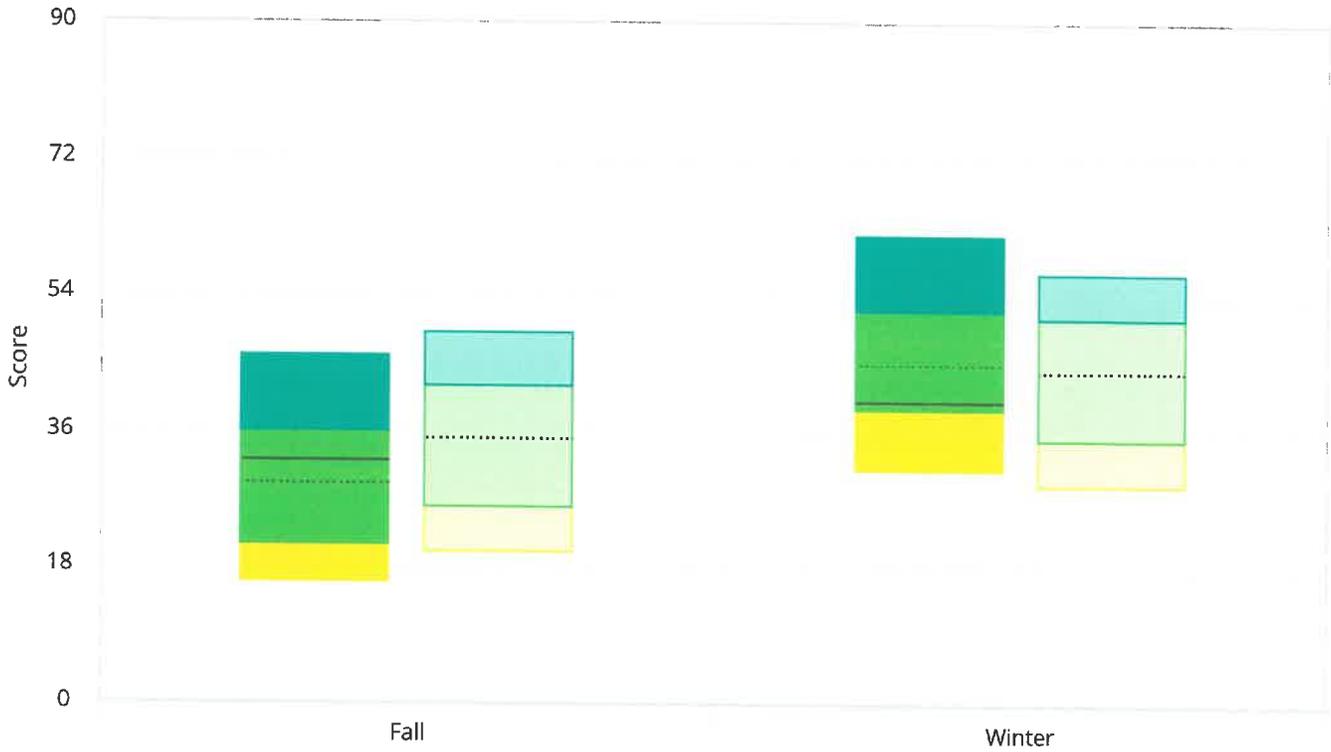


Report Benchmark Distribution **Grade** K **Test** Early Numeracy **Period** All Periods **School** Griffin Memorial School

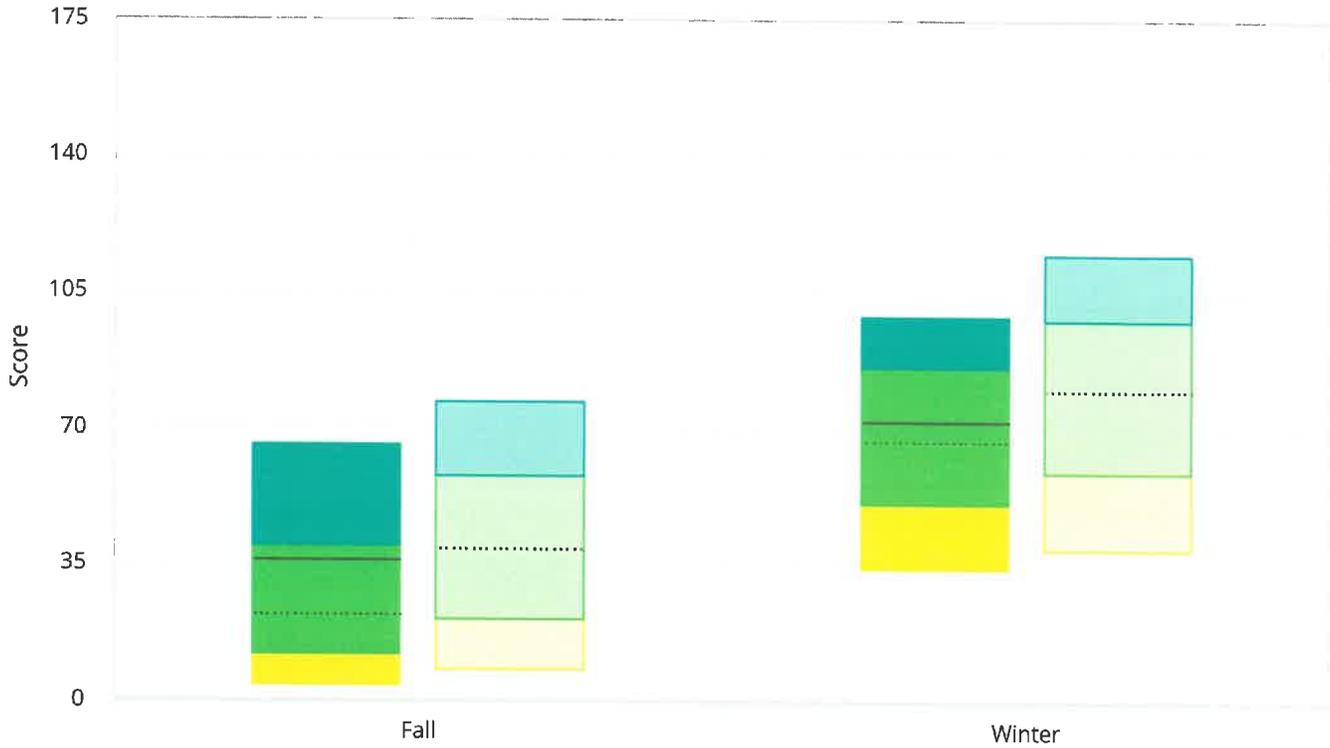
Show: ■ Periods **Comparison:** National Norms --- Median — Target



Comparison: National	Fall	Winter
90-99th %ile	4 (5.3%)	11 (14.5%)
75-89th %ile	7 (9.2%)	10 (13.2%)
26-74th %ile	35 (46.1%)	40 (52.6%)
11-25th %ile	13 (17.1%)	9 (11.8%)
1-10th %ile	17 (22.4%)	6 (7.9%)
Total Students	76	76
Mean	29.4	45.3
Standard Deviation	11.57	11.85

Report Benchmark Distribution **Grade** K **Test** Early Literacy **Period** All Periods **School** Griffin Memorial School

Show: ■ Periods **Comparison:** National Norms --- Median — Target



Comparison: National	Fall	Winter
90-99th %ile	3 (3.9%)	5 (6.6%)
75-89th %ile	7 (9.1%)	3 (3.9%)
26-74th %ile	30 (39.0%)	37 (48.7%)
11-25th %ile	23 (29.9%)	22 (28.9%)
1-10th %ile	14 (18.2%)	9 (11.8%)
Total Students	77	76
Mean	29.3	68.1
Standard Deviation	23.05	27.31

Report Benchmark Distribution **Grade** K **Test** Early Numeracy **Period** Winter '17-20 **School** Griffin Memorial School

