day, and to limit disruption as much as possible. Rough estimate is that the work can be completed in 3-4 weeks time beginning on either 9/21 or 9/28



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Equal Opportunity Employer

- We have received a quote from Viking to start initial work at LMS including installation of the same control unit and interface. The scope of this work will be limited as the control unit is compatible with a limited amount of the equipment at LMS. Additional planning will take place over the coming weeks to determine the best options for long term solutions at LMS. In the meantime, an HVAC contractor has been contacted to come to the site to review the system and clean the heat exchangers.

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Falzone

- *Human Resources*

### **Griffin Memorial School - Electricity:**

- Property claim has been submitted to Primex for review as of 9/9. Have provided them all necessary documents related to the repair, and contact information for Jolt Electric and Dave Ross for additional information that may be needed. Hope to have a resolution within the next couple of weeks. Recouping some of this cost will be helpful as we work our way through other needed projects.

### **Year to Date Financial Reporting Information:**

- MS-25 and Revised Estimated Revenues were submitted to the NH Department of Revenue Administration on August 27th. DOE-25 was submitted to the NH Department of Education the same day.
- Tax Rate Setting will begin after October 1. Please note that based on YE financial reports we are estimating a \$0.02 per thousand reduction in the local school tax rate. This is subject to change due the final setting of State Revenues. I would not anticipate a material change in the amount, but want it known that the possibility is there.

Respectfully Submitted,

Cory Izbicki  
Business Administrator



**STUDENT AND PARENT  
HANDBOOK  
2020-2021**

**William D. Lonergan**  
Principal

**Michael D. Perez**  
Assistant Principal

**Jodi M. Callinan**  
Director of School Counseling

**Joshua Knight**  
Athletic Director


1 Highlander Court  
Litchfield, NH 03052

603-546-0300 (phone)  
603-546-0310 (fax)

[https://www.litchfieldsd.org/  
campbellhighschool\\_home.aspx](https://www.litchfieldsd.org/campbellhighschool_home.aspx)

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Dear CHS Parents, Students, and Community Members

On behalf of the Campbell staff, I welcome back the returning Classes of 2021, 2022, 2023, and the incoming freshmen of the Class of 2024.

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

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

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

Have a great year everyone!

William D. Lonergan  
Principal

# **Campbell High School Mission Statement**

## **CORE VALUES**

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

## **BELIEFS**

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

## **LEARNING EXPECTATIONS**

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

Academic:

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

Social:

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

Civic:

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

## Approved

Student Council 4/19/2013

Leadership Committee 5/1/2013

Faculty 5/7/2013

Litchfield School Board Members  
Brian Bourque, Chairperson  
Christina Harrison, Vice Chairperson  
Tara Hershberger  
Elizabeth MacDonald  
Robert G. Meyers, III

# 2020-2021 CALENDAR



## **SECTION 2 – COMMUNICATION**

### **2.1 HOW TO CONTACT ADMINISTRATION, SCHOOL COUNSELORS AND FACULTY**

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

Athletic Director: 546-0300, Ext. 3118  
Director of Counseling: 546-0300, Ext. 3255  
Asst. Principal: 546-0300, Ext. 3102  
Principal's Office: 546-0300, Ext. 3204

SCHOOL COUNSELORS:  
A - D: Carrie Jurus, 546-0300 Ext. 3272  
E – K: Jodi Callinan, 546-0300 Ext. 3255  
L – Z: Jeff Parsons, 546-0300 Ext. 3256

Any questions for the Counseling office should be directed to Michelle Vecchiarello, Ext. 3257. Faculty may be reached through links to the CHS website:  
[https://www.litchfieldsd.org/campbellhighschool\\_home.aspx](https://www.litchfieldsd.org/campbellhighschool_home.aspx).

### **2.2 POWERSCHOOL MESSENGER**

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

### **2.3 SCHOOL CANCELLATIONS AND DELAYS**

If weather conditions are judged hazardous, school will be cancelled for the day or delayed for two hours. In this event, an announcement will be made using the Blackboard Connect System and including but not limited to the following television and radio stations:  
WZID (95.7 FM), WGIR (610 AM)  
WMUR (Channel 9), WCVB (Channel 5), WBZ (Channel 4), WFXT (Channel 25)

### **2.4 ANNOUNCEMENTS**

The Pledge of Allegiance is read over the intercom each morning. Students are encouraged to recite the Pledge of Allegiance. They must stand quietly during the recitation. Students in the hallway must stop and stand for the duration of the Pledge. If a student decides NOT to stand, he/she must sit quietly and respect others. School organizations wishing announcements to be delivered to the school community must have them approved by the organization's advisor and submitted to the Main Office before 7:05 a.m. in order to be included that day. General announcements are delivered as part of the attendance information and are read during the advisory block.

### **2.5 ADDRESS AND PHONE CHANGES**

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

## **SECTION 3 – ACADEMICS**

### **3.1 HIGH SCHOOL GRADUATION REQUIREMENTS**

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

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

Minimum graduation requirements are as follows:

|  |                                   |
|--|-----------------------------------|
| English  | 4 credits                         |
| Social Studies   | 3 credits                         |
| Math   | 4 credits                         |
| (Must have a math or math embedded course in all 4 years of high school) |                                   |
| Science  | 3 credits                         |
| Information Communications Technology                                    | ½ credit                          |
| ICT or Technology Elective   | ½ credit                          |
| Physical Education   | 1 credit                          |
| Visual & Performing Arts   | 1 credit                          |
| Health   | ½ credit                          |
| Electives  | 7 credits                         |
| Campbell Advisory Program (CAP)  | 4 years participation (No Credit) |

The Board may approve other academic requirements for graduation.

**Diploma with Distinction**

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

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

The Diploma with Distinction shall be appropriately designated.

**Awarding of Credit**

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

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

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

**Students with Disabilities**

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

**3.2 GRADING AND REPORTING**

Competency-Based Assessment

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

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

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

### Grading with Core Competencies

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

### Multiple Opportunities

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

### Formative & Summative Assessments

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

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

### Re-takes

## **Vision**

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

### **School Policy**

- Retakes are available for a minimum of one summative assessment per competency per semester.
- Requests for re-takes must be initiated **by the student** within 3 school days after grades are posted on the student grade portal.
- Re-takes will occur within 10 school days after grades are posted on the student grade portal.
- At the conclusion of the re-take, the higher grade will stand.
- Student eligibility will be based upon completion of formative assessments.
- Re-take assessments will not duplicate the original assessment, as this would run contrary to the spirit of the re-take philosophy.
- Certain assessments such as labs or performances may be ineligible for re-takes

- Retakes will not be allowed in any courses during the 5 school days prior to the week of exams, nor during the exam period.

### **Student responsibility**

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

### **Department Policy**

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

### **Final Grade**

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

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

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

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

### **Grade Point Average**

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

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

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

### **Incomplete Grade: (I)**

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

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

Teachers giving a student an incomplete grade are responsible for setting appropriate limits and deadlines for missing assignments, projects and assessments and communicating these to parents and students. If the work is not completed within the agreed upon time period, a

grade of "F" will be applied. Generally, students will have 10 school days from the end date of a semester to make up incomplete work.

### **\*\*Withdrawal Grading**

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

## **3.3 CREDIT REQUIREMENTS FOR GRADE LEVEL PROMOTION**

### **Selection of Course and Schedules**

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

### **Scheduling Responsibilities**

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

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

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

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

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

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

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

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

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

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

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

**Seniors**

- graduating seniors are exempt from the spring final exams.

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

### **3.4 REPORTING SCHEDULE AND POWER SCHOOL**

#### **PowerSchool**

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

#### **Reporting Schedule**

Grades will be electronically posted each quarter. Students will be given the opportunity to recover competencies throughout the year.

### **3.5 SOPHOMORE PROJECT**

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

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

The Sophomore Project packet will be available yearly and provided to you through the Sophomore Project Clearing House Advisors. If you have any specific questions please contact Ms. Szepan ([sszepan@litchfieldsd.org](mailto:sszepan@litchfieldsd.org)) and / or Ms. Angelini ([dangelini@litchfieldsd.org](mailto:dangelini@litchfieldsd.org)).

### **3.6 HONOR ROLL**

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

### **3.7 HONORS OPTION**

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

#### **Honors Option Requirements**

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

1. Develop an honors option plan with the classroom teacher, detailing a timeline of activities the student will engage in throughout the semester and as part of their honors option requirement;
2. Students and teachers will select one or more activities to complete from the following list:
  - a. selected readings,
  - b. interdisciplinary projects,
  - c. problem-solving or inquiry-based projects,
  - d. development and/or public presentation of one's work and/or

- e. in-depth and expanded study of specific curricular areas;
- 3. Complete a learning journal of outside reading assignments and other learning activities associated with the honors option;
- 4. Demonstrate leadership qualities in the classroom;
- 5. Demonstrate self-direction and motivation as a learner, as well as exemplary work habits;
- 6. Demonstrate mastery of fundamental concepts; and
- 7. Complete a self-evaluation
- 8. Work assignments that reflect 35-45 hours of additional coursework
- 9. The Honors Option is earned by fulfilling the Honors Option contract and receiving a final grade of B or better (not B-)

### **Process for Selecting the Honors Option**

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

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

Applications for Honors Option are available in the Campbell High School School Counseling Office. If you have any questions please contact Michelle Vecchiarillo. Students earning the “honors option” will have an additional .50 calculated into the G.P.A.

### **3.8 ADVANCED PLACEMENT COURSES**

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

**AP Environmental Science, AP English Literature, AP US History, AP Spanish, AP Biology, AP Calculus, AP Statistics, AP Government, AP Chemistry, Programing 2 and Programing 3** are currently offered at CHS. Students are encouraged to discuss taking AP courses with their parents, school counselor, advisor, and teachers. An AP recommendation form must be completed with the proper signatures in order to be considered for an AP class. If applicable, registration preference is given to seniors.

The College Entrance Examination Board provides tests for all Advanced Placement courses. These tests are administered during the month of May. Satisfactory scores on AP Exams offer many benefits which may enhance applications for college admissions, placement, and scholarships. A student may receive college credit based on the AP score. Students enrolled in AP courses should check with the college of their choice to receive information concerning

the college's policy regarding Advanced Placement credit and/or standing. For more information go online to: [www.collegeboard.com/ap/credit](http://www.collegeboard.com/ap/credit) policy.

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

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

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

### **3.9 ALL A'S CELEBRATION**

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

### **3.10 ACADEMIC EXCELLENCE BANQUET**

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

### **3.11 NATIONAL HONOR SOCIETY**

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

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

#### **Criteria for Membership**

Students eligible to be in the National Honor Society at CHS

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

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

#### **Continuing Membership**

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



### **3.12 NEW HAMPSHIRE SCHOLARS**

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

### **3.13 SEMESTER EXAMS**

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

### **3.14 CLASS RANK**

Class rank will be calculated at the end of sophomore year and every semester thereafter and are available upon request. The top ten is calculated after the first semester of senior year. Students must have attended Campbell for a minimum of two semesters to receive a class rank.

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

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

### **3.16 EXTENDED LEARNING OPPORTUNITIES**

School Board policy allows extended learning opportunities at the high school level as a means of meeting the diverse instructional needs of students with different talents, interests, and development beyond those addressed in the regular classroom. All such opportunities must be aligned with the school's educational goals and objectives. Such opportunities may provide high school credit (under provisions of Policy IMBC) or supplement regular academic courses. Credits can be granted for extended learning activities, including, but not limited to, independent study, private instruction, team sports, performing groups, internships, community service, and work study. Where credit is not granted, such experiences may be used to fulfill prerequisite requirements for advanced courses.

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

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

Students who request an alternative learning opportunity will need to complete appropriate paperwork and have administrative approval prior to commencing the course. **Grades**

**earned through ELO's will not become part of a student's GPA. Student's receive a pass or fail only.**

### **3.17 WORK STUDY**

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

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

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

### **3.18 SCHEDULE CHANGES**

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

During the final exam week students should receive their schedules for the following year. The Counseling Office will meet with students during the final exam week to make any required / requested schedule changes.

The add/drop period will be for the first five days of each semester. Requests may or may not be granted, depending on the nature of the request and the availability of open classes. After this five-day period, course changes will occur only after administrator review and approval.

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

### **3.19 COMPETENCY RECOVERY**

(Being revised from the 2020 - 2021 School Year)

### **3.20 VLACS**

Virtual Learning Academy Charter School is an accredited New Hampshire high school. Students may take online courses. Beginning in July 2020, grades earned on VLACS will be calculated into student's GPA. For more information see your School Counselor.

### **3.21 STANDARDIZED TESTING**

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

## **SECTION 4 – ATTENDANCE**

### **4.1 ATTENDANCE POLICY**

The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum education benefit for each student. The call to develop the whole person in the school's

Mission Statement includes the formation of responsible students who are dependable and caring and have a sense of community. Frequent absences from regular classroom learning experiences disturb the continuity of the instructional process, and the maximum benefit of regular classroom instruction is lost.

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

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

The Board recognizes two types of absences:

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

The following attendance policy will be strictly enforced:

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

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

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

Note: All college visits / job shadows must have documentation from the college or work place to be counted as an excused absence. After the allotted 3, all visits must be approved by Administration in writing prior to the visit. Please use the Planned Absence form available in the main office.

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

3. All absences, whether for an entire day or just a portion thereof, must be documented with appropriate notes.

4. Absences due to vacations or family trips will count toward the total number of unexcused absences.
5. Planned absence forms may be obtained in the Main Office. This form should be completed with signatures from all the student's teachers and parent(s) or guardian(s) and then submitted to the Principal two weeks prior to the absence. The attendance policy will be enforced.
6. If a student exceeds six unexcused absences in each class during the semester, he or she is able to appeal to a committee composed of the Assistant Principal, Director of School Counseling, Student's School Counselor to review the reasons for the absences. (See Attendance Appeal Procedure.)
7. After **7 EXCUSED** (parent notified Excused absences) **or UNEXCUSED absences** the school administration will have a parent / student meeting. If written documentation is accompanied with the absences the CHS Administration and the ChAT - Child Assistant Team will evaluate if a meeting with the parents would be necessary.
8. Students should not arrive to school prior to 7 a.m unless they are there due to a school sponsored event or the school busses have dropped off early. Students may not leave school grounds once they have arrived at school. All students must be in their first period classes by 7:35 a.m. Students arriving to class after this time will be considered tardy and must sign in at the Main Office and obtain a tardy slip.

**The School Administration will make the final determination as to whether or not an absence is excused.**

**See Athletic Code about Athletics Attendance Policy. If you have any questions, contact the Athletic Department.**

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

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

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

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

1. The student will complete paperwork for each class for which he or she is appealing his or her absences.
2. The student will then submit this paperwork to the Assistant Principal.

3. A decision will be made after review of the student's attendance file and a potential meeting with the Attendance Appeal Committee. The decision is final and not subject to further appeal.

Note:

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

#### **4.2 TARDY TO CLASS**

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

#### **4.3 TARDY TO SCHOOL**

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

Any student who wishes to EXCUSE a tardy to school is required to bring in a written note signed. The EXCUSED Tardy reasons are the same as EXCUSED absences. This documentation shall be placed on file in the Main Office.

Missing thirty minutes or more of any class is considered an absence.

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

#### **4.4 EARLY RELEASE/ LATE ARRIVAL**

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

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

1. Students must have earned a grade of C or higher in **all** classes during the previous marking period.
2. The early release application form is signed by student **and** parent or guardian and is on file with the school.
3. Students are to leave the building within a reasonable time after their last class. All students must sign out at the main office.
4. Students who arrive prior to a scheduled class or who need to stay after for additional work, must report to the library and remain there until the end of the period.
5. A failing grade on a progress report will result in loss of the privilege.
6. Late arrival will be considered only for a first block class. Early release will be considered only for a last block class.

7. Students with Junior status must be signed up for a minimum of seven (7) credits (2nd semester) and students with Senior status must be signed up for a minimum of six (6) credits to qualify for the privilege.
8. Course changes will not be permitted simply to accommodate early release or late arrival.
9. Out-of-school suspensions or two major disciplinary infractions may result in loss of the privilege for the remainder of the semester.
10. Any student who loses his or her privilege due to disciplinary infractions during the last month of the first semester will be ineligible for early release or late arrival during the second semester.
11. Students may appeal the status of early release/late arrival privileges to Administration.