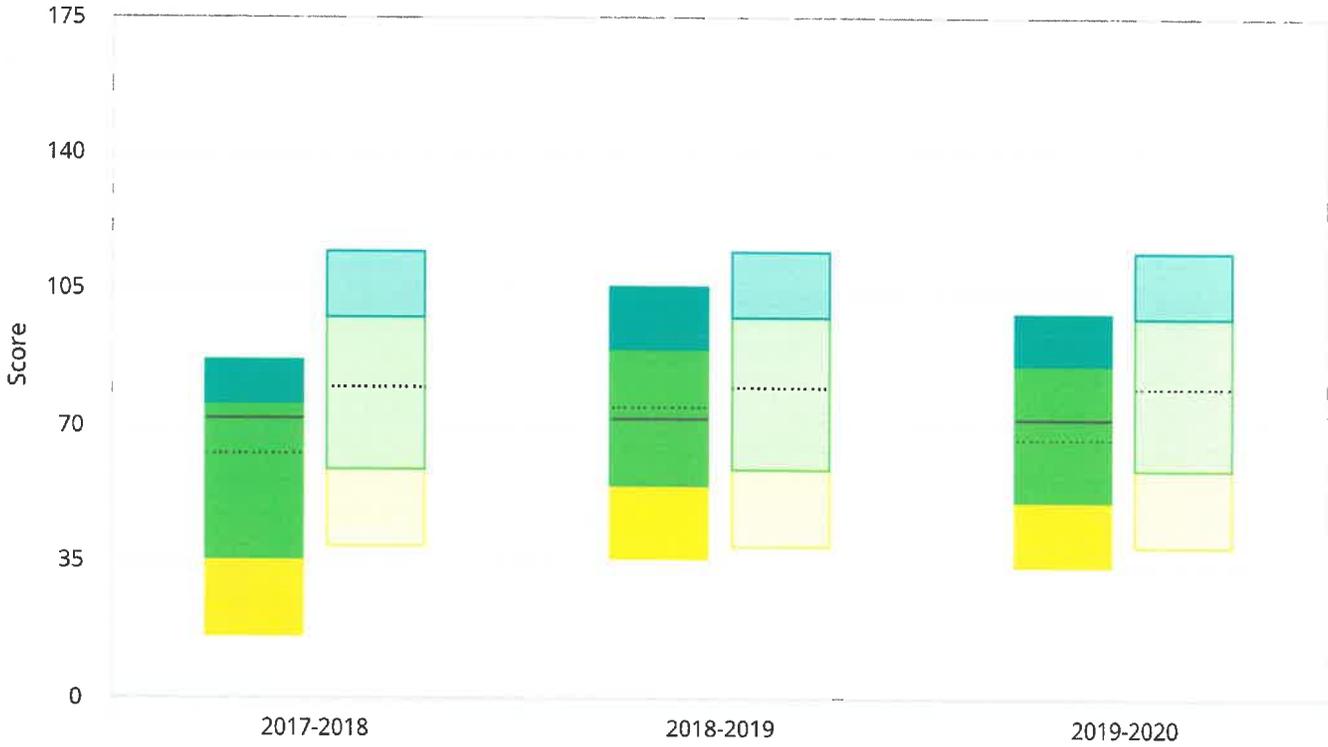
Show: ■ School Years **Comparison:** National Norms --- Median — Target



Comparison: National	2017-2018	2018-2019	2019-2020
90-99th %ile	3 (5.8%)	18 (21.2%)	11 (14.5%)
75-89th %ile	5 (9.6%)	12 (14.1%)	10 (13.2%)
26-74th %ile	30 (57.7%)	38 (44.7%)	40 (52.6%)
11-25th %ile	8 (15.4%)	14 (16.5%)	9 (11.8%)
1-10th %ile	6 (11.5%)	3 (3.5%)	6 (7.9%)
Total Students	52	85	76
Mean	40.8	46.7	45.3
Standard Deviation	11.22	11.20	11.85

Report Benchmark Distribution **Grade** K **Test** Early Literacy **Period** Winter '17-20 **School** Griffin Memorial School

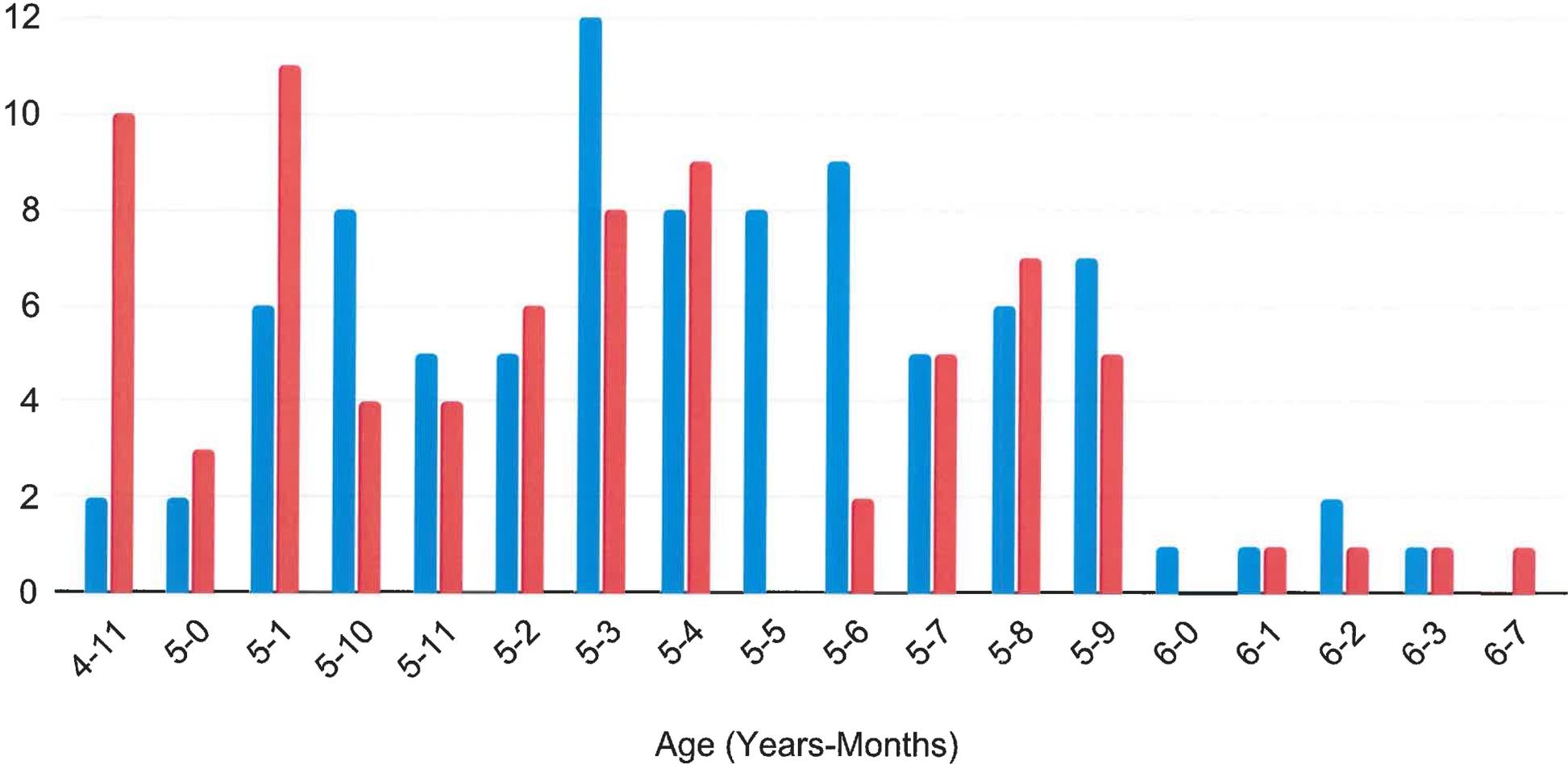
Show: ■ School Years **Comparison:** National Norms --- Median — Target



Comparison: National	2017-2018	2018-2019	2019-2020
90-99th %ile	1 (1.9%)	5 (5.9%)	5 (6.6%)
75-89th %ile	2 (3.8%)	9 (10.6%)	3 (3.9%)
26-74th %ile	24 (46.2%)	45 (52.9%)	37 (48.7%)
11-25th %ile	9 (17.3%)	14 (16.5%)	22 (28.9%)
1-10th %ile	16 (30.8%)	12 (14.1%)	9 (11.8%)
Total Students	52	85	76
Mean	57.6	72.7	68.1
Standard Deviation	27.47	27.19	27.31

Kindergarten Age for Sept 2018 and Sept 2019

2018 2019

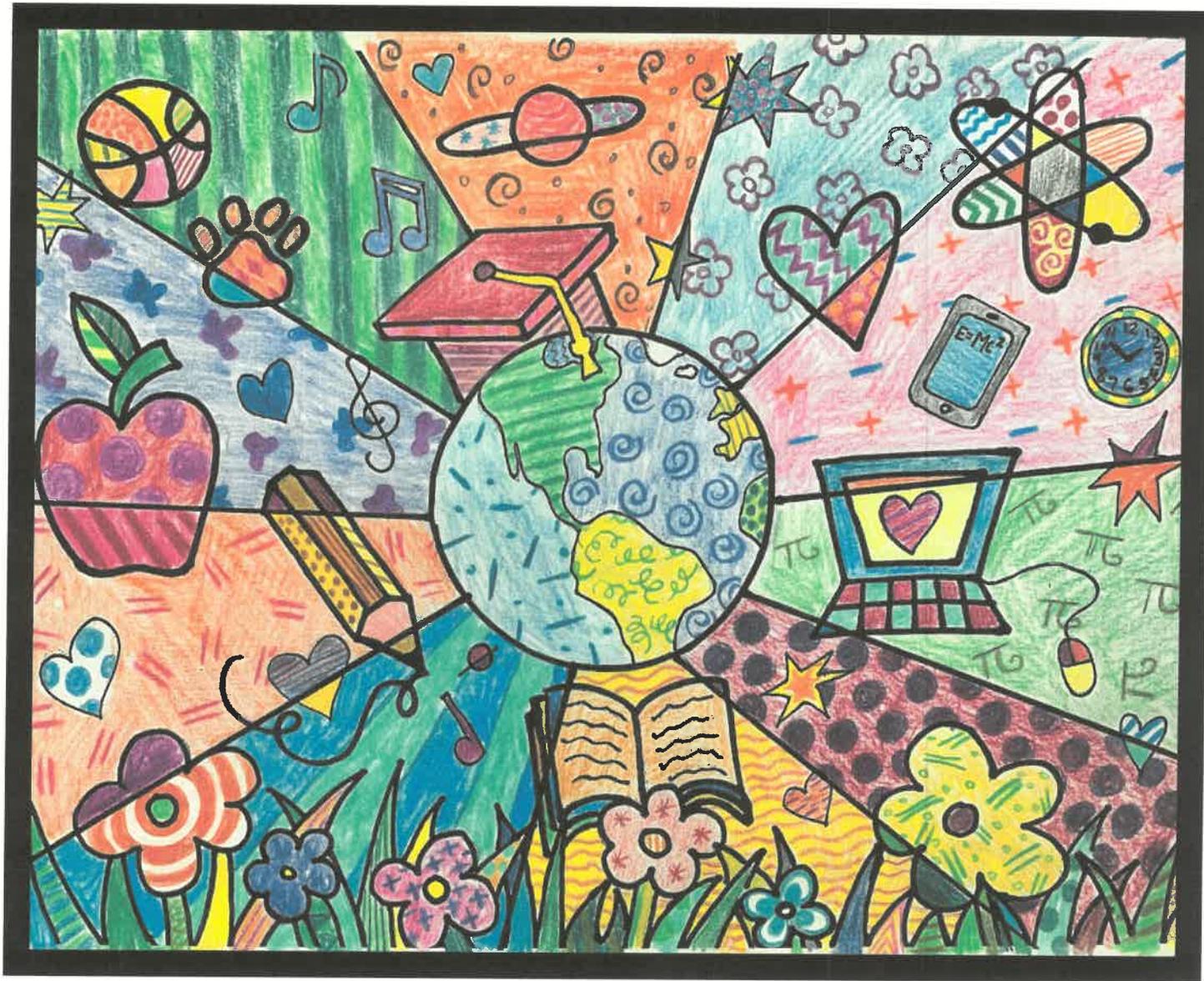


Report Benchmark Distribution **Grade** 1 **Test** Early Numeracy **Period** Winter '17-20 **School** Griffin Memorial School

Show: ■ School Years **Comparison:** National Norms --- Median — Target



Comparison: National	2017-2018	2018-2019	2019-2020
90-99th %ile	8 (11.9%)	10 (11.0%)	15 (16.5%)
75-89th %ile	14 (20.9%)	14 (15.4%)	16 (17.6%)
26-74th %ile	33 (49.3%)	44 (48.4%)	44 (48.4%)
11-25th %ile	5 (7.5%)	16 (17.6%)	10 (11.0%)
1-10th %ile	7 (10.4%)	7 (7.7%)	6 (6.6%)
Total Students	67	91	91
Mean	61.6	60.5	62.5
Standard Deviation	16.59	15.53	15.70



Above is a draft image of the proposed mural for the front hall at Griffin Memorial School. The style is inspired by the Brazilian artist Romero Britto, a contemporary artist famous for his bold lines, bright colors and patterns. The style of his work is well suited for an elementary school environment. The mural was designed by the Griffin Memorial School art educator, Kristin Starrett. She chose symbols and imagery that reflects student goals and experiences throughout their time spent at GMS. The mural design is meant to symbolize growth, new experiences, gaining knowledge and changing the world.

LITCHFIELD SCHOOL DISTRICT

January 31, 2020

ENROLLMENT	PreK	K	1	2	3	4	S-TOT	5	6	7	8	S-TOT	9	10	11	12	S-TOT	TOTAL	
Griffin Memorial	45	77	92	99	77	93	483												483
Litchfield Middle								95	94	95	115	399							399
Campbell High													118	101	109	107	435		435
TOTAL																			1317
MONTHLY ENROLLMENTS 2019/2020																			
September 27, 2019	41	76	90	98	76	92	473	95	94	94	113	396	120	103	107	109	439		1308
October 25, 2019	43	76	89	98	76	93	475	96	94	94	113	397	120	103	108	108	439		1311
November 25, 2019	45	77	90	99	77	93	481	96	94	94	114	398	119	101	109	108	437		1316
December 19, 2019	45	77	91	100	77	93	483	95	94	94	114	397	119	101	109	108	437		1317
January 31, 2020	45	77	92	99	77	93	483	95	94	95	115	399	118	101	109	107	435		1317
							0					0					0		0
							0					0					0		0
							0					0					0		0
							0					0					0		0
							0					0					0		0

Jan. minus Sept.	4	1	2	1	1	1	10	0	0	1	2	3	-2	-2	2	-2	-4	9
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Kindergarten Registrations

1st Grade Registrations

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



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Draft Minutes for January 22, 2020

Location: Town Hall

In Attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Tom Lecklider, Principal, LMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from January 8, 2020:

Mrs. Harrison made a motion to approve the non-public minutes of December 18, 2019. Mrs. Hershberger seconded. The motion carried 5-0-0.

Mrs. Harrison made a motion to accept the resignation of Scott Thompson, GMS Principal, who plans to retire from the district on June 30, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **LMS: Math Performance Tasks and Digital Tools**

Mr. Lecklider recognized and congratulated the students that competed at UNH in the New England competition in the Coder Z competitions, as well as Robin Corbeil for her work with the students.

Mr. Lecklider and Shea Bishop, representing the Math Team, presented math performance tasks and digital tools to the School Board. Some facts presented included:

- 21st Century skills are at the core of where students are headed
- Students are applying their skills in different arenas
- All competencies have been updated
- Two main competencies: ability to apply and extend math properties to solve problems; ability to apply and extend math properties to support mathematical arguments
- Students have access to several math resources: Big Ideas, Khan Academy, Google Classroom, Smart Notebook/Classlab, Mangahigh, Quizlet, Quizziz, Kahoot
- With Classlab, teachers can see how students answer which is useful to see how they are learning
 - Teachers send students questions and can see their responses
 - Individual answers can be downloaded into an Excel sheet to sort to determine who needs help
- Big Ideas comes with a lot of technology in a 1:1 environment
- Students are comfortable in this class and do not fear responding with an incorrect answer
- Emphasis on math vocabulary in Grade 8
- Math tutor works with Grades 5-6 on foundational skills and competence.

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Mr. Bourque commented that he appreciates seeing the utilization of technology.

Mr. Lecklider commented one of the challenges prior to this year was the limited amount of resources built into Big Ideas, but the resources have helped.

Dr. Jette indicated with technology the students are connected programmatically to the school. Brian - appreciate seeing utilization of technology - positive approach -

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**

- **ALiCE Drill Debrief**

Dr. Jette reported an ALICE Drill was held on January 13 at each school. The scenario used was a threat outside the classroom door and outside the window of the room. He indicated the intention was for the classes to barricade. Dr. Jette, Mr. Izbicki and Mrs. Flynn observed the drill at each school. Dr. Jette reported that it was recognized that there are things we need to work on. He added that drills are not announced in advance.

Mrs. MacDonald asked about the language used for the drill at GMS. She indicated that she received some feedback from a kindergarten parent that this time the drill triggered a negative response in a child.