#### **4.5 DISMISSALS**

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

In order to be dismissed from school:

- Students must bring a dismissal note signed by a parent or guardian to the Main Office by 7:35 a.m. The student will be issued a dismissal slip, which should be given to the teacher at the beginning of the class from which he or she is being dismissed. At the time of dismissal, students should proceed directly to the parking lot.
- In an emergency, a parent or guardian who wishes to dismiss a student during the day of the dismissal must contact the main office and send an email to the Assistant Principal and the Attendance Admin Assistant.
- Students who are ill must be dismissed through the Nurse's Office.

Phone dismissals will be permitted only in an emergency situation when a parent does not have access to a computer or fax machine and with approval of Administration.

If there are no classes at Alvirne or Pinkerton those students will be expected to attend all scheduled classes at CHS and have the opportunity to be dismissed during the scheduled CTE classes with written and / or verbal permission from the parent.

#### **4.6 CORRIDOR PASSES**

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

#### **4.7 LEARNING COMMONS PASSES**

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

#### **4.8 ATTENDANCE AT CO-CURRICULAR EVENTS**

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

Certain activities that are sponsored by a class or by other organizations at Campbell High School require that those in attendance have the academic standing of a freshman, sophomore, junior or senior. Examples of this include, but are not limited to, the junior/senior

prom, the semi-formal, and the senior class trip. In order to be considered a member of a certain class, a student must meet the following guidelines:

Sophomore : 6 credits or more

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

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

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

#### **4.9 CLASS DUES**

All students must pay class dues in order to be eligible for any student activities and parking permits. Class dues are assessed each year and go toward class activities and expenses.

#### **4.10 HOMEWORK REQUESTS**

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

#### **HOMEWORK GUIDELINES**

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

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

#### **4.11 MAKE-UP WORK/LATE WORK**

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

#### Assignments Not Completed Due to Absence

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

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

### **SECTION 5 - POLICIES AND PROCEDURES**

## 5.1 DRESS CODE AND PERSONAL APPEARANCE POLICY [\(JICA\)](#)

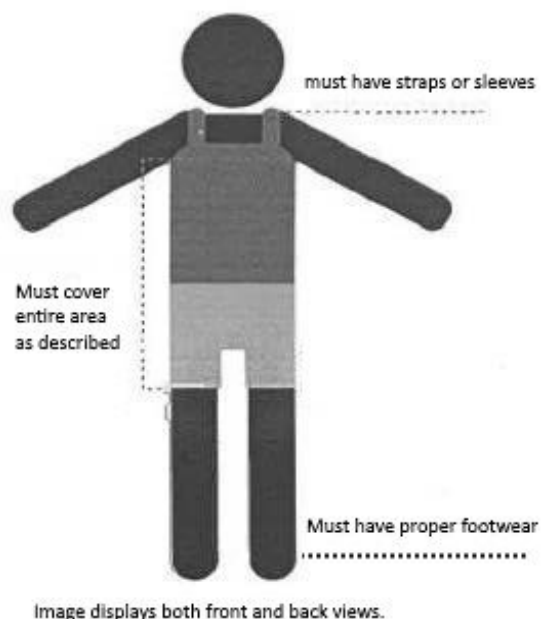
The Litchfield School Board expects that all individuals will dress in a way that is appropriate for a school setting. Dress choices respect the Litchfield School District's intent to guide students toward greater independence and empower students to examine the impact their actions have on themselves and others. Staff members are expected to model appropriate choices in appearance. Additionally, we support that individual self-expression is a natural and important part of human development. Attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy affirms our belief that appropriate attire is not gender specific.

### **Core Values**

- Individuals should be able to dress in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Individuals have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against anyone because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity;
- Nobody should face unnecessary barriers to school attendance;
- Everyone is entitled to be treated with dignity and respect when there is a potential concern about personal appearance.

### **Minimum Requirements:**

1. Clothing must cover the area from one armpit across to the other armpit and extend low enough to fully cover private parts (including underwear, buttocks and genital area - see image).
2. Tops must have shoulder straps or sleeves. Rips, cut-outs or tears in clothing can't be in the "coverage area" defined above.
3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. Headgear including hats, hoods, and caps are permitted for religious, medical or other reasons by school administrators. CHS staff may choose to permit hats in their classroom.
5. Special courses or co-curricular activities may require specialized attire, such as sports uniforms or safety gear.



### **Additional Requirements:**

1. Clothing may not depict, imply, advertise or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory or obscene language or images.
4. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.



5. Sunglasses may not be worn inside the building unless approved by the school nurse for a documented medical reason.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming, that by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or advocates illegal or disruptive behavior is prohibited.

**Enforcement:**

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid dress-coding students in front of other students. Students who are suspected of a dress code violation will never be called out publicly. Instead, they will be discreetly spoken to by a staff member or referred to the appropriate office.

**The administration at each school reserves the right to determine what constitutes appropriate dress.** School staff will work with students to comply with these guidelines and top be able to attend class. As a last resort, parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing.

## **5.2 CODE OF ETHICS – CHEATING AND PLAGIARISM**

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

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

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

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

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

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

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

## **5.3 TELEPHONE USAGE**

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

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

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

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

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

#### **Cell phone / Electronic Devices disciplinary procedures:**

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

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

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

#### **5.4 FOOD AND DRINK**

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

#### **5.5 FIELD TRIPS**

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

#### **5.6 SIGNS AND POSTERS**

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

#### **5.7 TEXTBOOKS**

Textbooks are loaned to students for use during the school year. A Textbook receipt card should be signed out at the beginning of the year. Books are to be kept clean, handled carefully. All texts will be returned or paid for before or at the time the final examination is taken. Students who have outstanding fees for lost textbooks, lost library books, parking tickets, athletic uniforms, class dues or lab fees will not be eligible for a parking sticker. Students must pay restitution for all outstanding fees or they may not participate in graduation ceremonies. Paying for missing textbooks before final exams end is requested.

## **5.8 COMPLAINT POLICY**

Complaints should be handled at the lowest practical level. In matters concerning any area of disagreement, the employee, parent, vendor, and/or patron should take the complaint directly to the involved staff member. If unresolved, the complaint can be taken to the director or supervisor, building principal, then to the Superintendent. If the matter remains unresolved, the Superintendent shall inform the complainant that there is further right of appeal to the School Board, and if it is their desire he/she shall refer the case to the Board for action. **See [Litchfield School Policy GBK/KE, Complaint Policy](#).**

## **5.9 STUDY HALLS**

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

## **5.10 AGE OF MAJORITY**

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

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

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

## **5.11 HETEROGENEITY/INCLUSION**

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

## **5.12 SPECIAL NEEDS REFERRAL PROCEDURES**

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

1. All referrals must be in writing. Students may be referred to the special education evaluation team for reasons including failure to pass a hearing or vision screening, unsatisfactory performance on group achievement tests or assessments, multiple academic and/or behavioral warnings, or repeated failure of one or more subjects. Forms for referral are also available in the Counseling and special education offices.

2. Either the student's teacher or School Counselor should complete the educational history section of the referral.
3. All referrals should be submitted to the District Special Educational Director.
4. All schools and social service agencies within the School District's jurisdiction shall be advised annually of the district's responsibility to identify and evaluate all students who may have an educational disability. Referrals from schools and agencies shall be forwarded to the special education evaluation team for further evaluation.

Process:

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

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

### **5.13 STUDENT AND PARENTS' RIGHT TO EDUCATIONAL RECORDS**

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

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

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

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

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

- i. Release of such information as tuition bills and grades to parents of dependent students.
- j. Release of information pursuant to judicial order or subpoena.

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

#### **5.14 TITLE IX NOTICE**

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

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

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

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

#### **5.15 NON-DISCRIMINATION**

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

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

#### **5.16 SEXUAL HARASSMENT POLICY AND PROCEDURE GUIDELINES**

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

#### **5.17 BULLYING**

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

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

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

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

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

#### **5.18 HAZING**

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

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

#### **5.19 STAFF ANTI-FRATERNIZATION POLICY**

##### **Preamble**

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

Staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student. It is the School District's expectation that staff shall recognize and respect this vulnerability when interacting with students. Accordingly, it is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to

further any non-educational, personal, or inappropriate objective. In particular, staff members are prohibited from engaging in any romantic, sexual, or physical relationship with students.

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

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

## **5.20 NOTIFICATION OF ASBESTOS PLAN**

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

## **SECTION 6 – DISCIPLINE**

### **6.1 DISCIPLINE POLICIES AND PROCEDURES**

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

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

### **Student Behavior Standards**

#### **Parents**

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

#### **It is the responsibility of the student to:**

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

## **Forms of Student Discipline**

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

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

### Behavioral Contracts

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

### Mediation:

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

### Teacher Detention

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

### Office Detention

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

### EDD – Extended Day Detention

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

### Saturday Detention

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

### Athletic/Co-Curricular Probation and Suspension

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

If a student is placed on probationary status for co-curricular activities, part of the consequence may result in the loss of privileges to attend co-curricular activities or be



involved in the club for an indefinite period of time. The time and extent of the probationary status will be determined by the administration and will be communicated to the student at the time of the due process hearing related to the misconduct.

## **SUSPENSION OF STUDENTS**

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

### **Suspension of students**

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

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

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

### **Expulsions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 6.2 LEVELS AND EXAMPLES OF CONSEQUENCES

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

| <u>LEVEL I</u>   | <u>Examples</u>  | <u>Consequences</u>   |
|--|--|---|
| Minor misbehavior which interferes with established school or classroom rules and procedures.                        | Tardiness to class<br>Classroom disturbances<br>Inappropriate language/behavior<br>Failure to complete assignments<br>Multi dress code violations<br>Littering of buildings or grounds<br>Swearing or negative language  | Teacher or Office detention<br>EDD<br>Phone call home<br>Teacher/Admin. Conference<br>Parent/guard. conference<br>Behavior contract<br>Withdrawal of privileges |
| <u>LEVEL II</u>  | <u>Examples</u>  | <u>Consequences</u>   |
| Misbehavior with educational consequences serious enough to require immediate corrective action.                     | Unmodified Level I behavior<br>Abusive language/behavior<br>Being in an prohibited area<br>Disrespectful/offensive behavior<br>Cutting teacher detention<br>Unexcused absence from class<br>Forged parental note<br>Roughhousing/horseplay<br>Failure to follow a reasonable request<br>Academic dishonesty<br>Truant first time<br>Inappropriate display of affection<br>Cell phones, headphones & all other electronic devices when not allowed. | Office Detention<br>EDD<br>Saturday Detention<br><br>A grade of zero on an assignment   |
| <u>LEVEL III</u>   | <u>Examples</u>  | <u>Consequences</u>   |
| Any action which threatens the safety or well being of persons in the school or damages school or personal property. | Unmodified Level II behavior<br>Fighting<br>Stealing<br>Pushing and shoving<br>Refusing to identify oneself to staff<br>Deceiving or lying to a staff member<br>Failure to follow a reasonable request<br>Inflammatory and offensive language<br>Abusive language/behavior (aggravated)<br>Smoking/possession of tobacco<br>Insubordination, first offense   | EDD<br>Behavioral contract<br>Saturday detention<br>Out-of-school suspension<br>plus an additional 10 days per the Superintendent<br>Police Involvement         |
| Behavior that causes significant disruption to the learning process  | Missing Saturday Detention or EDD<br>Forged documentation<br>Leaving school grounds, first offense<br>Harassment of an ethnic, racial, sexual, or religious nature,<br>Conduct or comments that threaten physical violence<br>Offensive and/or unsolicited remarks,<br>Unwelcome gestures or physical contact including  |   |
| Any other behavior that the Principal considers reasonable to fall within this category.                             |  |   |

unsolicited propositions, verbal abuse  
 Insults directed at staff, faculty, or students  
 Threats to employees, volunteers, or students  
 Harassment (first offense)

| <u>LEVEL IV</u>  | <u>Examples</u>   | <u>Consequences</u>  |
|--|---|--|
| Behaviors which directly endanger or result in harm to others or property. | Unmodified Level III behavior   | Out of School<br>Suspension  |
| Behaviors that are in violation of the law.                                | Bomb threats<br>False fire alarms/false 911 calls<br>Physical assault<br>Possession/use or being under the influence of drugs or alcohol<br>Possession of drug paraphernalia<br>Distribution, exchange, or selling of drugs/alcohol<br>ALL Electronic Smoking devices<br>Possession of weapons/fireworks<br>Possession of any dangerous object, weapon, or device or any other instrument that is capable of inflicting bodily injury.<br>Possession of a pellet gun or BB gun on school grounds or within the "Safe School Zone" as def. in RSA 193-D:1.<br>Arson<br>Opening a locked door for someone to enter<br>Vandalism<br>Leaving school grounds, second offense | Expulsion<br>Police Involvement<br>Consult Principal, case manager, school counselor concerning future strategies<br>Ref. to CHAT Team |

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

**\*School Related and Approved Functions**

**\*School Activities:**

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

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

**Disrespectful Treatment:** Students shall refrain from intentionally inflicting or attempting to inflict injury or discomfort on another person through words, actions, or other methods such as obscene gestures.

Students shall also refrain from verbally encouraging another student to fight or to injure another person. Violations of this will result in disciplinary action.

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

**Gambling** is not permitted on school property.

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

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

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

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

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

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

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

Some examples are: stealing personal items from the school, staff members and fellow students. Stealing also involves taking copies of tests or quizzes, illegitimately accessing the teacher’s answer key, stealing the teacher’s edition of the textbook; stealing another student’s homework, notes, tests, or handouts.

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

### **6.3 DISPLAYS OF AFFECTION**

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

### **6.4 TECHNOLOGY**

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

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

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

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

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

### **1:1 CHROMEBOOK POLICY AND PROCEDURES:**

#### **Chromebook Guidelines:**

- Chromebooks are Campbell High School / Litchfield School District issued devices and are loaned to students as an educational tool and are only authorized for use consistent with the school's mission.
- The Chromebook may only be used by the student to whom it is assigned.
- The Chromebook should be secured/locked when in locker rooms or near playing fields, basketball courts, etc.
- It is recommended when at home, the Chromebook should be used in a common family location with adult supervision.
- Campbell High School reserves the right to demand immediate return of the Chromebook at any time.
- Students transferring schools or exiting CHS are expected to turn in the Chromebook immediately.

- An Internet filtering system is used within the school's network but is not available for home /outside of district building use.
- Parents/guardians have the right to their child's login password. This can be requested/ changed at school by contacting Jason Pelletier , Litchfield School District Technology Director, at [jpelletier@litchfieldsd.org](mailto:jpelletier@litchfieldsd.org)
- Charging the Chromebook is the responsibility of the student. Students should plan on charging their Chromebook while at home for use the next day at school.
- The Chromebooks are on loan to students until they are eligible for graduation. CHS and the district reserves the right to conduct periodic checks of the equipment.
- Making changes in the configuration of the Chromebook is prohibited and could result in revocation of privileges in accordance with Student Computer and Internet Use Policies and Rules.
- If the Chromebook is lost or stolen while in the student's possession, a report must be filed immediately with the local police authorities and school administration.
- Failure to fully comply with these guidelines and the student acceptable use policy may result in revocation of the privilege to use the Chromebook and/or other disciplinary action.
- The Board's policy and rules concerning computer and Internet use and all other policies and rules apply to use of Chromebooks at any time or place, on or off school property.
- Students are responsible for obeying any additional rules concerning care of Chromebooks issued by school staff. (refer to CHS Student Handbook)

#### **Damage:**

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

#### **Summer Use:**

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

#### **Student Usage Fee Explained:**

- Students are responsible for the proper care of Chromebooks at all times, whether on or off school property, including costs associated with repairing or replacing the Chromebook (see Damages).
- There is a usage fee of \$20 (\$10 for free & reduced lunch). This is meant to provide a shared risk for damage. Furthermore, it increases the sense of ownership of the device for students.

- Parents/guardians who choose not to participate should be aware that they are responsible for ALL costs associated with loss, theft or damage to a Chromebook loaned to their child.
- At the end of four years, assuming the student is eligible for graduation, he/she may be allowed to assume ownership of his/her device for a depreciated price. (Starting with Class of 2020)
- Computer and Internet - Acceptable Use Policy

## **6.5 PERSONAL PROPERTY**

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

## **SECTION 7 – STUDENT SERVICES**

### **7.1 CAMPBELL ADVISORY PROGRAM**

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

### **7.2 CHS LEARNING COMMONS / MEDIA LAB**

The Campbell High Learning Commons/Media Lab provides resources and services to advance the teaching and learning experience for students, faculty, and staff. The Learning Commons is open from 7:30 a.m. to 3:30 p.m., Monday through Friday, except when the Library / Media Specialist is not available or when Faculty meetings are scheduled. The Learning Commons has print and media resources that include books, periodicals, videos, and books on tape and subscribes to several online databases and an online encyclopedia and supports access to the Internet.

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

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

### **7.3 CAFETERIA**

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



#### **7.4 SOCIAL WORKER/PSYCHOLOGIST**

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

#### **7.5 LOCKERS**

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

#### **7.6 HEALTH SERVICES**

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

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

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

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

#### Administration of Prescribed Medication in School (Ed. 311.02)

1. Any pupil required to take a medication prescribed by a licensed physician, nurse practitioner, or licensed physician's assistant during the school day shall be supervised in taking medication by the school nurse who shall be responsible for administering the medication.
2. If the school nurse is not available, the principal or designee may assist students in taking required medications.
3. A parent, guardian or parent/guardian-designated responsible adult shall deliver all prescribed medication to be administered by school personnel to the school nurse.

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

#### **7.7 STUDENTS AT RISK**

The safety and well-being of our students is our highest priority. While our primary focus is education, we must also consider the needs of the whole child. Campbell High School Counseling Department and CHS Health Services work closely with faculty to monitor

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

## **7.8 PREVENTION OF DRUG AND ALCOHOL USE BY STUDENTS**

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

If conditions exist to suspect a student is under such influence, the student(s) will be reported to the school administration immediately. The administrator will make an initial assessment. The student(s) will then be brought to the nurse's office where a full assessment will be made. If the situation is deemed an emergency, law enforcement officials will be called immediately. During the assessment phase, if there is reasonable suspicion the student is impaired, the school nurse may decide to administer a saliva test and will attempt to notify the student's parent/guardian. Proper training will be required and provided for administration and interpretation of the test. If the test results are positive for the detection of alcohol or a controlled substance, the student(s) shall be subject to disciplinary action up to and including suspension, expulsion from school and/or school district sponsored activities or other discipline in accordance with the district's disciplinary policy and referred for prosecution.

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

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

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion from school and/or school district sponsored activities or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school

principal shall immediately report all incidents involving a controlled substance to the Superintendent, the parents/guardians, and to the appropriate local law enforcement agency in keeping with the investigation of the incident. All controlled substances shall be turned over to local law enforcement.

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

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

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

**7.9 WORKING PAPERS**

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

**7.10 SCHOOL ACCIDENT INSURANCE**

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

**SECTION 8 - CO-CURRICULAR ACTIVITIES and ATHLETIC ELIGIBILITY**

**8.1 CO-CURRICULAR AND ATHLETICS ACTIVITIES**

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

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

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

3. A student is eligible for four successive years (8 semesters) after completing the eighth grade
4. A student may compete in interscholastic athletics during the school year if his or her nineteenth birthday is on or after September 1 of the current school year.
5. A student transferring from one member school to another member school shall be ineligible to participate in interscholastic athletics for a period of one year after he or she becomes a student in the school to which transfer has been made, unless such transfer has been accompanied by the permanent change of address on the part of the parents or guardians or legal guardian to the area serviced by the school to which transfer has been made or a Transfer Rule Affidavit has been completed by the receiving school Principal and the sending school Principal verifying that the transfer was not for athletic reasons.

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

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

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

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

### **Activities, Clubs and Organizations**

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

|   |                                    |
|---|------------------------------------|
| Student Council                           | Class Officers                     |
| Drama                                     | Musical                            |
| Key Club                                  | S.A.D.D.                           |
| Yearbook                                  | Tri-M Music Honor Society          |
| Future Business Leaders of America (FBLA) | National Honor Society             |
| Weight Room                               | Environmental Club                 |
| FIRST Robotics                            | Campbell Athletic Leaders (C.A.L.) |

## **8.2 CO-CURRICULAR ELIGIBILITY**

### ***Student Co-Curricular Activities***

Students who participate in co-curricular activities do so with the understanding that it is a privilege, not a right, to participate and that academics come first. Participation in a co-curricular activity is completely voluntary. Due to the high public visibility of the co-curricular participant, his/her behavior is held to a higher standard than the general student body. The Litchfield School Board believes that participation in co-curricular and athletic activities is beneficial and contributes to a comprehensive education.

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

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

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

### ***Participation***

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

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

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

### ***Participation Fees***

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

### ***Co-Curricular & Athletic Activities Expectations***

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

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

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

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

## **II. CHS Academic Eligibility**

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

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

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

*\* Need to pass required academic classes for graduation requirements.*

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

## **III. Attendance Requirements for CHS & LMS**

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

## **IV. Behavioral Expectations for CHS & LMS**

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

The following behaviors constitute violations of these expectations:

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

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

#### **V. Conduct Review**

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

All meetings of the CHS Disciplinary Board/LMS Administration are strictly confidential. Students who appear in front of the CHS Disciplinary Board/LMS Administration learn and reflect on their behaviors.

For purposes of this provision, the violations shall be deemed to have occurred on the date the action was committed. See [\*\*Litchfield School District Policy JJ, Student Co-Curricular Activities.\*\*](#)

#### **STUDENT CO-CURRICULAR ACTIVITIES PROCEDURES**

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

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

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

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

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

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

**CHS Rehabilitation Plan:**

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

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

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

**CHS Rehabilitation Plan:**

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

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

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

The proper channels for appeal are as follows:

- Step One: appeal to the appropriate staff member.
- Step Two: If unresolved, appeal to the Principal.
- Step Three: If unresolved, appeal to the Superintendent.

**All changes highlighted**



Step Four: If unresolved, appeal to the School Board through the Superintendent.  
See [Litchfield School District Policy JJ, Student Co-Curricular Activities – Procedures](#).

### **8.3 SPORTSMANSHIP**

Campbell High School students are asked to strive to always be their best and strive to continue exhibiting behavior that reflects the goals of our Mission Statement: Character, Courage, Respect and Responsibility in our sports. In the spirit of good sportsmanship, all spectators, athletes and managers are expected to abide by the following rules:

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

Students and community members who do not display appropriate behavior or good sportsmanship will be subject to disciplinary action, such as removal from the event and /or school disciplinary consequences.

### **8.4 STUDENT ATHLETES**

**Students who plan to participate in athletics at the college level need to see their School Counselors for information on the NCAA Clearinghouse or go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).**

### **8.5 DANCES and PROMS**

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

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

#### **School Dance and Prom Protocols**

1. Students who are a disciplinary concern or suspended are not allowed to attend any weekend events.
2. Students may not loiter outside the school upon arrival to the event. They must attend the event or leave school grounds.
3. Students who come to the event and then leave may not return to the event at a later time. Students are able to go to their personal vehicles with staff supervision only.
4. All school rules apply during events including the dress code. Themed dances may allow some leeway in a strict interpretation of the dress code. Please check with administrators before the event if you have questions on costume suitability.
5. Students who are under suspension or were absent on the day of the event are not permitted to attend the event. No student may attend the event who has not attended the entire school day unless excused in writing by a school administrator.
6. Students must bring their school ID's to events. A student wishing to bring a guest from another school to a dance or prom must complete the appropriate paperwork and return it to the Assistant Principal for approval a week in advance of the event as references are checked for guests. No middle school students or students over the age

of 20 years old are permitted to attend as guests. No more than one guest per CHS student is permitted. Guests are required to show ID when checking in to the dance.

7. Students may have their privileges to attend school-sponsored dances and other after-school activities revoked due to misbehavior at school, on school grounds, or at other school-sponsored events.
8. Students suspected of being impaired by drug or alcohol use or who consume, possess, use, or distribute drugs or alcohol will have their parents or guardians contacted along with the police. School suspension may follow.
9. Students are not permitted to bring food or drink to dances except as directed by the sponsoring advisor.
10. Appropriate school behavior is expected at dances.

## **8.6 DRIVER EDUCATION**

Driver Education **may** be provided by an independent company. Driver's Education is offered after-school and during summer programs to students who are sixteen years of age or older by the completion of the course And are in good academic standing. Information about Driver's Education can be found in the Main Office. Sessions will be limited to thirty students or fewer with oldest students receiving first placement.

## **SECTION 9 – SECURITY**

### **9.1 STUDENT ID CARDS**

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

### **9.2 STUDENT SEARCHES**

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

1 When any authorized person has reasonable suspicion that the student may have on his/her person or property

- alcohol
- tobacco, tobacco products and ALL types of electronic smoking devices
- dangerous weapon(s) or components
- controlled dangerous substances as defined by law (i.e. drugs, etc.)
- stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook, school rules or the law.

2 Lockers and other school storage areas/compartments may be subjected to searches at any time for any reason without consent or without reasonable suspicion, during which the student(s) need not be present. School lockers are the property of the school/district, not the student. The users of lockers, and other school storage areas/compartments have no reasonable expectation of privacy from school employees as to the contents of those areas.

3 Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given. Any searches of students will be conducted by an authorized person who is the same sex as the person being searched in the presence of a second adult (parent or employee). Strip searches are forbidden.

4 The extent of the search of a student's person or property and the measures used in conducting the search must be reasonably related to the objects of the search, and must not go beyond what is warranted by the nature of the suspected violation.

5 If a search produces evidence that a student has violated or is violating the School District's policies, school rules or the law, such evidence may be seized by school officials, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **Police Drug Interdiction Dog Searches**

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

### **Searches of Student Automobiles on School Property**

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

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

### **STUDENT SEARCHES PROCEDURES**

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

#### **Conducting the search.**

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

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

If the student refuses to cooperate in a personal search, the student should be held until the student's parent(s) or guardian(s) is/are available to consent to the search. If a parent or

guardian cannot be reached in a reasonable time, the school administration may conduct the search without the student's consent and in the presence of another adult.

### **Documentation**

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

## **9.3 CRISIS PROTOCOL**

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

### **Secure Campus**

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

### **Shelter in Place**

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

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

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

### **Evacuation**

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

### **Reverse Evacuation**

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

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

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

### **Tornado**

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

### **Scan in Place**

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

## **9.4 FIRE DRILL PROCEDURES**

**All changes highlighted**

1. Students and staff are to leave the building by the nearest exit when the fire alarm sounds
2. Students should move quickly but not run.
3. Students and staff are to move to the designated CENTRAL LOCATION (Assigned Advisory Location #)
4. Attendance will be taken.
5. Students will wait with their ADVISORIES until the signal to return to the building is given.
6. Attendance will be taken upon return to class.
7. Students who fail to follow all fire drill procedures will face immediate disciplinary action.
8. If evacuation from CHS Central Location is needed, students will report to Talent Hall.

### **9.5 SECURITY CAMERAS**

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

### **9.6 VISITORS**

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

## **SECTION 10 – TRANSPORTATION**

### **10.1 AUTOMOBILES/PARKING**

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

1. The car registration, student's driver's license, and proof of insurance are required for a permit.
2. Cars must be parked in designated **numbered** spots in the front parking lot of CHS.
3. Drivers illegally parked will be fined \$25.
4. No student may remain in a car or be in the parking area at any time except for a few minutes upon arrival and departure.
5. Students must follow the traffic pattern or be subject to suspension of parking privileges.
6. Any reckless driving, speed in excess of 10 mph, carelessness, or lack of courtesy in driving on school grounds may result in permanent loss of the driving privilege and legal action.
7. Any students who use their eligible status to provide a parking sticker to a non-eligible student will be disciplined and will have their parking privileges revoked. Any students using a parking permit that was not issued to them and/or their vehicles by the school will have their parking privileges revoked and will be disciplined.
8. Students parking at Campbell High School who are not eligible for driving privileges or students who are eligible but are driving non-registered vehicles will lose parking privileges for the next academic year.
9. Student access to automobiles during the school day is limited to emergency situations and requires administration approval.
10. Juniors and seniors are not eligible to receive parking permits unless they have completed their sophomore projects.
11. Sophomores may receive a parking sticker if space permits.
12. The operator of a vehicle that is illegally parked or does not have a valid school permit to park on school grounds will be given a ticket. If a second infraction occurs, the car may be towed at the owner/driver's expense.

13. All outstanding fees, including lost book costs, class dues and athletic fees must be paid in order to receive a parking sticker.
14. Cars parked at CHS will be subject to searches if reasonable cause for suspicion is determined.
15. Parking permits are not transferable.
16. If you drive a different vehicle other than the one that has a sticker, report to the main office immediately upon arrival to school to receive a temporary parking permit for the day.
17. In order for a student to drive a vehicle to a school sponsored event, a Litchfield School District student self transportation permit form must be approved by the Superintendent.

## **10.2 BICYCLES**

Students are extended the privilege of bringing bikes to the school as long as they respect the safety and rights of others and obey school and safety rules. Students may not bring bicycles on the athletic fields or into the school building. Students should lock their bikes to the bike racks provided.

## **10.3 STUDENT TRANSPORTATION TO CTE Centers**

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

Students who opt not to use bus transportation to CTE schools are required to submit a self-transportation waiver form and provide proof of insurance to the school administration no later than the end of the first week of school. Opportunities for parking at CTE Centers may be limited due to available parking spaces.

## **10.4 BUS INFORMATION**

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

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

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

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

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

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

### **Student Conduct on School Buses**

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

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

### **Resolution of Conflicts**

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

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

### Bus Regulations

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

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

### Violations

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

1. First Offense: Warning – Contact parents by phone or mail.

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

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

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

### **Late Bus**

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

## **10.5 AUDIO AND VIDEO SURVEILLANCE ON DISTRICT TRANSPORTATION**

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

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

### **Management of Surveillance Media**

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

Only recordings requested by the District for review will be considered District property. Recordings requested for review by District officials will be retained by the District for such time as is necessary to complete the appeal period for any disciplinary proceedings.

Should a recording be requested by law enforcement officers or be confiscated by prosecutorial authorities as evidence in a crime, the District will take reasonable steps to arrange for a copy to be retained by the District. **See [Litchfield School District Policy ECAF, Audio/Video Surveillance on Buses and Procedures.](#)**

## **SECTION 11 – SENIORS ONLY**

### **11.1 SENIOR PROJECT**



The Senior Project is a requirement for graduation at Campbell High School for all seniors, as well as any students considering early graduation. The Senior Project is designed by each student and approved by the senior project clearinghouse, and must reflect at least forty hours of work. These projects develop individual skills and knowledge in an area that the student chooses. Opportunities to gain credit for the project will be based on documented hours: 67.5 plus hours can earn one-half credit and 135 plus hours can earn one credit. Additional information may be obtained through the clearinghouse personnel and the yearly Senior Class Google Classroom. Attendance at Senior Project Exhibition Night is mandatory for all graduates, including early graduates.

### **11.2 EARLY RELEASE/LATE ARRIVAL**

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

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

### **11.3 ATTENDANCE AT CO-CURRICULAR EVENTS**

Students must attend all their scheduled classes in order to be eligible to participate in that day's event. If a student is absent, he or she is ineligible to participate in that day's event or practice. A student who is absent on a Friday cannot participate in any event during the weekend unless the absence is approved prior to the event by an administrator. Students tardy after 8:05 am will not be permitted to participate in any of that day's athletic or co-curricular events without administration approval. **Suspended students are not allowed on school property during the suspension and are not allowed to attend any school sponsored event.**

### **11.4 EARLY GRADUATION**

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

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

5. There is a direct relationship between the request for early graduation and the career goals of the student.
6. A committee including the Director of School Counseling, Assistant Principal, and at least one teacher will meet with the student during the month of May to carefully assess the student's application for early graduation. This committee will then either recommend or not recommend early graduation. Appeals from this committee's decision may be made to the Principal of Campbell High School based on the express guidelines for early graduation.