Dr. Jette indicated that the district is sensitive to balance the drill in a way that does not create fear in the students. Mrs. Flynn indicated that the language used was discussed with GMS administration in order to choose the appropriate language.

Mr. Bourque asked about devices for windows to enhance security. Mr. Izbicki noted that drop gates are used at the high school on some windows.

Dr. Jette reported the district is looking into an external panic notification system.

- **Cable Equipment at CHS**

Dr. Jette reported that there has been concern regarding the broadcast and recording equipment at CHS. He sent an email to Rob Fay (LCTV) asking about the status of the equipment. He indicated if the equipment is not going to be used or replaced it makes sense to make some plans to remove it.

- **Capital Planning Committee Considerations**

Dr. Jette reported that the SAU will be meeting with Liberty Utilities to discuss the cost to bring a natural gas line up to the high school with savings that could potentially be significant. He noted this will tie in to the energy performance contract.

Mr. Bourque asked if any of that cost would be realized for the district if residents tap into the gas line.

Dr. Jette indicated eventually we would like to see the gas line extended to the other school. He noted there is a Capital Planning Committee meeting on February 5.

Mr. Izbicki reported that a draft RFQ for the energy performance contract was received from Siemens.

Dr. Jette reported that the SAU was contacted by Dave Ealey who looked at the space at LMS and a meeting has been scheduled.

- **Deliberative Session**

Dr. Jette reported that Frank Bryon is the Moderator Pro Tem and Diane Gorrow will be at the meeting to provide legal counsel for the District.

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- **Unified Sports**

Dr. Jette reported that he spoke with Josh Knight about a unified sports program at CHS. Unified sports will be available to identified students who meet eligibility for participation.

Mr. Meyers was concerned about the cost. He commented that he would like to ensure that we have a program that does not founder from year to year.

- **Lunch Balances**

- **By School**

Dr. Jette provided updated meal balances for adults and students to the Board. He indicated that balances are being resolved over time.

Mrs. MacDonald asked if any of the people who have high balances qualify for free/reduced lunch.

Mr. Izbicki indicated that whether or not they qualify, state law mandates that we have to serve them.

Mr. Bourque suggested holding students who have negative balances back from graduation until the balances are resolved.

Dr. Jette indicated every student who walked across the stage last year for graduation cleared their accounts. He noted that Ms. Ayer is tracking their balances and working on getting the balances cleared.

Mr. Bourque suggested hold students who have negative balances at LMS back from graduating.

Mr. Meyers suggested disallowing car permits at CHS if their balance is carried forward.

Mr. Izbicki indicated the Food Service Bookkeeper position was reinstated so that calls can be made to families that have balances to work out a solution.

- **Principal Search Timeline**

Dr. Jette reported the GMS Principal announcement has been published and there have already been a number of applicants. He noted the closing date is February 5. Interviews will begin February 10 and the goal is to have a candidate to the Board by March. A small group of district staff will serve on an Executive Committee to conduct speed interviews; four finalists from that group will be selected and moved ahead in the process. On February 17, candidates will meet with teams (community members will be selected by the PTO) at GMS, students will escort candidates around the school and there will be a debriefing session. Once a finalist is selected we will negotiate what a contract would look like.

- **School Board**

Mrs. MacDonald wished students at CHS good luck on mid-terms and finals.

Mrs. Hershberger mentioned the Wellness Committee has been re-invigorated. She noted Ms. Crowley is sharing the Chairmanship with her and an invitation will be sent to staff and administration for interest in serving on the committee. She indicated any member of the public that is interested in serving on the committee is welcome. A meeting is planned for February 19 and the Committee will review the Wellness policy and those of other districts, log what we are doing and inventory what has been done.

H. Community Forum

Notice is hereby made that public comments shall be made without expectation of a response by any School Board Members to matters raised by such commentary. The Board respects the right of the public to communicate its stance on matters of interest, but meetings are scheduled in advance to conduct business put forth on its publicly proposed agenda only. Individuals or groups wishing to speak before the Board, with the exception of the "Community Forum" segments must inform the Superintendent of the topic to be discussed within seven (7) days prior to the meeting. Comments and statements may be made on matters of public concern directly related to the district's policies, programs and operations. In the interest of preserving individual privacy and due process rights, comments regarding individual employees, other than the

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Superintendent, or individual students shall be directed to the Superintendent in accordance with Policy KE. The Board reserves the right to enter into non-public session under RSA 91-A should such comments or subject matter regarding individual employees and/or students be presented.

II. GENERAL BUSINESS

A. Public Minutes:

- **January 8, 2020**

Mrs. Hershberger made a motion to approve the public minutes of January 8, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **January 16, 2020 Emergency Meeting**

Mrs. Hershberger made a motion to approve the public (emergency) minutes of January 16, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **January 16, 2020**

Mrs. Hershberger made a motion to approve the public minutes of January 16, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided the Business report to the School Board. He reported that he received the draft audit report and the only flag was the large bill from First Student that was not included in the audit. Year to date financial show that 95% of the FY20 appropriations budget has been expended or encumbered through purchase order or payroll obligation. The year end fund balance is estimated at \$400,000, but is not guaranteed. Food Service is showing a loss as of December 31, but that is not uncommon. Mr. Izbicki will be meeting with Ms. Crowley to discuss ideas of spending. Mr. Ross, Facilities Director, has been attending Admin Team meetings and will be attending the Primex Supervisor Academy. Two rounds of interviews have been conducted for the custodial supervisor position.

- **FY21 Default Budget**

The FY21 Default Budget total is \$23,660,450.

- **Final Warrant Articles**

Final warrant articles need to be approved and signed by the School Board.

Mr. Bourque asked for clarification on the budget number in Article 1.

Mrs. Flynn reported the number prior to reconciliation was \$23,517,016 and the Budget Committee reconciled to \$23,514,330.

Article 1: Operating Budget \$23,514,330

Mr. Meyers made a motion to recommend Article 1. Mrs. Harrison seconded.

Mrs. Harrison commented that she cannot recommend the budget because the Budget Committee did not restore the funding requested.

The motion failed 0-5-0.

Article 1 is not recommended by the School Board.

Mr. Bourque commented that it is important to make the point that there is almost \$150,000 in the Default Budget that is contractual and recurring expenses. He indicated that is what is needed to operate and it shows that the Budget Committee cut the operating budget too deep.

Dr. Jette mentioned that he received a memo from the Town that the cost of salt that is billed from the town has doubled and that additional cost is not budgeted in this year's budget. He indicated the Budget Committee

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reduced \$2,000 from snow plowing for FY21. He commented that he is waiting to hear from the Town Administrator regarding the cost.

Mr. Bourque indicated that the accurate costs are needed by February 8 to be added back into the budget at Deliberative Session.

Dr. Jette commented that the Budget Committee has done their job and they have been accommodating and have listened, but they have cut too deep on this budget. He noted voters will have the ultimate say.

Mr. Bourque thanked the Budget Committee for supporting the warrant articles and for their hard work during the budget process.

Mr. Bourque asked if any Board members would like to present articles at Deliberative.

Mrs. Harrison offered to present Article 2, LSSA CBA, and Article 5, Capital Improvements Expendable Trust Fund.

Mrs. Hershberger offered to present Article 3, Class Size Reduction Expendable Trust Fund, and Article 6, Barricade Devices for Classroom/Office Doors.

Mr. Bourque will present Article 1, FY21 Operating Budget, Article 4, Special Education Capital Reserve Fund, and Article 7, Re-coring of Locks at LMS.

Dr. Jette reviewed the set up for Deliberative Session with the Board. He noted that there will be two smaller tables on the stage on either side of the screen: one for the School Board Chair and Vice Chair and the other for the Budget Committee Chair and Vice Chair; two podiums (one for Moderator) and the Clerk.

IV. OLD BUSINESS

A. CHS Program of Studies

The School Board reviewed changes to the Program of Studies.

Mrs. Harrison made a motion to approve the 2020-2021 CHS Program of Studies as revised. Mrs. Hershberger seconded. The motion carried 5-0-0.

B. NHSBA Proposed Resolutions

Dr. Jette asked the School Board for recommendations for the proposed resolutions to be voted on at the NHSBA Delegates Assembly on January 25, 2020.

School Board consensus: Delegate to vote with NHSBA recommendation for the resolutions.