Some of the criteria that will be taken into consideration in granting or denying the student's request for early graduation is based on the following information:

- a. The student's plans for the second semester are consistent with career goals.
- b. There are no courses available that the student has not taken that will better prepare him or her for post-graduate plans.
- c. Work plans are consistent with the long-term skills the student is looking to gain.
- d. The student is older than most of his or her peers.
- e. The student plans to join a branch of the military during the normal time of the second semester offerings.
- f. Students needing to make money for college or for any financial hardship.

It is very important that the student, parent/guardian and/or employer furnish Campbell High School with sufficient information so that an appropriate decision can be made. All applications for early graduation need to be submitted to the School Counseling Department with all signatures and all backup material by September 15 or May 1 of the student's junior year. **NO APPLICATIONS WILL BE CONSIDERED FOR EARLY GRADUATION AFTER THE MAY 1<sup>ST</sup> DATE.**

In order to be eligible for early graduation:

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

If the early graduation application is approved, an early graduation contract will be signed by the student, the student's parent or guardian, the student's school counselor, and the Director of Counseling . If a student fails to meet the early graduation requirements that student must return the following semester with a full course load. The student may be required to re-apply for early graduation. There are **NO EXCEPTIONS** to this policy.

### **11.5 TEXTBOOKS**

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

### **11.6 TRANSCRIPTS/COLLEGE PROTOCOLS**

College applications, scholarship applications, and many summer programs often require students to provide a copy of their official transcripts. Official transcripts can only be mailed directly from the Counseling Office to the receiving institution.

Students must send their completed portion of the application to the post-secondary institution through the mail or online. Next, students must complete and sign a Request

Form in the Counseling Office to request the transcript and supporting materials (letters of recommendation, school profile) be sent. The Counseling Office will then send out the requested materials to complete the application. The same procedure applies when a student requests a transcript be mailed for a scholarship application.

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

### **11.7 SEMESTER EXAMS**

A 90 average in the course is required for seniors to be exempt from 1<sup>st</sup> semester exams. Seniors are excused from second semester exams. **Seniors enrolled in AP courses are required to take either the AP exam or a final exam.**

### **11.8 VALEDICTORIAN, SALUTATORIAN, CLASS ESSAYIST**

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

### **11.9 GRADUATION**

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

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

**GRIFFIN  
MEMORIAL SCHOOL**



**STUDENT/PARENT HANDBOOK  
2020-2021**

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

**Daniel Mitchell**  
Principal

Maura Clinton-Jones  
Assistant Principal

## WELCOME TO GRIFFIN MEMORIAL SCHOOL

Dear Parents and Students,

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

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

We wish you a very successful academic year! Griffin Memorial School is a wonderful place to learn and grow. Please be sure to check out our website at [www.litchfieldsd.org](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.

**Daniel Mitchell, M. Ed.**

Principal

Maura Clinton-Jones, M. Ed.

Assistant Principal

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\*\*\*Need to insert 2020-21 school calendar here\*\*\*

## Section 1 – ELEMENTARY SCHOOL OVERVIEW

### 1.1 MISSION STATEMENT

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

### 1.2 SCHOOL DAY

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

## Section 2 – COMMUNICATION

### 2.1 CONTACTING ADMINISTRATION, SCHOOL COUNSELOR & FACULTY

Main Office: 424-5931

|  |           |  |           |
|--|-----------|--|-----------|
| <b>Daniel Mitchell</b> , Principal       | Ext. 1101 | <b>Jennifer Hayes</b> , Guidance Counselor | Ext. 1106 |
| Maura Clinton-Jones, Assistant Principal | Ext. 1102 |  |           |

### 2.2 NO SCHOOL – DELAYED OPENING

The required 180 days of school brings the closing of the school year well into the month of June. It is the feeling of the school board that it would be unwise to cancel school unless it is impossible for the buses to negotiate their route. Parents should use their discretion in sending students to school during inclement weather. A delayed opening is an option used when weather and road conditions may improve during the morning hours. Regular school hours are 8:25 a.m. – 2:50 p.m. A 2-hour delay would start school at 10:25 a.m. School closing time remains the same (2:50 p.m.)

As soon as the decision to delay or cancel school is made (usually around 5:00 am), it will be tweeted (SAU27\_Official), posted on the district website and posted on WMUR Channel 9. Also, a phone call and an email from the Superintendent will be scheduled to go out to families after 5:30 am. The school district will provide only these 5 methods of notification of school cancellation or delay. We will not be contacting any other media outlets, so please be sure to monitor these 5 methods (Twitter, phone, email, website, WMUR).

### 2.3 UNEXPECTED SCHOOL-TIME DISMISSAL OR EMERGENCY CLOSURE

On a very rare occasion it may be necessary to dismiss students early due to an emergency (i.e., power failure, severe storm). It is imperative to notify the school office of changes in information during the school year. **Students' emergency contact information is gathered and entered into PowerSchool, our student information system. Parents can update address, phone number in other pertinent information through the PowerSchool Parent Portal. Parents can set up a Parent Portal account by emailing \_\_\_\_\_.**

### 2.4 STUDENT REGISTRATION INFORMATION

Up-to-date information for each student must be on file in PowerSchool, our student information system. **Parents are able to update address, phone number and other pertinent information in PowerSchool through the Parent Portal. Parents can email \_\_\_\_\_ in order to get a Parent Portal account.** The emergency contact person listed in our **PowerSchool** database must be an adult able to respond immediately to any student-related illness or emergency; therefore, this person should be in close proximity to the school.



- **ADMISSION**

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

- **ADMISSION OF NON-RESIDENTS**

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

## **Section 3 – ACADEMICS**

### **3.1 SCHOOL MATERIALS**

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

### **3.2 HOMEWORK**

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

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

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

### **3.3 PHYSICAL EDUCATION**

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

### **3.4 STANDARDIZED ASSESSMENTS**

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

All students in grades K-2 as well as some older special education students may participate in AIMSweb assessments for Reading and Math. These are brief, nationally-normed tests of proficiency on grade level skills. All students in grades 3 and 4 may participate in NH-SAS interim and/or modular assessments

throughout the course of the year. Parents whose students are involved in testing can call the main office regarding access to test results. Other formal specialized testing only occurs through referral and with parental permission.

### 3.5 REPORT CARDS

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

### 3.6 RETENTION

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

### 3.7 CLASS PLACEMENT

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

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

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

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

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

If you would like to provide information about your child's strengths and weaknesses, please send a written note to the building principal before April 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.

## Section 4 – ATTENDANCE

### 4.1 ATTENDANCE POLICY

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

When a child is going to be absent or tardy, a parent or guardian must call the school before 8:30 a.m. to report the child as absent or tardy. Please call 424-5931 and follow the automated voice instructions, leaving

the child's first and last name, teacher and specific reason for absence. Students may NOT attend or participate in school functions on the day of an absence.

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

#### 4.2 REQUEST FOR SCHOOLWORK

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

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

If a student will be out for an extended period of time teachers shall provide known essential assignments that would be completed during the period of absence. After the student(s) returns to class and turns in the work, the teacher(s) will assess whether additional assignments are necessary for the student(s) to demonstrate competency. Parents/Guardians are expected to contact the school in which their child is enrolled to inform the school of their child's absence.

Again, we encourage parents to schedule vacations and family trips when school is not in session. [\(Please refer to Litchfield School District Policy JH, Student Attendance, Absenteeism, & Truancy\)](#)

#### 4.3 ARRIVAL

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

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

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

#### 4.4 TARDINESS

Pupils who are not in their classroom by 8:25 a.m. are considered tardy. An adult must accompany the tardy student to the School Office to be SIGNED IN and to receive a Late Pass. Parents of students that have been tardy 20% or more per quarter will receive a letter from administration.

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. [\(Please refer to Litchfield School Board Policy JH, Student Attendance, Absenteeism & Truancy\)](#)

#### 4.5 DISMISSAL

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

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

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

#### 4.6 TRUANCY

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

Under New Hampshire law, ten half days of unexcused absence during a school year shall constitute habitual truancy. A half day is defined as a student missing more than two (2) hours of instructional time and less than three and one-half (3 ½) hours of instructional time. Any absences over three and one-half hours of instructional time shall be considered a full day absence.

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 in need of services (pursuant to RSA 169-D:2, II(a) until all steps in the District's intervention process under RSA 189:34, II have been followed.

#### **Intervention Process**

After 6 half-days of unexcused absences:

- The building principal or designee shall contact the parent/guardian by telephone and in writing requesting a meeting within three school days to discuss the matter and to develop a plan to prevent any further unexcused absences.

- Under New Hampshire law, the building principal shall enclose copies of RSA 193:1, this policy, and the student's attendance record. The building principal shall provide a copy of the letter to the Superintendent and the District's truant officer.

#### **After 10 half-days of unexcused absences:**

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

#### **Appeal**

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

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

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

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

The decision of the Superintendent shall be final.

### **SECTION 5 – POLICIES & PROCEDURES**

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

#### **5.1 SMOKING LAW**

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

#### **5.2 NOTIFICATION OF ASBESTOS REINSPECTION**

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

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

### 5.3 TELEPHONE USE BY STUDENTS

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

### 5.4 SPECIAL NEEDS REFERRAL

Outside or in-house referrals:

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

In all cases, samples of the student's work should be saved to demonstrate the concerns expressed by the parent, teacher, or doctor for the referral meeting. Along with work samples and/or anecdotes, the student's cumulative file is reviewed at the referral meeting.

The Procedural Safeguards booklet is offered at every meeting, and is available at the school office. It thoroughly describes parental and student rights in the special education process.

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

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

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

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

### 5.6 FERPA

Notification of Rights under FERPA for Elementary & Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal, or designee, a written request that identifies the record(s) they wish to inspect. The School official will

make arrangements for access and notify that parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principals, or designees, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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

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

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

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

## **5.7 NON-DISCRIMINATION**

The Litchfield School District does not discriminate on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in participation in admission or access to, or operation and administration of an educational program or activity in the School District. [Please refer to Litchfield School District Policy AC, Non-Discrimination](#)

## 5.8 PUPIL SAFETY & VIOLENCE PREVENTION POLICY

(Bullying Policy In Compliance With RSA 193-F)

### Bullying (Summary)

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

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

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

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

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

## 5.9 PREVENTION OF DRUG & ALCOHOL USE BY STUDENTS

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

Students in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion from school and/or school district sponsored activities or other discipline in accordance with the district's disciplinary policy.

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



## 5.10 STUDENT ATTENDANCE, ABSENTEEISM, & TRUANCY

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

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

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

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

Excused absence – absence which occurs as a result of:

- acute or chronic illness
- medical/dental appointments
- absences approved by the Superintendent under RSA 193:1, I(c)
- absences as a result of a waiver from the Superintendent for alternative learning plans under RSA 193:1, T(h)
- college visits
- military-related activity
- bereavement
- court appointments
- religious holidays
- mandated court appearances
- participation in Litchfield school sponsored events (excludes extra-curricular activities not sponsored by the Litchfield School District)
- extenuating circumstances determined by the principal.

Unexcused absence- absence which occurs for any reason other than excused absence. Unexcused absences are considered **truancy**.

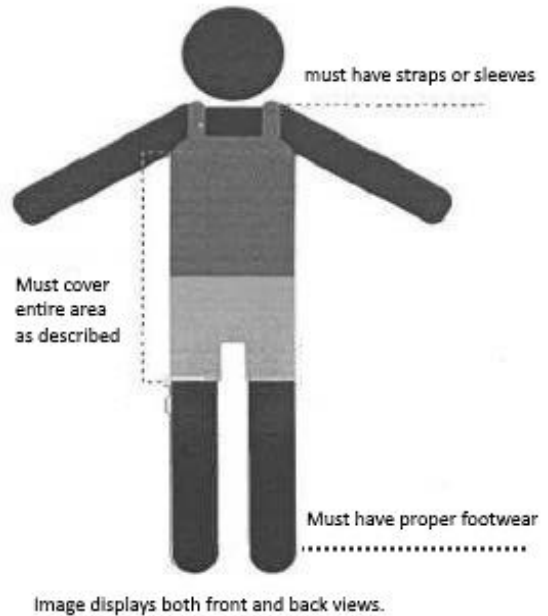
All excused absences, whether for an entire day, or portion thereof, must be documented with appropriate notes from parents/guardians, or physicians, or a phone call to the attendance line.

Students who are absent for any reason including illness, shall not be allowed to participate in, or attend, any school activities on that day. This includes practice sessions, school performances, or any school sponsored events, unless arrangements for attendance at such school activities are approved through the school administration, or the school activity is directly linked to a course requirement.

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

### 5.11 STUDENT DRESS CODE AND PERSONAL APPEARANCE *(Policy JICA)*

The Litchfield School Board expects that all individuals will dress in a way that is appropriate for a school setting. Dress choices respect the Litchfield School District's intent to guide students toward greater independence and empower students to examine the impact their actions have on themselves and others. Staff members are expected to model appropriate choices in appearance. Additionally, we support that individual self-expression is a natural and important part of human development. Attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy affirms our belief that appropriate attire is not gender specific.



#### **Minimum Requirements:**

1. Clothing must cover the area from one armpit across to the other armpit and extend low enough to fully cover private parts (including underwear, buttocks and genital area - see image).
2. Tops must have shoulder straps or sleeves. Rips, cut-outs or tears in clothing can't be in the "coverage area" defined above.
3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. Headgear including hats, hoods, and caps are permitted for religious, medical or other reasons by school administrators. CHS staff may choose to permit hats in their classroom.
5. Special courses or co-curricular activities may require specialized attire, such as sports uniforms or safety gear.

#### **Additional Requirements:**

1. Clothing may not depict, imply, advertise or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory or obscene language or images.
4. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building unless approved by the school nurse for a documented medical reason.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming, that by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or advocates illegal or disruptive behavior is prohibited.

**Enforcement:**

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid dress-coding students in front of other students. Students who are suspected of a dress code violation will never be called out publicly. Instead, they will be discreetly spoken to by a staff member or referred to the appropriate office.

**The administration at each school reserves the right to determine what constitutes appropriate dress.** School staff will work with students to comply with these guidelines and to be able to attend class. As a last resort, parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing. [\(Please refer to Litchfield School District Dress Code Policy JICA, Student Dress Code and Personal Appearance Policy\)](#)

**5.12 STUDENT CONDUCT & DISCIPLINE**

The school is a community with rules and regulations, and those who enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and obedience to school rules. Disciplinary actions should also be articulate; they should be measured responses and established at a level of severity which corresponds to the level of the offense. Members of the Litchfield School Board expect student conduct to contribute to a productive learning climate and to abide by the following principles:

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

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

***Establishment of Policies and Regulations:***

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

***Areas of Prohibited Student Conduct:***

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

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with administrative procedures which are approved by the Litchfield School Board. A hearing shall be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students (See JICD-R, Section 6). This policy does not define all types and aspects of a student behavior; however, the Litchfield School Board has the responsibility to set forth policies, rules and regulations to help each student conduct himself or herself in a proper manner as a good citizen of the community.

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

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

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

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

#### II. Notification to Students

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

### **5.14 HAZING**

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education. [\*Please refer to Litchfield School District Policy JIFCA, Hazing\*](#)

### **5.15 STUDENT TRANSPORTATION SERVICES**

#### **General Operating Policy**

- A. The Litchfield School District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, 189:9.
  - 1. All pupils in grades K – 4 shall be offered transportation to ensure the safety of arrival at and departure from the Griffin Memorial School, which is located on Route 3A.
  - 2. Pupils in grades 5 – 8 and 9 – 12 living at a walking distance more than one (1) mile from their assigned school shall be offered transportation.
  - 3. Students in grades 9 through 12 who use District transportation may be assessed a transportation fee, which will be approved by the School Board.
  
- B. Bus routes shall be established by the Transportation Contractor and Business Administrator, subject to review by the School Board. Routes will be over the most direct roads practicable for bus travel to serve those entitled to transportation service and to maximize bus utilization of the fleet. Routes will be designed so that up to sixty-five (65) students will be assigned for each seventy-seven (77) student capacity regular size bus. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent, or as related to the construction of new school facilities.