V. NEW BUSINESS

A. Trip to Costa Rica April 2021

- IICA, Domestic and International Travel
- KDCB, Use of Students in Non-School Public Information Program

Dr. Jette discussed a proposed non-school sponsored trip with the School Board. He indicated that posters advertising the trip had been hung and an organizational meeting was posted, but there was no mention of the trip or meeting to Administration. Signs were removed by the Superintendent, who met with Ms. Helbling regarding the trip. Dr. Jette reported that Ms. Helbling does not want this to be a school sponsored trip. He indicated that he emphasized parents have to understand that it is not a school sponsored trip and verify their acknowledgement by signature. He noted this is a travel program for students and their families and the district has not done background checks.

Dr. Jette mentioned that there are travel companies that offer rewards for teachers for booking school trips and EF Tours is one of them. He commented if this is an independently organized and run trip, it would be prudent to ask for Board guidance regarding the rewards offered to the teacher by the travel company.

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Mr. Bourque believes this falls under a for profit category as this is not a school activity.

Mrs. Harrison felt the reward points should be allocated for either student scholarships or go back to the district.

Mrs. MacDonald asked if any of the teacher's prep period is being used for her work on organizing the trip. Dr. Jette indicated flyers should be prepared outside of school hours, as should planning and preparation for the trip. He noted that he will make it clear that there will be no use of copiers, school email accounts, or any communications during the school day.

Mr. Harrison commented that many teachers have something they are involved with outside of school. She indicated the trip is a great opportunity for the students and teacher and if it is not a school sponsored activity, the school should not be involved.

Mr. Bourque commented that it is a benefit for anyone who want to go on the trip, but the teacher is profiting. Dr. Jette indicated that this is non-profit in his view. He noted he will follow up with the teacher.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion made by Mrs. Harrison, the School Board entered into non-public session at 7:56 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. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 8:55 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.

X. ADJOURN

Mrs. MacDonald made a motion to adjourn the meeting at 8:55 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Griffin Memorial School PRINCIPAL'S REPORT

Submitted by Scott Thompson

For the February 5, 2020 Board Meeting

Current Enrollment (as of 1/31/2020)

- PreK – 43
- Kindergarten – 77
- Grade 1 – 92
- Grade 2 – 99
- Grade 3 – 77
- Grade 4 – 93
- Total enrollment – 481

- **Current enrollment for 2020-2021 Grade K - 57**

Recognitions:

- Thanks to Debi Leary, Joyce Wilcox and Maura Clinton-Jones for staying until after 7:00 on January 21 for **Kindergarten Registration Night**. This year, we added tours of the building for new parents, and included the K classrooms on the tours. We also extended the hours so parents could stop in between 4 and 7 p.m., and added to the registration announcements a note about K screening on May 29. These ideas, a strong effort to promote the event, and a general awareness of the importance of planning for class size contributed to a strong parent turnout. We had 21 families attend the K screening night this year. As of January 22, we had 51 students registered for K in 2020-21. As of January 31, we have 57 students enrolled for K. This information will be very helpful as we try to plan for K enrollment and classroom needs for 20-21.
- **Take A Stand!** Our grade 4 Student Council worked with Mrs. Robinson and Mrs. Clinton-Jones to prepare a January 24 assembly on the theme of taking a stand to make a difference. They based their presentation on the book *One!* by Kathryn Otoshi. Many thanks to our student council members for their hard work and dedication. They did an excellent job today celebrating people from the local, national and international arenas, people who have made a difference in the lives of others through their caring, passion and commitment. We celebrated Martin Luther King, Jr., Mother Teresa and Jackie Robinson for their well-known contributions. We also celebrated local heroes: Linda Peeples, for her ongoing work with the Litchfield Food Pantry and the Angel Tree Program; Patrick Algeo of New England Small Tube, for keeping his business in town and providing employment opportunities for local families, but also for his support of recreational teams, the CHS swim program, and the GMS FIRST Lego Robotics teams, and for running the Litchfield Wrestling program; and Heidi Ames, President of the GMS PTO who organizes multiple events for GMS families and also serves as President of the UNH Alumni Association and runs the GMS Ski Club. Thank you, all! Our Student Council members are Kieran Farnham, Alyssa Tinkham, Carolina McNamara, Sam Baker, Tim Currier, Nathaniel Green, Jennifer Ouellette and Reagan Cutter.

Instructional Highlights:

- **Specialist Team** - The Kindergarten students have a new STEAM station focused on shoe tying, a surprisingly popular station for an important life skill, and a rite of passage for Kindergarten students. Chorus is getting ready for the District Arts Festival and practicing some new pieces for that. This past month there has been a big focus on music notation, using “adult names” for notes (standard names instead of solfege) and composing at grades 1 and 3. Mrs. LaBelle has found the Pearson interactive resource very helpful for teaching composition. In art, Mrs. Starrett has begun doing 3D projects, using paper mache, plaster and clay. This is a very exciting time of year for the art students, once they worked through the discomfort of getting ‘goopy’ with paper mache. Read Across America is coming up the week of March 2-6. We are changing DEAR (Drop Everything and Read) to classrooms. We’ll do it during K special, and then K will do it at a separate time. See also the attached Learning Commons update for January.
- **Special Ed. and Related Services Team** - The special education department is finishing up their end of quarter assessments. We are currently administering the Winter NWEA assessment for reading and math. On Friday, February 7, several members of the related service team and several case managers will be attending a webinar on Executive Functioning.
- **Kindergarten and PreK Team** - The K students just completed a unit on Arctic Animals. This unit addresses multiple curriculum areas - science, writing, life cycle, literature. The students created related art projects. This unit included non-fiction literature and gives teachers the opportunity to discuss the difference between fiction and non-fiction.. Two classes finished the PLTW Structure and Function unit on Design, based on the story of the three little pigs, and two others will be doing this soon. In the PLTW design model, students learn to ask, explore, model, evaluate, and explain. The K students are starting to work with addition. They have completed the winter AIMSweb benchmarks in early literacy and early numeracy, and the team is looking at grade level results. There was very strong growth from the fall. Kindergarten students continue to work on building relationships and using play as an opportunity for learning and social engagement.
- **Grade 1 Team** - Grade 1 students have been working on the PLTW Light and Sound Unit. Teachers and students have focused this month on choosing the most efficient math strategies for solving both addition and subtraction equations, drawing the models for math problems, identifying different types of word problems (add to, joining groups, taking away from, comparison). The first graders studied Martin Luther King, Jr. - how he influenced our country, writing our dreams for the world.
- **Grade 2 Team** - This month was busy for the 2nd grade. In Math, the students learned a variety of ways to subtract 2-digit numbers (including counting up, partial sums, and regrouping) and were encouraged to identify a strategy or two that worked best for each individual. Then, the students completed a variety of story problems, and used their own “personal best” strategy to solve the problems. In Reading, we completed Volume 1 in the Harcourt series. A favorite story this month was a biography of Helen Keller. Many curious students were found searching out additional information in the Learning Commons, or researching at home and sharing interesting facts with the class. In Writing, the students focused on writing instructional paragraphs (for example, explaining the steps to making a snowman) and persuasive paragraphs. In the content areas, the students learned about the life of Dr. King. We also did a variety of activities to learn about

communities and economics. Several second grade classrooms focused on learning about and practicing perseverance and grit this month. Students were encouraged to work hard, “stick with it “ and learn to say, “I can’t do that...yet.”

- **Grade 3 Team** - The third grade has been using Mystery Science to study plant and animal adaptations. The students have seen how people can use selection to create new varieties of plants and animals. They have also learned that this process occurs all by itself in nature.
- **Grade 4 Team** - Fourth grade students took the NHSAS Informational Text modular assessment in January. We had visits from the NH Fit Kids program. Students made a model of a lung, used stethoscopes to monitor their heart rates, and learned about the health hazards of tobacco products. We also had the NH Historical Society visiting program *Along the Abenaki Trail*. Students learned about the native people who lived in NH. We are writing narratives and opinion essays. In science, we completed the PLTW unit on the brain, and also a unit on plant and animal structures using materials from Carolina Biologicals.

Program Update:

- **Griffy Store** - The Griffy Store will be open on February 7, 2020 during recess times. Students may bring up to \$4.00. Kindergarten students are limited to two items. We recommend placing all money in a plastic sandwich size bag, labeled with student name and teacher name
- **End 68 Hours of Hunger** - Litchfield is now participating in the End 68 Hours of Hunger program which helps students in need have easy to prepare, nutritious food for the weekend. We have had several parents inquire how they can help support this program. Litchfield End 68 Hours has a weblink with information about how to donate.

[Litchfield](#)

There are also collection bins located at all three schools. Please note that they are looking for the following types of food: peanut butter (18 oz. plastic containers); saltines/graham crackers; canned beef stew; canned pasta - beefaroni and ravioli; canned soup, 12-20 ounce size; Hormel complete meals; macaroni and cheese; fruit cups - 4 packs; granola bars/nutrition bars; instant flavored rice or noodles; instant flavored potatoes; tuna/chicken/pulled pork - 10 oz. or smaller cans; instant oatmeal - individual packets; pudding cups - 4 packs.

Please contact Jocelyn Robinson, GMS School counselor, if you wish to participate in this program. Her email is jrobinson@litchfieldsd.org, and phone extension is 424-5931x1106. You may also contact Elin Pelland, the district social worker, at 424-2133x2215.

- **Staying Well in Flu Season** - We are still seeing flu among Litchfield students. We have had about 25-30 students out with flu-like illnesses most days. Mrs. Seabrook has provided a helpful link to a CDC document on strategies to help prevent the spread of the flu virus. <http://cdc.gov/flu/prevent/actions-prevent-flu.htm>. Check it out! **She also wants to remind staff and students to avoid using the water fountains, but to rely instead on using your own water bottle.** We have water bottle fillers in the main lobby and also in the cafeteria. Our custodial staff is doing regular desk cleaning. Lastly of

course, remember the universal hygiene skills that Mrs. Seabrook taught our students again this fall - hand washing and covering sneezes and coughs. On January 16, she gave reminders about covering and handwashing to all the students in the cafeteria.

- **Grade 1 teacher Janine Anctil and Title I math tutor Chris Israel** visited Hollis Elementary on January 15 to view the administration of mathematics running records. This is seen as a potential tool helping with differentiation in math instruction at GMS.
- We held our **second ALiCE drill** on Monday, January 14. In addition to the principal and assistant principal, monitors included a team from the SAU and the Litchfield Police Department. The observers and administrators debriefed after the drill, and teachers took time to discuss the drill with their students. Teachers provided feedback to the administrative team via email and in a special after-school meeting. All in all our students and staff did very well with the drill.
- **Lunch visitors** - we reviewed and revised our procedure for lunchroom visitors in January, and shared the change with parents in the January 17 GMS News. We are limiting the visitors to parents only (not extended families), with an exception for extended family members only if they are accompanied by the parents. Visitors are asked to show government-issued IDs when they arrive, and office staff will be confirming that they are parents of record.
- **PTO art project.** The PTO has been working with art teacher Kristin Starrett to create a wall mural for GMS. After discussion, Kristin and I came up with the idea of making it part of the lobby improvement project requested in the FY21 budget. Budget requests included replacing the tile floor, removing defunct radiators, improving the visitor window counter and adding built in cabinets for PTO storage and the school store. Mrs. Starrett has in mind a 4 foot x 8 foot mural painted on finish plywood, mounted in a permanent frame, with the idea that the mural itself could change every year, and be created by students as part of the Field Day experience.
- **TIGER** - The TIGER program scheduled for Friday, November 15 was rescheduled to this Friday, February 7, 2020.

Upcoming Events:

- February 6 - GMS Report Cards sent home
- February 7 - TIGER presentation by Plymouth State University
- February 7 - PTO Sweetheart Winter Wonderland Dance, 6:00-8:00 p.m. in the GMS gym
- February 8 - Budget Deliberative Session, CHS auditorium, 10:00 a.m.
- February 11 - Voting Day/Teacher Workshop Day. No school.
- February 11 - PTO Meeting 6:30 p.m. in the cafeteria
- February 19 - NH Historical Society visit - Going to School in NH. Grade 4.
- February 24-28 - Winter Recess, No School

Learning Commons

Submitted by Melina Prevel-Turmel

In the Learning Commons, the fourth graders are researching famous people who are connected to New Hampshire in some way. They are using various resources, including World Book Online and other web sites, to find information about their person and type it in a Google document that they are sharing with a partner. They have learned many skills, including how to add numbered bullets, insert and alter the size of an image, cite their sources, use spell check, etc.

The third graders are doing similar research but with a famous Colonial American person.

The second grade students are researching facts about a country with a partner and writing their information on a bookmark. They are using World Book Online as a resource.

First graders are learning about nursery rhymes and alphabetical order to help them become more independent with finding their own books in the library. They have learned how to look up books on the online catalog and write the call number and title of the book that they want.

The students in the kindergarten classes are learning about what animals do in the winter. They have also just begun to complete some Code.org puzzles, which in the beginning, has them learning the basic skill of using a mouse to move a cursor, click, drag and drop. This has been a challenging skill!

Litchfield Middle School
Tom Lecklider
February 2020

LMS Principal's Report

Recognitions:

- **Congrats to our 2020 Geography Bee champion, Lucas Chew and to our runner-up Kaitlyn Otis!** We had a terrific competition this year. Also, congratulations to all of our finalists who all demonstrated tremendous courage in participating in the school championship.
Grade 5: Alex Blundon, Alex Kasprzak, Aiden Kepple Alternate: Alivia Couturier
Grade 6: Amelia Destefano, McKenzie Ripley, Heidi Smith Alternate: Brady Walsh
Grade 7: Violet Ancil, Tim Bergeron, Miles Hawkins Alternate: Jack Bourque & Cam Stone
Grade 8: Lucas Chew, Arielle Martinez, Katelyn Otis Alternate: Patrick Chamberlain & Brianna Hubbard
- The good news keeps getting better for our STEAM programming at LMS. Mrs. Corbeil received word recently that **LMS placed 4th nationally in the Cyber Robotics Coding Competition!** Also, in January, engineers from iRobot visited our school and worked with students on robotics, coding, and programming.
- I would like to thank Mrs. Pelland for coordinating the “End 68 Hours of Hunger” program at LMS. This is a free, confidential food program that provides students with meals from Friday after school until they return to school on Monday morning.
- We are kicking off a PBIS rollout focused on “Take Responsibility” in our PBIS matrix. Thank you to our PBIS team for their work and planning!

Curriculum, Instruction, and Assessment Highlights:

LMS Current Enrollment (10/30/19)	
Grade 5	95
Grade 6	94
Grade 7	95
Grade 8	115
Total	399 (October 2018 Projection: 378)

***We gained two students over the course of the past month.**

- **Grading and Reporting**
 - Last day of Term 2 was January 30th. Term 3 Unified Arts began on Friday, January 31st.

- **Professional Learning Community Work:**
 - During the month of December, instructional teams prepared for the implementation of the ELA and Math SAS modulars with students. Students were assessed on ELA and Math in January.
 - Our teams have been analyzing student growth, including Tier 2 and 3 students in Math and Reading.
- **Assessment:**
 - Over the course of this year, LMS will use the SAS modules to assess students in specific concepts in Language Arts and Math. The SAS Summative assessment will occur in April and May at LMS.

Items of Note:

- **ALiCE Drill:**
 - As part of the District drills in January, we conducted an ALiCE drill, school-wide in January. The drill was successful and productive. We continue to build preparedness, awareness, and improvements with our safety procedures. A big thank you to the Litchfield Police Department, the LMS staff, and Martha Thayer for their work with our school on this important process.
- **LMS Athletics:**
 - Our winter sports seasons were quite successful. Both teams qualified for the playoffs and both lost incredibly tough, close games in the first round. The seasons were very positive for our students, in large part due to the leadership of Coaches Gaumont and Amigo. I am very proud of the positive sportsmanship demonstrated by both teams throughout the season. Our athletes truly "Doing Their BEST at LMS"!
 - Our Spirit Team continues to compete. Good luck to our team this weekend at their competition at Nashua North High School. I would like to recognize Coach Karg for her terrific work with our team this season!
- **DC Trip:**
 - Planning continues for our **Washington DC Trip**, May 12-15, 2020. We will complete our second fundraiser of the year, Super Subs, on February 2nd. Students will make the subs then deliver them on that date. We will then kickoff our final, delicious fundraiser of the year, Krispy Kreme donuts on February 3rd-19th. Donuts will roll into town on March 6th.