- C. Insofar as educational requirements permit, school schedules shall be adjusted to allow maximum utilization of each bus in the system by alternating elementary, middle and high school trips with the same fleet of buses. Private school trips will be integrated with public school trips where possible and where required by law.
- D. Bus stops and schedules shall be established under the direction of the Business Administrator, or his/her designee, in cooperation with the Transportation Contractor with safety as the primary factor in establishing these routes. Authorized bus routes and schedules will be posted at each school building and in a local newspaper prior to the first day of school. Drivers may not load or unload pupils at other than authorized bus stops. In situations where it is necessary to change a bus stop temporarily or permanently, due to road construction, weather conditions, safety hazards or other circumstances that affect the smooth operation of said route, the Superintendent and the Business Administrator will review the situation and approve and implement a plan of action to correct the problem. The operator may not permit his drivers to load or unload pupils at other than authorized bus stops.
- E. Authorized bus stops shall be located at convenient intervals in places where pupils may be safely loaded and unloaded. Crossing highways and awaiting arrivals of buses will be avoided, but if unavoidable will be established with the utmost safety permitted by highway conditions.
- F. The number of bus stops on each trip shall be limited, consistent with the policy stated as to service, so as to enable buses to maintain a reasonable time to execute their routes.
- G. No child will be required to walk more than one (1) mile to a bus stop. Pupils residing in areas inaccessible by a school bus may be required to walk a distance of no more than one and one-half (1 ½) miles to a school bus stop.
- H. A student who requires a related service of transportation because of the student's disability shall be provided with the necessary transportation accommodations.

### **Student Conduct on School Buses**

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

Pupils transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Board.

The bus driver will have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video and/or audio surveillance may be used on buses to support the bus driver's reports of unacceptable conduct. The school Principal will have the authority delegated by the Superintendent to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions from school transportation to continue beyond twenty (20) days must be approved by the Board. [\*\(Please refer to Litchfield School District Policy EEA, Student Transportation Services\)\*](#)

## 5.16 STAFF ANTI-FRATERNIZATION

### Preamble

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

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

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

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

## 5.17 SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY & PROCEDURES

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attentions, as well as the creation of an intimidating, hostile and/or offensive school environment. Any form of sexual harassment or violence is prohibited and should be reported immediately to **the Title IX Coordinator**. Complaints of sexual harassment should be reported to **the Title IX Coordinator**. [\(Please refer to Litchfield School District Policy JBAA, Sexual Harassment\)](#)

## 5.18 COMPLAINTS

Complaints should be handled at the lowest practical level. In matters concerning any area of disagreement, the employee, parent, vendor, and/or patron should take the complaint directly to the involved staff member. If unresolved, the complaint can be taken to the building principal, director or supervisor, then to the Superintendent. If the matter remains unresolved, the Superintendent shall inform the complainant that there is further right of appeal to the School Board, and if it is their desire he/she shall refer the case to the Board for action. [\(Please refer to Litchfield School District Policy GBK/KE, Complaint Policy\)](#)

## SECTION 6 - STUDENT EXPECTATIONS

### 6.1 POSITIVE CONFLICT RESOLUTION

Teachers universally use certain phrases throughout the school to assist students in resolving conflicts. It is beneficial in fostering the home-school connection for parents and teachers to utilize this same language.

School personnel will regularly intervene and/or mediate during conflicts in order to promote positive conflict resolution.

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

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

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

## **6.2 COOPERATIVE DISCIPLINE & STUDENT CONDUCT CODE**

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

### **PHILOSOPHY**

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

### **OBJECTIVES**

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

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

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

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

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

### **CORE RESPONSIBILITIES**

It is everyone's responsibility to:

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

It is a student's responsibility to:

- Be in charge of his/her own behaviors
- Know and follow rules for safe and respectful behavior throughout all areas of school living (regular and specialist classrooms, hallways, lunch room, playground, bus)
- Conduct themselves in a manner which is not self-destructive or in any way violates the rights (to learn, feel safe, be treated with courtesy and respect) of their peers or teachers
- Be accountable for their own behavior choices
- Comply with school rules at all times
- Attend school daily and be prepared to learn
- Tell school staff about any discipline concerns they may have
- Ask for adult help (staff/parents) when their rights or safety are at risk

It is a parent's responsibility to:

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

It is the teacher's responsibility to:

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

It is the building administrations' responsibility to:

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

It is the superintendent's responsibility to:

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

It is the Litchfield School Board's responsibility to:

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

#### LEVEL ONE

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



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

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

#### LEVEL TWO

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

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

| <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 | Log infraction                        | Alternative Education                                    |
| Deletion of information stored by others                             | Referral to administration            | Detention (lunch/afterschool)                            |
|  | Notification to parent                | Guidance/health services                                 |
|  | Student/Parent conference with        | In-school suspension                                     |
|  | administrator                         | Police/agency referral                                   |
| Disruption/threat of disruption or harassment                        | Referral to school counselor          | Parent conference  |
| Extortion  | Police/agency referral                | Removal from class activities                            |
| Failure to serve detention or other disciplinary action              |                                       | Restitution for damage (replacement 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.

### 6.3 SCHOOL-WIDE RULES (Detention, Suspension)

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

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

#### DEFINITIONS OF GENERAL CONSEQUENCES

##### 1. DETENTION

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

Lunch detentions involve the student(s) eating in the office with parent notification. After school detentions involve the student(s) staying thirty minutes after the close of the school day (3:00 pm – 3:30 pm).

Transportation for after-school detention is the responsibility of the parent(s). Notes are sent home to notify parents of this disciplinary action.

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

##### 2. IN-SCHOOL SUSPENSION

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

##### 3. OUT-OF-SCHOOL SUSPENSION

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

### 6.4 LUNCHROOM RULES

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

#### **P** – Practice Responsibility

Use good table manners

Stay seated and raise your hand if you need something

#### **A** – Act Respectfully

Use “Please”, “Thank You”, & “Excuse Me”

Use an indoor voice

#### **W** – Work Together

Line-up for food with hands/feet to self and voices off

Clean up table and floor around you

#### **S** – Stay Safe

Enter & Exit walking with voices off

Eat your own food – no sharing

## 6.5 PLAYGROUND RULES

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

**P** – Practice Responsibility

Follow game & activity rules  
Report any problems to an adult

**A** – Act Respectfully

Take turns, share equipment  
Use friendly language

**W** – Work Together

Create new & fun ways to play together  
Ask others to join you

**S** – Stay Safe

Keep hands, feet to self  
Use equipment appropriately

## 6.6 DRESS

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

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

## 6.7 MARKING POSSESSIONS

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

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

## 6.8 TOYS

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

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

## 6.9 STUDENT SEARCHES

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

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

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

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

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

## SECTION 7 – TECHNOLOGY

### 7.1 INTERNET USE

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

## SECTION 8 – STUDENT SERVICES

### 8.1 LUNCH PROGRAM

A balanced lunch is served daily in the school cafeteria. Menus are planned by the lunch program director in accordance with specifications established by the federal government. Menus can be found in the Food Service section on the district and school website. We will be accepting payments using the computerized meal payment plan for our students called **Meals+**. 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 [K12PaymentCenter](#). 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 **Meals+** system is used when your child purchases cafeteria meals, individual milk, water, fruit juice and/or ice cream. Students **WILL NOT** be allowed to charge milk or lunch, so please plan accordingly. Low balance statements will be sent home as needed. All lunch balances (negative or positive) at the end of the year will be carried over to the following year.

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

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

## 8.2 FREE/REDUCED PROGRAM

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

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

## 8.3 MILK FOR PRE-K STUDENTS

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

## 8.4 CAFETERIA BEHAVIOR

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

## 8.5 RECESS

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

## 8.6 FIELD TRIPS

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

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

## 8.7 SCHOOL GUIDANCE

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

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

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

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

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

## **8.8 LIBRARY**

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

### **BORROWING INFORMATION**

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

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

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

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

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

## **SECTION 9 – SECURITY**

### **9.1 SECURITY CAMERAS**

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

### **9.2 VISITORS**

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

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

### **9.3 CRISIS PROTOCOL**

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

### **9.4 EMERGENCY RESPONSE PREPAREDNESS**

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

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

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

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



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

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

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

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

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

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

## **SECTION 10 – PARENT INFORMATION**

### **10.1 HEALTH**

#### ***MEDICATION***

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

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

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

#### ***STUDENT HEALTH***

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

#### **STUDENTS MUST REMAIN OUT OF SCHOOL WITH:**

1. Chickenpox-until all “pox” are dried and scabbed over.
2. Conjunctivitis-must receive medical treatment until communicable stage has passed.
3. Hepatitis-doctor certificate required for readmission.
4. Mumps-exclude from school from onset of swelling and until it has subsided (approx. 10 days).
5. Impetigo-must receive medical treatment and remains at home 24 hours after treatment has started.
6. Mononucleosis-doctor certificate required for readmission.
7. Ringworm-doctor certificate required for readmission.

8. Streptococcal Disease-exclude from school. Must remain home 24 hours after adequate treatment has been started.
9. Poison Ivy, Oak, Sumac-not contagious unless direct contact with oil or discharge from rash. Severe cases should remain at home for the child's comfort.
10. Pediculosis (Head Lice)-excluded from school until no sign remains. Must be cleared by the nurse for readmission.

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

## **10.2 INSURANCE**

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

## **10.3 PARENT-TEACHER CONFERENCES**

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

## **10.4 PTO AND VOLUNTEERS**

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

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

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

## **10.5 BIRTHDAYS**

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

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

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

## **10.6 PARKING**

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

## **10.7 STUDENT PICTURES**

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

# **SECTION 11 – TRANSPORTATION**

## **11.1 STUDENT TRANSPORTATION**

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

## **11.2 ALTERNATIVE TRANSPORTATION**

### **BUS CHANGES**

Students may only ride the bus assigned to their home address. A request may be granted 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 **the SAU Office at 603-578-3570**. A separate form is needed for each student you wish considered. The completed form must be returned to: **Michele E. Flynn at [meflynn@litchfieldsd.org](mailto:meflynn@litchfieldsd.org)**. Every effort will be made 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.

## **11.3 BUS SAFETY REGULATIONS**

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

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

Video cameras will be used to monitor student behavior on district transportation. Audio recordings in conjunction with video recordings may also be captured in accordance with the provisions of RSA 570-A: 2. [Please refer to Litchfield School District Policy ECAF, Audio and Video Surveillance on District Transportation.](#)

#### **11.4 BUS BEHAVIOR**

General behavioral expectations are as follows:

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

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

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

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

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

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

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

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

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

Serious infractions will be dealt with at the discretion of administration. Parents will be notified of the action taken regarding the misbehavior. Generally, the repeat offender will be dealt with more severely. Students will return all Transportation Disciplinary Reports signed by a parent/guardian to the administrator. If a student is suspended from the bus, parents will be notified by phone to expect the report at day's end and

that bus privileges are lost beginning the next school day. No child will be denied transportation home from school on the day that bus privileges are lost.

**11.5 BICYCLES**

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

**Summary of Changes**

| PAGE #     | EXPLANATION OF CHANGE   |
|------------|---|
| cover page | Added Dan Mitchell's name, school year and School Board approval date |

|       |   |
|-------|---|
| 2     | Dan's name  |
| 3     | Remove 8.3 Milk for Pre K students from table of contents   |
| 4     | Need to insert 2020-21 school calendar here   |
| 5     | Changed Dan Mitchell and Jen Hayes' names   |
| 5     | Removed paragraph on IC and need to replace with info. on PowerSchool   |
| 5-6   | May need to remove paragraph on Blackboard? Not sure if we are using that or PowerSchool Messenger next year...   |
| 6     | In section 2.4 - changed "IC" to "PowerSchool" and added some additional information about getting an IC account.                                       |
| 7     | Remove info on AimsWeb if we are using another standardized assessment tool next year   |
| 7     | will we return to paper report cards or switch to parents accessing them using PowerSchool?   |
| 7     | 3.6 Changed how to find Policy IKE-R and updated link   |
| 8     | Updated link to new Attendance Policy JH  |
| 8     | Removed sentences about make up work during an extended absence and replaced it with part of a paragraph from August 2019 approved Attendance Policy JH |
| 9     | Removed first bullet about tardiness and moved it to page 14.   |
| 10    | Removed section on Truancy and replaced with August 2019 approved Attendance Policy JH  |
| 10-11 | Added section on Truancy that came directly from August 2019 approved Attendance Policy JH  |
| 13    | Added link to policy JRA / JRA-R  |
| 15    | Removed old link and replaced with link to August 2019 approved Attendance Policy JH  |
| 15-17 | Removed old dress code section and replaced with June 2020 approved Dress Code and Personal Appearance Policy JICA                                      |
| 18    | Changed 1 to K for beginning grade level that transportation is offered   |
| 25    | Removed the words "Detention, Suspension" next to School-Wide Rules   |
| 27    | Changed info. on lunch payment system per Lauren Crowley  |
| 28    | Removed section on Milk for Pre-K Students because we don't do this anymore   |
| 32    | 10.2 Insurance - do we still send them home? Haven't seen them for a couple years   |

# LITCHFIELD MIDDLE SCHOOL

## Student Handbook 2020-2021

Thomas Lecklider  
Principal

Martha Thayer  
Assistant Principal

19 McElwain Drive  
Litchfield, NH 03052

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

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

**Thomas Lecklider**  
**Principal**

**Telephone 424-2133 · Fax 424-1296**

**Martha Thayer**  
**Assistant Principal**

Fall 2021

Dear Students and Parents,

We are in a new landscape in education. I hope that you enjoyed your summer. In this handbook, you will find information to help you succeed at Litchfield Middle School. You are an important part of our LMS community.

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

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

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

Sincerely,

Thomas Lecklider  
Principal

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

**Thomas Lecklider**  
**Principal**

**Telephone 424-2133 · Fax 424-1296**

**Martha Thayer**  
**Assistant Principal**

Fall 2021

Dear Parents and Students:

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

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

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

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

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

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

Sincerely,  
Litchfield Middle School Faculty

**Litchfield Middle School  
Faculty and Staff Positions  
2020-2021**

**Principal**

Thomas Lecklider

**Assistant Principal**

Martha Thayer

**Administrative Assistants**

Lisa Guillemette

Deborah Young

**Receptionist**

Kara Hewett

**Guidance**

Lynne Ellis

Amanda Huyler

**Nurse**

Kellie Chambers

**Grade 5 - Wildcats**

Holly Love

Heather Stein

Teresa Tarr

Beth Zingales

**Grade 6 - Owls**

Heather Dwyer

Debra Langton

Kathy Sidilau

Lisa Smith

**Grade 7 – Black Bears**

Shea Bishop

Matthew Colombo

Jody Corbett

Audra McCollem

Kerry Momnie

**Grade 8 – Red Wolves**

Renee Caron

Steve Fraser

Michael Gaumont

Jessica Guerrette

Jessica Lachance

**Specialists**

Kathy Bangert, Art

Robin Corbeil, Computer Literacy

Dan Dufourny, Physical Education

Anna Helbling, Spanish

Lisa Lasocki, Family & Consumer Science

Carolyn Leite, Music

Eric Momnie, Tech Education/STEAM

Nate Lamy, Music/Chorus

Christine Rooney, Health

Amy Provencal, Librarian

**Reading Specialists**

Kate Seaver

Kathy Tobey

**Support Services**

Allsion Dean, Speech

Rebecca Ellis, Speech

Renee Fucci

Jeanne Henriquez

Stephanie Hoelzel

Caitlin Kramer

Heather Morrissette (S3 Program)

Elin Pelland, Social Worker

Katie Sheffer, School Psychologist

**Paraprofessionals**

Tyler Amigo

Dennis Bernabei

Ria Cayer

Lucille Champagne

Claire Chew

Judith Dionne

Connie Fiasconaro

Deborah Garand

Sheryl Hartling

Judy Latsha

Cynthia Leduc

Beret Keane

Nicole Mathieu

Mary Ann Mills

Helena Paquette

Janice Platt

Susan Rafferty

Sue Seiberg

Deb Stone

Debora Trench

Lian Tumas

**Maintenance Staff**

Dave Ross, Facility Manager

Zachary Belanger

Kerry Dillon

Manuel Londono Osorio

Brian McKivergan

**Lunch Program**

Lauren Crowley, Food Service Director

Janice Barrett

Darlene Gymziak

Carol Mellow

Marilena Stevens

Andrea Bellino (Monitor)

Mr. Stevens (Monitor)

# 2020-2021 LITCHFIELD SCHOOL DISTRICT CALENDAR

School Board Approved 8/6/20

| AUGUST 2020 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | Th | F  |
| 3           | 4  | 5  | 6  | 7  |
| 10          | 11 | 12 | 13 | 14 |
| 17          | 18 | 19 | 20 | 21 |
| 24          | 25 | 26 | 27 | 28 |
| 31          |    |    |    |    |

- 24-25 New Teacher Orientation
- 26-28 Teacher Workshop
- 26 – All Staff Report to Work – District Meeting
- 27 - Building PD
- 28 – Teacher Classroom Prep
- 31 - Teacher PD Day

| FEBRUARY 2021 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
| 1             | 2  | 3  | 4  | 5  |
| 8             | 9  | 10 | 11 | 12 |
| 15            | 16 | 17 | 18 | 19 |
| 22            | 23 | 24 | 25 | 26 |
|               |    |    |    |    |

22-26 Winter Recess - NS

15 days

| SEPTEMBER 2020 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | Th | F  |
|                | 1  | 2  | 3  | 4  |
| 7              | 8  | 9  | 10 | 11 |
| 14             | 15 | 16 | 17 | 18 |
| 21             | 22 | 23 | 24 | 25 |
| 28             | 29 | 30 |    |    |

- 1 Meetings w/remote students
- 2 ½ day Grades K, 1, 5, 6, 9 & 10
- 3 ½ day Grades 2, 3, 4, 7, 8, 11, & 12
- 4 Day before Labor Day-NS
- 7 Labor Day - NS
- 8 NH Primary/Teacher Workshop Day - NS
- 9 – 1<sup>st</sup> Day of School

19 days

| MARCH 2021 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | Th | F  |
| 1          | 2  | 3  | 4  | 5  |
| 8          | 9  | 10 | 11 | 12 |
| 15         | 16 | 17 | 18 | 19 |
| 22         | 23 | 24 | 25 | 26 |
| 29         | 30 | 31 |    |    |

9 – Teacher Workshop Day - NS

22 days

| OCTOBER 2020 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | Th | F  |
|              |    |    | 1  | 2  |
| 5            | 6  | 7  | 8  | 9  |
| 12           | 13 | 14 | 15 | 16 |
| 19           | 20 | 21 | 22 | 23 |
| 26           | 27 | 28 | 29 | 30 |

- 12 Columbus Day - NS
- 14 PSATs – Early Release for CHS Grades 9, 10, & 11 –12:30pm

21 days

| APRIL 2021 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | Th | F  |
|            |    |    | 1  | 2  |
| 5          | 6  | 7  | 8  | 9  |
| 12         | 13 | 14 | 15 | 16 |
| 19         | 20 | 21 | 22 | 23 |
| 26         | 27 | 28 | 29 | 30 |

7 END OF QUARTER 3

26-30 Spring Recess - NS

17 days

| NOVEMBER 2020 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
| 2             | 3  | 4  | 5  | 6  |
| 9             | 10 | 11 | 12 | 13 |
| 16            | 17 | 18 | 19 | 20 |
| 23            | 24 | 25 | 26 | 27 |
| 30            |    |    |    |    |

- 2 Parent/Teacher Conf. -Evening
- 3 Parent/Teacher Conf. During Day – NS
- 6 END OF QUARTER 1
- 11 Veterans Day – NS
- 25-27 Thanksgiving Recess - NS

16 days

| MAY 2021 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | Th | F  |
| 3        | 4  | 5  | 6  | 7  |
| 10       | 11 | 12 | 13 | 14 |
| 17       | 18 | 19 | 20 | 21 |
| 24       | 25 | 26 | 27 | 28 |
| 31       |    |    |    |    |

31 Memorial Day - NS (observed)

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

20 days

| DECEMBER 2020 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | Th | F  |
|               | 1  | 2  | 3  | 4  |
| 7             | 8  | 9  | 10 | 11 |
| 14            | 15 | 16 | 17 | 18 |
| 21            | 22 | 23 | 24 | 25 |
| 28            | 29 | 30 | 31 |    |

24-Jan 1 Holiday Recess - NS

17 days

| JUNE 2021 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | Th | F  |
|           | 1  | 2  | 3  | 4  |
| 7         | 8  | 9  | 10 | 11 |
| 14        | 15 | 16 | 17 | 18 |
| 21        | 22 | 23 | 24 | 25 |
| 28        | 29 | 30 |    |    |

Graduation – To Be Determined

11 175<sup>th</sup> day  
18 180<sup>th</sup> day




24 Last day of school with 4 snow days

14 days

| JANUARY 2021 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | Th | F  |
|              |    |    |    | 1  |
| 4            | 5  | 6  | 7  | 8  |
| 11           | 12 | 13 | 14 | 15 |
| 18           | 19 | 20 | 21 | 22 |
| 25           | 26 | 27 | 28 | 29 |

- 1 Holiday Recess cont. - NS
- 18 Martin Luther King, Jr./ Civil Rights Day – NS
- 26 END OF QUARTER 2

19 days

|   |   |
|---|---|
|  | Gray Shaded Days and NS = No School Days                    |
|  | Early Release CHS 9, 10 & 11 Only-10/14/20 & 5/27/21-12:30p |
|  | End of Quarter  |

*Any Cancellation Days will be Remote Learning Days.*

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

Please Mark Your Calendar: Volving Day March 9, 2021

## **SECTION 1 – Middle School Overview**

### **1.1 Mission Statement**

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

### **1.2 District Goals**

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

### **1.3 Philosophy**

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

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

### **1.4 Climate**

#### Vision

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

#### Values

We are committed to:

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

## 1.5 Instruction

### Vision

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

### Values

We are committed to:

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

## 1.6 Community

### Vision

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

## 1.7 Middle School Student

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

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

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

With this definition in mind, it might be helpful to look at some of the characteristics of the student of the middle school. This student is quite different from any other age group and has certain qualities peculiar to the group. It is felt by some that not enough is being done for this group of

“in-between-agers” and that the plan for middle school might be a way in which the transescent can truly be helped to achieve self-identify, one of the aims of the middle school. You may recognize your transescent as you read the following list of student characteristics:

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

### 1.8 School Climate

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

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

### 1.9 School Day

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

## SECTION 2 – Communication

### 2.1 Contacting Administration, School Counselors, and Faculty

Main Office: 424-2133

Martha Thayer, Assistant Principal

Ext. 2102

Ms. Huyler, School Counselor

Ext. 2227

Tom Lecklider, Principal

Ext. 2101

Ms. Ellis, School Counselor

Ext. 2213

Mrs. Pelland, Social Worker

Ext. 2215

## **2.2 School Cancellations and Delayed Openings**

If weather conditions are judged hazardous, school will be cancelled for the day or delayed for two hours.

As soon as the decision to delay or cancel school is made (usually around 5:00 am), it will be tweeted (SAU27\_Official), posted on the district website and posted on WMUR Channel 9. Also, a phone call and an email from the Superintendent will be scheduled to go out to families after 5:30 am. The school district will provide only these 5 methods of notification of school cancellation or delay. We will not be contacting any other media outlets, so please be sure to monitor these 5 methods (Twitter, phone, email, website, WMUR).

## **2.3 Early Release and Emergency Closings**

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

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

## **2.4 Daily Announcements**

The Pledge of Allegiance is recited each morning. Students are encouraged to recite the Pledge of Allegiance. They must stand quietly during the recitation. Students in the hallway must stop and stand for the duration of the Pledge. School organizations wishing announcements to be delivered to the school community must have them approved by the organization's advisor and submitted to the Main Office before 7:35 a.m. in order to be included that day. Announcements are read during first block.

## **2.5 Address and Phone Changes**

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

# **SECTION 3 - Academics**

## **3.1 Promotion**

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

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

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



### 3.2 Academic Calendar

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

#### End of Terms

|                |                           |           |
|----------------|---------------------------|-----------|
| First Quarter  | Friday, November 6, 2020  | (45 Days) |
| Second Quarter | Tuesday, January 26, 2021 | (45 Days) |
| Third Quarter  | Wednesday, April 7, 2021  | (45 Days) |
| Fourth Quarter | Thursday, June 18, 2021*  | (45 Days) |

\*Tentative Date

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

### 3.3 Grading Scale

The following is the grading system:

|            |    |                      |           |
|------------|----|----------------------|-----------|
| 100 – 96.5 | A+ | C+                   | 79 - 76.5 |
| 96 – 92.5  | A  | C                    | 76 – 72.5 |
| 92 – 89.5  | A- | C-                   | 72 - 69.5 |
| 89 – 86.5  | B+ | D                    | 69 - 64.5 |
| 86 – 82.5  | B  | NYM (F) 64 and below |           |
| 82 – 79.5  | B- |                      |           |

### 3.4 Honor Roll

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

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

### 3.5 High School Credit for Middle School Courses

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

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

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

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

### **3.6 Reporting Schedule and PowerSchool**

PowerSchool allows parents and students Internet access to grades and other information. Both students and parents are assigned user names and passwords at the beginning of the school year and may use these to access their grades 24/7. All grades are entered into PowerSchool within two weeks.

### **3.7 Homework**

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

It is strongly recommended that the students list daily assignments in their agenda (given at the start of the school year.) It is also important homework is completed as it is assigned. ([Please refer to Litchfield School District Policy IKB, Homework Guidelines](#)) Infinite Campus provides a calendar with an updated “to do” list for upcoming assignments.

### **3.8 Standardized Testing Program**

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

## **SECTION 4 – Attendance**

### **4.1 Attendance Policy**

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

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

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

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

The Board recognizes two types of absences:

- Excused absence – an absence that occurs as a result of illness, medical/dental appointments, college visits, bereavement, court appointments, religious holidays, mandated court appearances, or participation in Litchfield school sponsored activities (excludes extra-curricular activities not sponsored by the Litchfield School District). Documentation is required.
- Unexcused absence – an absence that occurs for any reason other than an excused absence. Unexcused absences are considered **truancy**.

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

#### **4.2 Protocol for Truant Students**

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

1. Students who arrive at school after 7:37 a.m., will be considered tardy.
2. When the student reaches 10 half days of unexcused absences, parents will be mailed an absence notification letter. The building principal shall notify the Superintendent, parents/guardians, and district truant officer.
3. A meeting shall be scheduled by the building principal with the parent/guardian, truant officer and appropriate personnel in order to develop a revised plan to address the habitual truancy. During the meeting the principal and truant officer shall inform the parent/guardian that additional unexcused absences may result in the filing of a CHINS petition in district court and a home visit from the truant officer.
4. If the student fails to comply with the revised plan and incurs more than 15 half days of unexcused absences, the principal and truant officer shall consult with the Superintendent to determine if court action should be filed.

#### **4.3 Due Process Hearings**

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

#### **4.4 Tardiness to Class**

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

#### **4.5 Dismissal**

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

In order to be dismissed from school:

- A parent or guardian who wishes to dismiss a student during the day must go to the Main Office to sign the student out. The student will not be called from class until the parent or guardian signs the student out.
- In emergency cases, a parent's email will be accepted after communication between parent and administrator.
- Students who are ill must be dismissed through the Nurse's Office.
- Phone dismissals will be permitted only in an emergency situation when a parent does not have access to a computer or fax machine and with approval of Administration. Students will not be permitted to go home during the school day to obtain forgotten materials.

#### **4.6 Early Arrival**

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

#### **4.7 Corridor Passes**

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

#### **4.8 Attendance at Co-Curricular Events**

Students must attend all their scheduled classes in order to be eligible to participate in that day's event. If a student is absent **for more than half of the school day**, he or she is ineligible to participate in that day's event or practice. A suspended student may not attend any LMS events and will be considered trespassing if they come to LMS during the suspension. A student who is absent unexcused for more than half of the school day on a Friday cannot participate in any event during the weekend unless an administrator approves the absence prior to the event. Students **tardy after 11 a.m.** will not be permitted to participate in any of that day's athletic or co-curricular events.

#### **4.9 Make-Up Work**

When you are absent, whether from one class or from several days of classes, it is your responsibility to obtain any work you missed. You should plan to see your teachers before or after school to arrange for make-up. This is usually scheduled on an individual basis depending on the amount of work missed. Teachers will not interrupt regular classes to arrange for make-up. If you receive an "Incomplete" on your report card, arrangements will be made with teacher and/or team to determine deadlines.

### **SECTION 5 – Policies and Procedures**

#### **5.1 **Dress Code and Personal Appearance Policy** (School Board Policy JICA, approved 6/3/2020)**

The Litchfield School Board expects that all individuals will dress in a way that is appropriate for a school setting. Dress choices respect the Litchfield School District's intent to guide students toward greater independence and empower students to examine the impact their actions have on themselves and others. Staff members are expected to model appropriate choices in appearance. Additionally, we support that individual self-expression is a natural and important part of human development. Attire should facilitate

participation in learning as well as the health and safety of students and the adults that supervise them. This policy affirms our belief that appropriate attire is not gender specific.

**Core Values**

- Individuals should be able to dress in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Individuals have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against anyone because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity;
- Nobody should face unnecessary barriers to school attendance;
- Everyone is entitled to be treated with dignity and respect when there is a potential concern about personal appearance.

*Minimum Requirements:*

1. Clothing must cover the area from one armpit across to the other armpit and extend low enough to fully cover private parts (including underwear, buttocks and genital area - see image).
2. Tops must have shoulder straps or sleeves. Rips, cut-outs or tears in clothing can't be in the "coverage area" defined above.
3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. Headgear including hats, hoods, and caps are permitted for religious, medical or other reasons by school administrators. CHS staff may choose to permit hats in their classroom.
5. Special courses or co-curricular activities may require specialized attire, such as sports uniforms or safety gear.

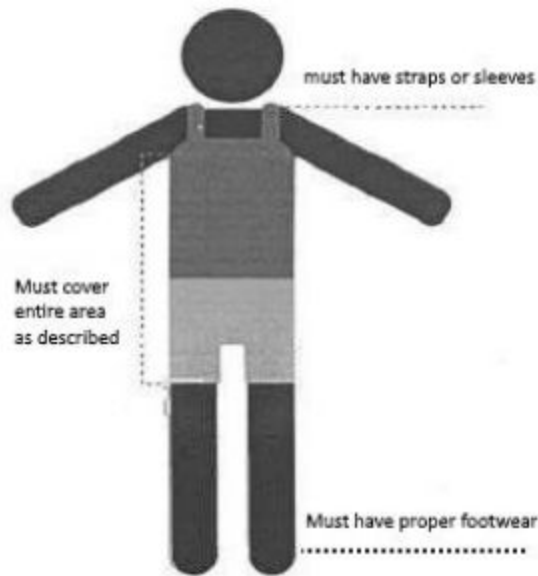


Image displays both front and back views.

**Additional Requirements:**

1. Clothing may not depict, imply, advertise or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory or obscene language or images.

4. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building unless approved by the school nurse for a documented medical reason.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming, that by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang or advocates illegal or disruptive behavior is prohibited.

**Enforcement:** Principals are required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress-coding students in front of other students. Students who are suspected of a dress code violation will never be called out publicly. Instead, they will be discreetly spoken to by a staff member or referred to the appropriate office. The administration at each school reserves the right to determine what constitutes appropriate dress. School staff will work with students to comply with these guidelines and to be able to attend class. As a last resort, parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing.

## **5.2 Code of Ethics – Cheating and Plagiarism**

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

In the event a student is suspected of cheating or plagiarism, a conference will be held between the student and the teacher and, as appropriate, an administrator and/or parent or guardian. The facts of the individual case will be weighed, and consequences determined.

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

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

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

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

Some examples are:

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

### **5.3 Telephone Usage**

Cell Phones / Personal Electronic Devices CAN ONLY BE USED with teacher permission within any classroom setting (i.e. academic class, enrichment, learning commons, assigned lunch times).

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

Students will NOT be permitted to use cell phones / personal electronic devices and head phones / ear buds in all LMS bathrooms, locker rooms and any other unauthorized areas.