Upcoming Dates:

February

- 2 - 8th Grade DC Super Sub Delivery
- 10 - LMS PTO Meeting, 8:30a, Learning Commons
- 8 - Deliberative Session, 9:00a, CHS Auditorium
- 8 - Solo/Ensemble Festival
- 12 - 8th Grade CHS Course Selections
- 12/13 - "Dorothy in Wonderland" Drama Club Performances, 6:30p
- 15 - Tri-County Spirit Competition



Litchfield School District
Principal's Monthly Report

January 2020
Bill Lonergan
Campbell High School

Enrollment: As of January 31, 2019

● Class of 2023 (9th)	118students
● Class of 2022 (10th)	101students
● Class of 2021 (11th)	109 students
● <u>Class of 2020 (12th)</u>	<u>107students</u>
Total	435 students

Recognitions:

- Student of the Month for January is senior Cam Norton who assisted with our Alumni Panel by coordinating sound in the auditorium and who is also a student athlete, and a very positive member of the CHS study body. Star of the Month is junior Abigail Buxton, volunteer extraordinaire across the CHS community, particularly with SADD and Student Council.
- Counseling Administrative Assistant, Michelle Vecchiarello handed out the CHS Golden Bell Award for January to Special Education Case Manager, Kathy Oakes, who is doing a terrific job working with her students and their families to support their programming.
- The CHS art program earned a number of awards from the Scholastic Art Program. Sophomore Meredith Spotts earned a Gold Key and a Best in Show for Mixed Media, a first for CHS students. Other recipients among the CHS students included Cody Cayer, Robbie Cook (3), Hannah Cuvellier, Lauren Dionne, Nick Lozeau, Sierra Reinitzer (3), Kendra Scurto, Carolyn McSorley, and Evelina West. Congratulations to all of them for their success.
- Speaking of our talented artists, they were quite thrilled to be able to present and discuss their work in the CHS Learning Commons at our Art @ Night Exhibit in mid January. It was valuable to also have members of the staff, school board members, and friends and family joining them in this event to discuss their work.
- CHS worked with LMS, GMS and the SAU to conduct another ALICE drill in the high school. Student and staff participation highlighted some strengths in many areas as well as some areas to work on. The debriefing afterward was done through student advisories and during a brief afternoon faculty meeting. Information gathered will be used to determine areas to focus on in the next drill in the spring.
- On Wednesday, February 12, CHS counselors will be travelling to LMS to work with two CHS seniors, Jordan Kanaley and Joaquin Heller-Della Vecchia, to assist LMS counselors and the 8th grade students with their course selections.



Litchfield School District
Principal's Monthly Report

- Athletic Director Josh Knight has begun a trial of selling season passes for CHS basketball games. The hope is to also begin this for the fall football season to cover all CHS games where admission is collected.
- Thanks to Jodi Callinan and CF's Nate Cooper, Cate Devine, Pat Keefe, Diane Angelini, Lynn Gnaegy, and all of the individual staff for their work to complete the revised 2021-22 CHS Program of Studies which is now available on the website-thanks to Julie Green for posting it there. In addition, we want to thank Jodi, Nate and Pat for joining the school board to discuss the Program of Studies and the changes to the humanities program.
- Laurie Warnock, NH Education Coordinator for the Northern New England Poison Center will be presenting to CHS Juniors and Seniors during a 42 minute extended Advisory on the dangers of Vaping. We are glad to have her coming in to speak to the students on this important topic.
- We'd like to say thanks to all of our CHS counselors as this week is National Counseling Week. We very much appreciate the work of the entire counseling office staff including Jodi Callinan, Jeff Parsons, Carrie Juras, Jamie Faulhaber, Bill Hicks, and Administrative Assistant Michelle Vecchiarello. We are so fortunate to have all of them working to support our students.
- Family and Consumer Science Teacher Lynn Gnaegy ran her annual "Cupcake Wars" with her Foods 1 students at the end of the semester. She was supported by her colleagues/judges, Food Services Director Lauren Crowley, who is also a pastry chef, and by Elana Ayer, Administrative Assistant to the principal who has a terrific connection to students in all her work as well as through events like this.
- We'd like to congratulate senior Michelle Freeman, who was nominated as a candidate for the United States Presidential Scholars program. Nominees are chosen for their leadership and service to school and community. Way to go Michelle!
- Senior Kate Stoncius was selected as CHS's nominee for the 2019 William Loeb Scholar-Athlete Award. She is competing statewide among other high school seniors for the recognition. We wish her well in the competition.
- We want to congratulate Litchfield resident and former CHS student Shawna Bourdon for graduating with the Londonderry Night School Program on January 15 with the assistance of Bill Hicks, CHS Counselor.
- The following members of the CHS Student Council were extremely generous of their time in early January to present a "Making High School Count" program for our current 9th grade students. Presenters included Emma Montenero, Emily Gamache, Jordan Kanaley, Tyler Scopelites, Abbie Buxton, Eddie Britt, and guest speakers Jake Hardman, Kaley L'Etoile, and Lauren Kohm.
- The CHS Theater students, with the support of Director Hunter Ulbin, the added assistance of the other members of the performing arts department including



Litchfield School District
Principal's Monthly Report

Carolyn Leite, Nate Lamy, and Brittney Milligan, put on a terrific adaptation of a Shakespearean Farce, "Much Ado About Mean Girls". Congratulations to the students both on the stage and behind the scenes, and a big thanks to the Friends of the Performing Arts for your hard work on the students' behalf.

- Senior baseball players Keegan Mills, Matt Fortier, and CHS softball coach Eric Gibbons were a great addition to AD Knight's team interviewing for the open baseball coach position.
- We appreciate English CF Patrick Keefe, teacher Aimee Gaspar, and AP Mike Perez going the extra mile to participate in English teacher interviews to recruit and hire the best candidate.
- Social Studies teacher Dave Gingras has stepped up and taken on the role of Advisor for our GSA Alliance club to work with students on tolerance and respect and support on the CHS campus.
- We appreciate the members of the CHS staff who participated in last month's School Board meeting to discuss the CHS art program. This includes art teachers Denise Freeman and Paula Barry, along with students Mason Jeffery, Eliot Gavrin & Kasey Boschi.

Instructional, Assessment & Curriculum Highlights

- The English and Social Studies departments are continuing their curriculum development planning and making good progress. All members are supportive of the new direction with the change to the co-teaching model.
- Planning is ongoing for our Feb 11 PD day with the direction of Mary Widman. Teachers are looking to get as much time as possible to continue the important curriculum work they have been doing. Each of the departments at CHS have ongoing curriculum work that will take up several hours that day, and the remainder will be devoted to district level work.
- The CHS Humanities Department also are taking time out of their department meetings during second semester to do some work on their semester exams to track student performance, look at competency performance, and align grades on exams with course grades.

Professional Development & other work:

- Teachers Raheem Chowdhury & Nick Sica attended the NHASP Winter Workshop on by Kim Marshall on Nine Ways Assessment Can Inform Teaching and Learning. They came away excited about bringing some of these ideas back to the CHS community and will be discussing this at the February 3 faculty meeting.
- We appreciate Sean Conley taking some time away from his family to go to Kansas City for an overnight trip for AP Statistics training for a new course he is now teaching.



Litchfield School District
Principal's Monthly Report

- CHS semester exams were completed on January 28, with semester 2 starting on Wednesday, January 29. Report cards became available to students late in the afternoon on January 31 through the Infinite Campus portal.
- CHS teachers are in the process of completing course recommendations for the 20-21 academic year. Those teacher recommendations will be completed by teachers by February 4.
- CHS Mental Health Counselor Jamie Faulhaber, along with Jodi Callinan and Bill Hicks will be running a Girl's Group in coordination with Bridges, an educational group out of Nashua. This will run during March and April. Topics will include bullying, sexual harassment, communication skills and conflict resolution, teen healthy relationships, and others.
- Senior and Juniors eligible for early release and late arrival will be notified in early February if they are approved for this privilege. In order to be eligible they need to be on track to graduate in passing required courses and in terms of credits earned and have a C or better in every class.
- Due to opposing schedules for exams and then starting the new semester on different dates, there were challenges for our students who attend Alvirne and Pinkerton's CTE programs. Now that the semester has started, our students can smoothly transition into the completion of these year-long courses.
- CHS teachers Pat Keefe and Sean Conley will be running an SAT preparation course from February 5 through March 19 on Wednesdays and Thursdays for 6 weeks. Students can take either the math or the English or both. Further information can be found in the CHS counseling office. The goal is to provide help with test-taking strategies, refresh math and verbal skills, develop college-level vocabulary, eliminate test anxiety, and gain confidence in taking and doing well on the exam.
- In a timely visit, Student Council members Travis Tucker, Molly Dwyer, Elayna Montenero, and Mason Jeffrey followed up their meeting with CHS Administration with one with the CHS Leadership Team. They continued to discuss their ideas on improving the CHS climate & culture with the support of the CHS faculty and staff.