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

### **5.4 Personal Electronic Devices**

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

### **5.5 Signs and Posters**

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

### **5.6 Textbooks**

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

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

### **5.7 Complaint Policy**

Complaints should be handled at the lowest practical level. In matters concerning any area of disagreement, the employee, parent, vendor, and/or patron should take the complaint directly to the involved staff member. If unresolved, the complaint can be taken to the building principal, director or supervisor, then to the Superintendent. If the matter remains unresolved, the Superintendent shall inform the complainant that there is further right of appeal to the School Board, and if it is their desire he/she shall refer the case to the Board for action. [See Litchfield School Policy GBK/KE, Complaint Policy.](#)

### **5.8 Special Needs Referral Procedures**

Any parent or guardian, school personnel, medical or social worker, or the juvenile court may make a referral of a child who may need special education services, including student placement in private schools by their parents, without involving the School District. New Hampshire Special Education procedural

Safeguards Handbooks are available from Special Education teachers upon request. Information in this handbook will include Free and Appropriate education, evaluation and eligibility procedures.

Referral Procedures:

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

Process:

1. Upon receipt of a referral, the Special Services Team shall notify parents in writing of the referral. If a parent or guardian makes referral, this notification is not necessary.
2. Within fifteen days of the receipt of the referral, the Special Services Team shall meet to determine the disposition of the referral.
3. Within fifteen days of the receipt of the referral, the parents shall be given written notice of the Team's disposition of the referral. If the student's parent or guardian disagrees with the Team's disposition of the referral, the parent or guardian may activate the due process procedures (Ed 1128). If parental consent for evaluation is not granted, the School District may activate the due process procedures (Ed 1128). The referring school personnel must contact the parent or guardian to tell him or her about the referral and the reasons it has been made. They are to read the referral letter to the parent or guardian. The date and method of contact should be listed on the referral form. Please refer to Ed 1120-04.

### **5.9 Student and Parents' Rights to Educational Records**

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

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

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



school board. In the event that your appeal fails at any level of the hearing procedure, you have the right to have entered into the record the statement of the issue as you see it.

The rights pertaining to access and challenge described herein are transferred to your child on the attainment of his or her 18<sup>th</sup> birthday or admission to an institution of post-secondary education. Directory information which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation of officially recognized activities and sports, weight, height and sex, membership on an athletic team, degrees and awards received, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. All such requests shall lapse on the first day of October, immediately following the request, except that requests received in September shall remain effective until the first day of October on the following calendar year. This information will be released only in accordance with the guidelines established by the Litchfield Public Schools.

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

[Please refer to Litchfield School District Policy JRA, Student Records.](#)

#### **5.10 Title IX Notice [\(Policy JBAA, approved 8/6/2020\)](#)**

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

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

The grievred situation will be brought to the attention of the Title IX Coordinator after acknowledgement that a formal complaint has been received by Title IX Coordinator. The Title IX Coordinator shall immediately authorize an investigation, which may be conducted by District officials or by a third party designated by the District. The investigator shall provide a written report to the Title IX Coordinator within 10 working days.

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

#### **5.11 Non-Discrimination**

The Litchfield School District does not discriminate in any of its educational programs, activities or employment practices on the basis of race, color, religion, national origin, ethnic origin, age, gender, sexual orientation, or disability. Inquiries, complaints, and other communications relative to this policy and to the

applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee. Any complaints or alleged infractions of the policy, law, or applicable regulations will be processed through the grievance procedure. [Please refer to Litchfield School District Policy AC, Non-Discrimination.](#)

#### **5.12 Sexual Harassment Policy and Procedure Guidelines**

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attentions, as well as the creation of an intimidating, hostile and/or offensive school environment. Any form of sexual harassment or

violence is prohibited and should be reported immediately to the Title IX Coordinator at the Litchfield School District SAU Office. Complaints of sexual harassment should be reported to the Title IX Coordinator. See [Litchfield School District Policy JBAA, Sexual Harassment](#)

### **5.13 Bullying**

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

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

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

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

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

### **5.14 Staff Anti-Fraternization Policy**

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

Staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and students. It is the School District's expectation that staff shall recognize and respect this vulnerability when

interacting with students. Accordingly, it is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. In particular, staff members are prohibited from engaging in any romantic, sexual, or physical relationship with students.

Staff are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communication/speech, written communications, electronic communications (such as Facebook), physical gestures, motions or any other form of interaction. Personal relationships with students that are not related to legitimate educational purposes shall also violate this policy depending upon the circumstances.

The policy does not preclude legitimate, non-sexual, physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct otherwise necessary to respond to, or otherwise address, legitimate educational situations or objectives.

Staff shall not conduct activities, which are not directly related to school functions, in a group or one-on-one basis outside of school with students. 26 The staff of the Litchfield School District must understand that this Anti-fraternization Policy is a condition of employment. ([See Litchfield School District Policy GBCC, Staff Anti-Fraternization](#))

#### **5.15 Notification of Asbestos Plan**

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

#### **5.16 Safe School Zone**

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

#### **5.17 Drug-Free School Zone**

Drug-Free School Zone (Summary) Litchfield School Board will not tolerate the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs, as well as drug-related paraphernalia, on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities.

This prohibition also applies to any district sponsored or district-approved activity, event or function at any location. It is the intent of the School Board to control the use of alcoholic beverages or drugs by students during school and at any district sponsored activity regardless of whether the use or consumption of the alcoholic beverage or drug occurred on or off school property.

Students in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion from school and/or school district sponsored activities or other discipline in accordance with the district's disciplinary policy. This policy does not apply to students who are administered prescribed drugs at school in accordance with Ed. 311.02 and Board policy. ([Please refer to Litchfield School District Policy JICH, Prevention of Drug & Alcohol Use by Students](#))

#### **5.18 Hazing**

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education. ([Please refer to Litchfield School District Policy JICFA, Hazing](#))

SECTION 6 – Student Expectations – Our Core Values

Do Your Best!

Believe in Yourself

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

Extend a Helping Hand

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

Show Respect

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

Take Responsibility

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

6.1 Positive Behavior Interventions and Supports (PBIS) Matrix

Litchfield Middle School Behavior Matrix

|                            | ASSEMBLIES                                    | BUS   | CAFETERIA  |
|----------------------------|---|---|--|
| <b>Believe In Yourself</b> | Keep an open mind<br>Take a risk to volunteer | Set an example of good behavior<br>Allow others to sit with you | Use good table manners<br>Help create comfortable environment<br>Choose healthy food |

|                              |   |  |  |
|------------------------------|---|--|--|
|                              |   |  | Have confidence to allow anyone to sit with you  |
| <b>Extend A Helping Hand</b> | Participate in a positive manner<br><br>Make presenter feel welcomed  | Keep seating area clean<br><br>Move to inside of seat so others may sit  | Invite someone new or alone to sit with you<br><br>Keep area clean   |
| <b>Show Respect</b>          | Keep eyes on presenter<br><br>Clap & participate when appropriate<br><br>Ask questions that show interest & curiosity<br><br>Follow teacher directions coming & going from assemblies | Be considerate of driver<br><br>Respect personal space and other people's belongings<br><br>Use appropriate language<br><br>Solve problems respectfully—no arguing | Listen & respond politely to adult instruction<br><br>Stay seated & raise hand to get up<br><br>Wait your turn   |
| <b>Take Responsibility</b>   | Listen & follow directions<br><br>Show appreciation   | Be on time<br><br>Follow bus rules & directions of the driver<br><br>Expect consequences when a poor choice is made  | Pick up all trash in your seating area<br><br>Accept consequences when poor choice is made<br><br>Keep bathroom clean & graffiti free and use equipment properly<br><br>Respect others privacy |

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

## 6.2 Discipline Code

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

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

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

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

## 6.3 Demerits

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

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

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

## 6.4 Detentions

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

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

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

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

- A second referral to the office
- Three unexcused tardies to school

- Students with outstanding detentions may not participate in school activities including co-curricular activities; i.e., clubs, sporting events, etc.

### **6.5 Office Referrals**

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

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

The following behaviors are examples of an office referral offense:

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

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

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

### **6.6 In-School Suspensions**

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

### **6.7 External Suspensions**

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

## **SECTION 7 - Technology**

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

The use of the Litchfield Middle School network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges and may lead to additional disciplinary actions based on the events of the misuse. As the use of social networking sites becomes more prevalent, students who use social networking sites should be aware that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online even if you limit access to your site. Responsible and respectful use is an expectation of all students at LMS. The Student Network and Internet Acceptable Use Policy, Policy Code



IJNDB can be found on the District website under the School Board tab. Behaviors that can result in suspension/revocation of access privileges and additional disciplinary actions include, but are not limited to:

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

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

### **7.1 Chromebook Guidelines:**

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

- The Board's policy and rules concerning computer and Internet use and all other policies and rules apply to use of Chromebooks at any time or place, on or off school property.
- Students are responsible for obeying any additional rules concerning care of Chromebooks issued by school staff. (refer to LMS Student Handbook)

## 7.2 Damage

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

## 7.3 Summer Use

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

## 7.4 Student Usage Fee Explained

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

## SECTION 8 – Student Services

### 8.1 School Lunch Program

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

Meal payment deposits will be made the same way. Students may bring in cash or check to school to deposit into their meal accounts or parents may make deposits online using a credit or debit card. Our new online payment system is called “K12PaymentCenter”. Go to their website at [k12paymentcenter](http://k12paymentcenter) to register for a

new account. Then, create an account for each of your children by using their name and date of birth as the passcode.

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

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

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

We are excited to bring **Meals+ and K12PaymentCenter** into the district as it has updated and improved features to make operations more efficient. Online meal payments can be made at [k12paymentcenter](#). If you have questions, please feel free to contact Lauren Crowley, Director of Nutrition & Food Services at 603-546-0300 Ext. 3112 or [lcrowley@litchfieldsd.org](mailto:lcrowley@litchfieldsd.org).

## **8.2 Guidance Services**

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

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

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

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

## **8.3 Learning Commons**

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

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

- Borrowing limit is set at two items.
- Books are loaned for two weeks. Books may be returned earlier, or renewed for another two week period.
- Magazines are loaned for one week and can be renewed for another week.
  
- Reference books cannot be borrowed.
- Overdue notices are distributed via the student's homeroom on a regular basis. At the end of the school year, a notice will be sent home which includes the replacement cost for all outstanding learning commons materials. Learning commons borrowing privileges will be revoked until the item is returned or replaced. Students who have outstanding fees for lost library books may not be able to participate in end of the school year activities.
- Lost or damaged materials are billed at the current replacement cost.
- Damage to school laptops and/or desktops will be assessed and billed to the student based on the current replacement cost. Students are expected to treat school computers with the utmost care. Damage to laptops may require the complete replacement of the keyboard, other component and/or laptop.
- Borrowing privileges can be revoked based on failure to be responsible for materials.
- These guidelines are subject to change.
- Remember, the middle school learning commons is your space. Respect and take care of the space and the materials you find there. The staff welcomes your questions and requests. We look forward to sharing the library learning commons with you.

#### **8.4 School Activities**

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

#### **8.5 Dances**

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

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

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

#### **8.6 Student Visitors**

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

### **8.7 Substitute Teachers**

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

### **8.8 Students At Risk**

The safety and well-being of our students is our highest priority. While our primary focus is education, we must also consider the needs of the whole child. Litchfield Middle School Guidance Department and LMS Health Services work closely with faculty to monitor medical, emotional, behavioral, and social needs.

If you suspect personal circumstances may be impacting your child's functioning, we will provide whatever support we have at our disposal. However, some situations may indicate that a student's needs exceed our resources. In these cases, we will follow district policy or procedure by seeking consultation with community providers. We will always inform you of these extenuating circumstances and guide you through school procedure. If, for example, your child's emotional and behavioral functioning appears to meet the criteria for a safety risk, we will follow safety protocol by requiring a medical or psychological consult to assess the level of risk to your child's safety. In extreme situations, we may utilize Litchfield Emergency Services and ambulance services.

For additional information regarding safety interventions, you are invited to contact a school administrator, nurse, or guidance staff member. You can also view the Litchfield Middle School Crisis Intervention Protocols by contacting the front office to arrange a time to review safety procedures. The Litchfield School District follows federal and state guidelines protecting one's right to privacy through FERPA and HIPAA laws.

### **8.9 Lockers**

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

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

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

### **8.10 Lost and Found**

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

## **SECTION 9 – Security**

### **9.1 Search and Seizure**

A student is subject to search by district staff if reasonable suspicion exists to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity

to the principal prior to initiating a search, except in emergency situations. The Principal or his/her designee of the District may detain and search any student(s) in the presence of a second adult (parent or employee) on the school(s) premises, or while attending, or while in district transit to, any event or function sponsored or authorized by the school under the following conditions:

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

## **9.2 Police Drug Interdiction Dog Searches**

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

## **9.3 Student Searches Procedures**

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

## **9.4 Conducting the Search**

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

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

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

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

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

### **9.5 Crisis Protocol**

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

### **9.6 Emergency Drills & Procedures**

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

### **Secure Campus**

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

### **Shelter in Place**

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

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

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

### **Evacuation**

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

### **Reverse Evacuation**

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

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

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

**Tornado**

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

**Scan in Place**

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

**9.7 Building Evacuation**

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

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

**9.8 Security Camera**

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

**9.9 School Visitors**

Only those visitors who have come for the purpose of conducting some form of business with the school will be admitted to the school. These visitors will sign in at the Main Office and will be given an authorized pass from the Main Office. LMS has been established for the express purpose of educating the youth of this district. Former LMS students wishing to visit with staff members may not enter the building until after 2:05 P.M.

**SECTION 10 – Parent Information****10.1 Health, Personnel and Policies**

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

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

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

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

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



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

## **10.2 Insurance**

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

## **10.3 Parent Conferences**

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

## **10.4 PTO**

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

## **10.5 School Volunteers**

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

## **10.6 School Board Meetings**

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

## **10.7 Personal Property**

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

## **Section 11 – Transportation**

### **11.1 School Bus Information**

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

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

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

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

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

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

### **11.2 Student Conduct on School Buses**

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

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

### **11.3 Resolution of Conflicts**

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

### **11.4 Bus Regulations**

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

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

### **11.5 Violations**

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

### **11.6 Late Bus**

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

### **11.7 Bicycles**

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

### **11.8 Audio and Video Surveillance on District Transportation**

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

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

### **11.9 Management of Surveillance Media**

Audio and video recordings from surveillance equipment installed on District-provided transportation shall be retained by the District's transportation contractor. Only in the event of a reported incident on district-provided transportation may an audio or video be reviewed. Any review must be authorized by the Superintendent of Schools or his/her designee. Only the following persons may review audio visual

recordings with the Superintendent's authorization: Superintendent's designee, Business Administrator, Building Administrator, Law Enforcement Officers, or Transportation Contractor Official.

Only recordings requested by the District for review will be considered District property. Recordings requested for review by District officials will be retained by the District for such time as is necessary to complete the appeal period for any disciplinary proceedings.

Should a recording be requested by law enforcement officers or be confiscated by prosecutorial authorities as evidence in a crime, the District will take reasonable steps to arrange for a copy to be retained by the District. [See Litchfield School District Policy ECAF, Audio/Video Surveillance on Buses and Procedures.](#)

#### **11.10 Walking To/From School**

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



## LITCHFIELD SCHOOL DISTRICT

**POLICY CODE: IHBG**

**APPROVAL:**

### HOME EDUCATION INSTRUCTION

*Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 ("Ed. 315"). A parent or guardian may establish a home education program for any child between the ages six (6) and eighteen (18) years of age including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the Litchfield School District.*

#### **A. Notices Required for Commencement of Home Education Program.**

##### **1. Notice For Students Withdrawing from District.**

*State school attendance laws apply to each student until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the District.*

*Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed. Rule 315.04 (e) requires that on or before the date the home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone or in writing, at the parent/guardian's election.*

##### **2. Written Notice of Program Required.**

*In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed. 315 both require that the parent/guardian provide written notice of the commencement of a home education program either (at the parent/guardian's election) to the New Hampshire Department of Education, the Superintendent of the resident district, or to any non-public school principal.*

*The requirements of the notice are set forth in RSA 193-A:5 and Ed. 315.04, both of which can be accessed through the New Hampshire Department of Education's website.*

*Upon request, the Superintendent shall assist the parent/guardian to assure that the notification complies with the statutory requirements.*

##### **3. No Annual Notice Required.**

*Once established, the home education program remains in effect unless terminated pursuant Ed. 315.04 (k). The parent/guardian is not required to provide annual notification of continuation of a home education program.*

#### **B. Evaluation & Assessment.**

*Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed. 315.07 provide several options for parents/guardians to meet the statutory evaluation requirements.*



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*Some of the evaluation options available to parents/guardians under that statute and rules can involve District/Superintendent assistance, including, for instance, any state student assessment used by the District, or any other "valid" measurement tool mutually agreed upon by the parent/guardian and the Superintendent. Other options are available to parents/guardians as provided under RSA 193-A:6 and/or Ed. 315.07.*

*Parents/guardians seeking to utilize evaluation services through the Superintendent, should contact the Superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.*

*No fee will be required by the District when a parent uses evaluation services provided by the District.\**

*\*NOTE: RSA 193-A:7, II (a), and Ed. 315.07 (c) each allow a parent/guardian to enter into an agreement for evaluation services with a certified teacher or a teacher teaching in a non-public school. When a parent/guardian chooses to independently contract with an individual teacher to perform evaluation services, the teacher may charge any fee agreed upon by the teacher and the parent/guardian, notwithstanding whether the teacher is also employed by the District. The District shall not be responsible for the evaluation services, nor shall the District receive any part of the fee agreed to between the teacher and the parent/guardian.*

### **C. Records.**

*The District shall maintain documents concerning home education programs in a manner consistent with other educational records. Additionally, the Superintendent shall maintain a list of all home education programs for which the Superintendent, as participating agency, has received notice. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom programs were established.*

*RSA 193-A:6, I requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. The parent/guardian is required to preserve the portfolio for 2 years from the date of the ending of the instruction.*

*For evaluations which are not provided by the District, parents/guardians need only provide copies to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III.*

### **D. Re-enrollment into the School District.**

*Parents/Guardians deciding to re-enroll their children into the District following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with the School Board policy governing student placements [NHSBA Sample Policy JG] and are subject to the same appeal process.*



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*Parents/Guardians should be attentive that when re-enrolling a student, there may be discrepancies between the home schooling level of achievement and the scope and sequence of the District's curriculum.*

**E. Graduation/Diplomas.**

*The Litchfield School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the State to be eligible for a certificate or diploma.*

**F. Participation in school curricular and co/extra-curricular activities.**

*Regulations regarding the participation of home education students (as well as students of non-public or of public charter schools) in District curricular and co/extra-curricular programs are established in [Appendix IHBG-R]. The Superintendent is charged with establishing such regulations. Consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the Litchfield School District.*

**Legal References:**

*RSA 193-A, Home Education*

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

*RSA 193:1-a, Dual Enrollment*

*RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils*

*NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of Home Education Programs*

Approved:

Reviewed:

Revised:

Approval: September 2, 2009



## LITCHFIELD SCHOOL DISTRICT

**POLICY CODE: IHBG**

**APPROVAL:**

### ***PARTICIPATION IN PUBLIC SCHOOL ACTIVITIES BY HOME EDUCATED, CHARTER AND NONPUBLIC PUPILS***

*All pupils residing in the Litchfield School District, whether they are home educated, or are attending public chartered school or nonpublic schools, shall have access to curricular courses and co/extra-curricular programs offered by the Litchfield School District in accordance RSA 193:1-c and these administrative regulations.*

#### **A. Participation in Curricular Courses.**

*Requests by home educated, public chartered school, or nonpublic school pupils for participation in curricular courses shall be made in writing by the parent/guardian to the building Principal. The following criteria and conditions are established:*

- 1. The curricular course is developmentally and academically appropriate for the pupil.*
- 2. All course prerequisite requirements are met.*
- 3. Transportation to and from school generally shall not be provided. The Principal may make an exception to this condition based on his/her review of all pertinent circumstances.*
- 4. **The Principal's decision shall be final.***
- 5. Pupils participating in curricular courses are expected to maintain punctual attendance and complete all required coursework, homework, exams, etc., as established by the teacher or instructor.*
- 6. The parent/guardian may be required to provide proof of prior course work to establish academic appropriateness and/or to establish that all academic prerequisites have been met.*
- 7. If the pupil is taking the course for credit or grade, such credit or grade will be granted only after the completion of the class.*
- 8. Requests for participation that are received after class schedules have been made will be granted only if there is space available.*
- 9. Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall generally be denied. If a dispute arises between the parent/guardian and the District as to the pupil's right to these services, the building Principal shall inform the Superintendent, who shall consult the District's attorney for a legal opinion.*

#### **B. Participation in Co/Extra-Curricular Activities.**

*Requests by home educated, public chartered school, or nonpublic school pupils for participation in co/extra-curricular activities shall be made in writing by the parent/guardian to the building Principal. Co/extra-curricular activities include, but are not necessarily limited to field trips, excursions, athletics (including intramurals), band, chorus, clubs, organizations, school dances, and others.*

*The following criteria and conditions are hereby established:*

- 1. The parent/guardian must provide prior written permission for participation.*
- 2. The participating pupil agrees to abide by all Board policies relative to student code of conduct and eligibility.*





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3. *Participation in the activity is developmentally appropriate for the pupil.*
4. *The building Principal may ask the parent/guardian to chaperone an event.*
5. *Coaches, teachers and group/club supervisors may establish their own rules relative to participation, attendance, and expectations, provided such rules are not contrary to this Appendix or its corresponding policy. Participating home educated and nonpublic school pupils are expected to abide by those rules as well.*
6. *Home educated, public chartered school, or nonpublic school pupils may be required to provide proof of a recent physical examination from their physician for participation in athletic activities, consistent with other Board policies relative to athletic participation.*

**C. Use of School Texts and Library Materials.**

*Home educated, public chartered school, and non-public school pupils will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupils enrolled in the Litchfield School District.*

**Legal References:**

*RSA 193-A, Home Education*

*RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools, or Home Educated Pupils*

Approved:

Reviewed:

Revised:

Approval: September 2, 2009

## LITCHFIELD SCHOOL DISTRICT

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| POLICY CODE:            IHBG<br>Replaces IGBD | AMENDED: September 2, 2009<br>APPROVAL: <b>September 28, 2005</b><br>Page 1 of 1 |
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### HOME EDUCATION INSTRUCTION

The Litchfield School Board recognizes that RSA 193-A and ED 315 provide the legal right for parents to pursue home education within the parameters of certain requirements of notification and evaluation set by the New Hampshire State Department of Education (NHDOE). Recognition of home education shall be limited to students age 6 years of age and over, and under 18 years of age according to New Hampshire Compulsory Education Guidelines.

In order to provide home education, parents must file a letter of notification of intent with the Superintendent or Commission of Education by the opening day of school or within five (5) days of commencing the home education program. Parents shall receive written acknowledgement of home schooling from the district office.

Conventional attendance policies of the District and State Law apply to all students within the District until the Commissioner of Education or the Superintendent or designee acknowledge the establishment of a home education program, or immediately apply upon the termination of any home education program so acknowledged.

In an effort to work cooperatively with home educators, the District shall:

- Provide curriculum, course, and subject information including grade goals and objectives, and other relevant information or material to describe the course, subject, or grade;
- Make textbooks currently in use available;
- Provide library access and privileges during school hours as long as the home educator provides proper supervision; and
- Allow eligible students to participate in interscholastic athletics or partial academic coursework.

Participation of home educated children in selected on-site school activities is supported unless:

- Prohibited by state guidelines or regulations
- Necessary emergency data is not on file
- Not recommended by administration for other reasons.

#### **Statutory References:**

*RSA 193-A, Home Education*

*RSA 193:1, Compulsory Attendance*

*RSA 193:1-c, Access to Public School Programs by Non-Public or Home Educated Pupils*

*NH Code of Administrative Rules, Section Ed. 315, Procedures for the Operation of Home Education Programs*

*NH DOE Technical Advisory: June 19, 2006*

*NH DOE Home Education Policy & Procedures Online*

(<http://www.ed.state.nh.us/education/doe/organization/curriculum/HomeEducationPolicyandProcedures.htm>)

Amended: September 2, 2009  
Approval: 2<sup>nd</sup> Reading, September 28, 2005  
Reviewed: 1<sup>st</sup> Reading, September 14, 2005  
Revised: September 1, 2005  
Approval: Original (IGBD) dated August 23, 2000

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## HOME EDUCATION INSTRUCTION PROCEDURES

The Litchfield School Board acknowledges the legal right of every parent to choose to home educate their child(ren) in compliance with RSA 193-A and ED 315. Recognition of home education will be limited to students age 6 years of age and over and under 18 years of age according to New Hampshire Compulsory Education Guidelines (RSA 193:1).

### Notification Procedures

1. Parents initiating home education programs with the Superintendent must file their letter of notification of intent by the first day of school or within five (5) days of commencing a home education program. Notification shall include the names, addresses, and birth dates of all children participating in the home education program.
2. If the child is withdrawn from public school or a child moves into the school district, the parents shall notify the Superintendent or designee, or Commissioner of Education within five (5) days of commencing the program.
3. Parents must provide for their child's attendance at a school within the District, a State of NH approved private school, or receive written acknowledgement by the School District Commissioner of Education of the establishment of a home education program.

Conventional attendance policies of the District and State Law apply to all students within the District until the Commissioner of Education or the Superintendent or designee acknowledge the establishment of a home education program, or immediately apply upon the termination of any home education program so acknowledged.

### Evaluation Procedures

1. Parents must maintain a portfolio of records and materials relative to the home education program and the portfolio shall consist of a log which designates by title the reading materials used, samples, writings, worksheets, and creative materials used or developed by the student. The portfolio must be kept for two years from the date of the ending of instruction.
2. Parents must provide for an annual evaluation documenting the child's demonstration of education progress at a level commensurate with the child's age and ability, in accordance with RSA 19:6 and ED 315.05-07. This evaluation can be completed by:
  - A certified teacher selected by the parent(s) to review the portfolio.
  - A national student test administered to the student by a person who meets the qualifications of the test publisher. The student must achieve at or above the 40<sup>th</sup> percentile on the composite score.
  - The State student assessment administered in the school district to all students.
  - Other valid instrument tools agreed upon by the parent(s) and the Superintendent.

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3. Parents electing to request their child's participation in any school district's annual assessments must make arrangements to do so with the appropriate building administrator. Parents are responsible for making arrangements for formal assessments administered by the school 45 days prior to their student's participation.
4. In cases where the student does not participate in the school district's annual assessments, parents are responsible for filing the results of the outside evaluation with the Superintendent's office by July 1 – ED 315.07 (h).
5. The Superintendent shall develop a form that may be used by parents in filing the results of the outside evaluation. The same form shall be used by the building principal in filing the results of an evaluation taken at their school with the Superintendent's office. Principals shall send copies of said evaluation to the parents. The Superintendent shall notify the parents if their child has demonstrated progress within 21 days of receiving the annual evaluation data. If progress is not demonstrated, the Superintendent shall notify the parents in compliance with ED 315-08.

## **Re-enrollment into the District Program**

1. Parents deciding to re-enroll their children into the school district program following a period of home education shall make arrangements with the building principal to provide for an evaluation process to determine appropriate placement in the school's program. Placements shall be consistent with the School Board policy governing student placements, and are subject to the same appeal process.
2. Parents are responsible to remain aware of the scope and sequence of the District curriculum and for aligning their home education program in ways that may eliminate conflicts to appropriate placements.
3. Parents must notify the Commissioner of Education or the resident district Superintendent within 15 days of the termination of the home education program and shall promptly enroll their child(ren) with the District or in a State of NH approved private school.
4. Students entering from home education to the public high school shall provide documentation of coursework completed. The documentation may be in the form of:
  - A transcript from an approved school, including a correspondence or virtual school;
  - Test scores indicating competence in learned material;
  - A student portfolio; or
  - A combination of these sources.

Should documentation not be available, the high school shall determine appropriate placement through an evaluation process and decision-making that is equal for all students. The receiving high school does not grant credit for prior work or accomplishments, but rather, recognizes the credits and accomplishments.

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5. Students entering the ninth, tenth, eleventh, or twelfth grade levels after participation in a home education program shall be required to fulfill all graduation requirements for a diploma and graduation. The graduation plan for remaining credit and requirements shall be planned with participation from the District, parents, and the student.

## **Participation in Classes/Activities**

All requests by home educated students for participation in an educational program or co-/extra-curricular activity shall be made in writing by the parent/guardian, in duplicate to the principal of the appropriate school and to the Superintendent. After consulting with the principal (who shall consult with the appropriate staff), the Superintendent or his/her designee shall, in writing, grant or deny the request.

In order for a home-educated student to participate in classes/activities, the following shall apply:

1. The home-educated student is in compliance with the New Hampshire Home Education Law;
2. The home-educated student must meet the same eligibility, dress code, and permission requirements as a public school student; and
3. The home-educated student must abide by the same code of conduct and provide health and emergency documents as public school students.

Resident home educated students may enroll in specific classes or activities provided the following conditions are met:

### **A. General Participation**

- There are no extra costs incurred by the District.
- The class/activity is deemed to be developmentally and academically appropriate.
- Prerequisite class or activity requirements are met.
- Transportation, other than regularly scheduled school bus service, is provided by the parent/guardian.
- No substantial administrative or staff burden is created.
- There are no other factors impacting why the request should be granted or denied.

### **B. Participation in Regular Class (or part-time participation)**

- Notification of desire to participate is received by the Superintendent and school principal at least 30 days in advance of the first class meeting.
- Attendance is regular, behavior is appropriate, and the parent/guardian and student demonstrate a willingness to follow the District's and/or school's rules and regulations.
- The student completes all assignments and tests as required of other students in the class.
- Credit/grade is granted only after the successful completion of the class.
- Enrollment is for a full semester only and not so extensive to warrant full-time participation.

### **C. Participation in Co-Curricular/Extra-Curricular Activities**

Co-curricular activities include those activities that are designed to supplement and enrich regular academic programs of study, provide opportunities for social development, and encourage participation in clubs, athletics, performing groups, and service to school and community. (RSA 193:1-c)

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## D. Participation in Extra-Curricular Activities – Interscholastic Athletics

Home educated students shall be eligible to try out for a team to participate in interscholastic sports if the following NHIAA conditions are met:

- The parent(s) or guardian(s) must submit a written request to the Principal of the member school requesting their son/daughter's eligibility to try out for an athletic team in interscholastic athletics.
- A home educated student may represent the public school in the district where they reside. The home educated student must be living with the parents or legal guardians in the family residence.
- The Principal of the school shall review any records of academic development of a home educated student.
- The Principal shall ask for a written record of academic development from the parent, which shall be turned in each marking term and kept on file at the school in the district where the student resides. The Principal shall develop the written record into a transcript.
- Determination of the student's academic progress is a responsibility of the Principal, Superintendent, and School Board.
- The student must meet all policies of the District.
- In the case of a home educated high school student, if the Principal determines the eligibility requirements of the NHIAA have been met, he/she may declare the student immediately eligible to participate in interscholastic athletic competition. The Principal must inform the NHIAA in writing that by completing Home Educated Student Application, he/she has reviewed all NHIAA eligibility rules and certifies the student has satisfied all of the eligibility requirements and, therefore, is eligible to try out in interscholastic athletics at their school.

## F. Use of Facilities and Equipment

Students may use school facilities and equipment on the same basis as regularly enrolled students provided the following conditions are met:

- The use does not disrupt regular student, staff, or special program use.
- The use has been approved by the building principal prior to use.
- The use will not create additional expense to the school district.
- The use is directly related to the home instruction educational program.
- The use does not involve removing furniture or equipment from the school premises.

## G. Use of School Texts and Library Books/Materials

Students enrolled in the district schools shall be given preference for textbooks and materials. Home educated students may be permitted to use school texts and library books/materials provided the following conditions are met:

- Sufficient copies are available.
- The text is appropriate to the student's age and grade.
- The text is signed out to the student and/or parent/guardian for a period of no longer than one year.
- Library books are signed out according to the library loan policy.
- The student and/or parent/guardian agree to pay the school district for all lost, damaged, and/or non-returned texts and/or library books. The District may require a security deposit.

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### H. Evaluation

Students being home educated may participate in the regularly scheduled, standardized testing program administered by the District or annual evaluation services provided the following conditions are met:

- The parent/guardian notifies the building principal as to the intent to participate at least 45 days prior to the testing dates.
- The student attends the scheduled testing sessions/dates.
- The parent/guardian complies with state standards for home school annual evaluations.

*See Policy IHBG*