Looking Ahead

- Feb 3: Faculty Meeting
- Feb 3: Booster Club Meeting @ 7pm in the Library
- Feb 4: 1:15pm, all sophomores to the auditorium (CTE presentation)
- Feb 4: District Data Team Meeting @ 3:30pm CHS
- Feb 5: Course Selection Fair (Fresh & Soph) in Gym during Advisory & Vape presentation (Juniors & Seniors)
- Feb 5: DATA Team



Litchfield School District
Principal's Monthly Report

- Feb 7: Winter Dance sponsored by the Class of 2022, CHS Cafe @ 7pm
- Feb 8: School Deliberative Session @ CHS in Auditorium 10:00
- Feb 8: Perf Arts - Solo & Jazz Ensemble Festival @ UNH
- Feb 10: Counselors in humanities classes for course selection
- Feb 10: 8th Grade Parent Night @ 6:30pm in Auditorium
- Feb 10: Coffee with Admin @ 5:45pm in Library
- Feb 11: Primary Voting, No School, Teacher Workshop Day
- Feb 11: PTO Meeting @ 6:30pm in the Library
- Feb 12: Data Team Meeting
- Feb 13: Leadership
- Feb 13-15: Perf Arts - Jazz All State Festival @ Pinkerton
- Feb 16: Scholastic Art Award Ceremony @ Pinkerton
- Feb 18: Grading & Reporting @ LMS
- Feb 20: Safety Committee
- Mar 28: Fashion Show @ 7pm in Auditorium
- May 21: Academic Excellence Banquet @ The Executive Court @ 6pm

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IIAE (Formerly EGA and IJNDB)

APPROVAL:

DIGITAL TECHNOLOGY / ELECTRONIC MEDIA ACCEPTABLE USE POLICY

For purposes of this policy, the terms “users” refers to Litchfield School District employees, students, contracted service personnel, community members, guests, organizations and volunteers in the District.

It is the responsibility of all Litchfield School District users to familiarize themselves with and abide by the rules of this policy, the Student Handbook and all other applicable school policies. The Litchfield School District encourages the use of digital technology and electronic media for completing educational assignments and professional responsibilities. The primary purpose of providing access to technology within the District is to support the educational goals and objectives outlined in the Litchfield School District Strategic Plan. The following acceptable use policy applies to all users who use the District’s media/technology. Any violation of the terms may result in loss of access to the District’s technology and/or disciplinary/legal action.

I. Introduction

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, this AUP shall serve as a statement on the appropriate use of the various technology and media available to all authorized users of the Litchfield School District including, but not limited to, the Litchfield School District computers, network, tablets, phones, e- mail, website and Internet access. It is the Litchfield School District’s goal to enhance educational excellence with the assistance of these technology resources. It is expected that all digital technology users will respect the rights of others, and will act in a way that reflects proper ethical and legal standards at all times.

A. The Internet

The Internet is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials found at universities and colleges, government agencies and departments, non-profit organizations, private businesses and companies, and even private residences. All users should be aware that the Internet’s power to access limitless resources also includes information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal. The Litchfield School District does not condone the use of such materials at any time and prohibits the use of the Litchfield School District technology resources for these purposes.

The Litchfield School District uses technology protection that blocks or filters Internet access to some Internet sites that are not in accordance with District policy. The technology protection may be disabled by the Network Administrator upon request from staff for research purposes to access a site with legitimate educational value that is wrongly blocked by the technology protection. The Network Administrator will monitor use of the Internet to ensure enforcement of the policy yet, it is impossible for the District or any district staff member to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, all users will be held responsible for ensuring that their activities adhere to the District’s AUP and to generally acceptable educational standards as outlined in other applicable district policies.

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The Internet also provides interactive communication technologies, such as e-mail, news groups, list servers, instant chat rooms, podcasts, wikis, blogs and discussion groups, which hold great potential for the learning process, but are also very disruptive if improperly utilized. All users and groups using Litchfield School District Internet access to participate in these interactive technologies without an educational purpose will be subject to disciplinary action.

Internet access can serve as a means for improving, extending and enriching teaching and learning in the Litchfield School District. Thus, the Litchfield School District firmly believes that the educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

B. Litchfield School District Web Presence

The Litchfield School District's presence on the Internet was established to communicate the happenings of the Litchfield School District with staff, students, parents, community members and the world. The District's Website (www.litchfieldsd.org), affiliated social media accounts, including non-official social media accounts which are branded to represent the district, are intended to convey general information about the District's schools, events, curricula or programs of study, and policies and procedures. All information or material must be professional, ethical and meet the standards required of other district publications. As such, it is not a forum to express public and personal opinions not representative of the District or for regularly hosting or promoting publications for non-Litchfield School District events or organizations. The District uniformly prohibits unauthorized hyperlinks, expression of public or personal opinions, or inappropriate pictures or materials from its website or social media presence. Any unauthorized hyperlink, expression of public or personal opinions, or inappropriate pictures or materials posted to the School District's website or social media accounts is a violation of this policy, and subject to disciplinary action.

All users understand that this Acceptable Use Policy Agreement Form is a contract. As part of this contract, the Litchfield School District reserves the right to at any time, without advance notice to **all users** to monitor, access, modify, remove, review, and/or retrieve the subject, content, and appropriateness of any and all information stored or transmitted on the District's sections of the Litchfield School District Website, *affiliated social media accounts, including non-official social media accounts which are branded to represent the district*, hyperlinks or web pages. In order to maintain the safety of the Litchfield School District students, student work or materials, pictures of students, and any such other information that would allow for the identification of students, will only be allowed after the receipt of written permission from students and their parent(s) or guardian(s). All information about students posted will comply with the District's policy on student records, the Federal Family Education Rights and Privacy Act, and any other applicable state or federal law.

The creator of any District web page is responsible for ensuring that the information contained therein is of the highest editorial standard (spelling, punctuation, grammar, style, et cetera). The information should be factually accurate and current. If errors are observed, the Director of Technology, principal or designated school personnel should be contacted to make the necessary corrections. All teacher and staff professional websites, *affiliated social media accounts, including*

LITCHFIELD SCHOOL DISTRICT

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non-official social media accounts which are branded to represent the district, must reflect the high educational standards of the Litchfield School District. There may be no links from a teacher's or staff member's professional website to his or her personal website or to other websites of a non-educational nature except with permission from the Building Principal, the Director of Technology, the Superintendent of Schools or his/her designee.

All links from a School's website to sites outside the Litchfield School District network must be approved by the Director of Technology, the Building Principal or his/her designee. At all times, there must be a good faith effort to verify the authenticity of material posted on the District's websites.

II. Definition and Purpose

"Digital Technology" is any device that creates, transmits, or accesses digital information, whether connected to the network or used in a stand-alone situation. "Digital information" or "Electronic Media" is any data created, transmitted, or accessed by digital technology.

"Educational" refers to the process of teaching and learning that is tied to the curriculum of the Litchfield School District or the Common Core State Standards.

The Litchfield Public Schools provides access to its data network and Internet portal (the "network") to all users. This network includes all hardware used to deliver and receive data, as well as all software instrumental in viewing and working with data over the network. Any computer – whether purchased by the District or owned by the individual – that is connected to our network at any time is considered part of the network and, thus, is subject to the terms of the Litchfield School District Digital Technology/ Electronic Media Acceptable Use Policy.

III. District Limitation of Liability

The Litchfield School District makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through its network will be error free or without defect, and will not be responsible for any damages users may suffer, including but not limited to; loss of data or interruptions in service, personal, physical, psychological and/or monetary damages of any kind.

The District is not responsible for the accuracy or quality of the information obtained through or stored on the network.

The District will not be responsible for a user's unauthorized financial obligations arising through the use of the network.

IV. Due Process

While on the network, the user agrees to take full responsibility – legal, financial or otherwise - for his or her actions. The Litchfield School District will not be held liable for the actions of anyone connecting through our network. Violations of the AUP can carry serious consequences and could result in the immediate suspension of the user's privileges.

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The Administration and/or the town, county, state or federal authorities may take further disciplinary action. Disciplinary actions will be tailored to meet specific concerns related to the violation. These disciplinary actions may include suspension/termination of employment or student disciplinary action which may result in suspension or expulsion.

Any questions, suspicions, or allegations concerning adherence to the Digital Technology/Electronic Media Acceptable Use Policy should be brought to the attention of the Director of Technology, Building Principal, or the Superintendent of Schools.

V. Search and Seizure

The network and all district-owned computers and storage systems, whether attached to the network or not, are subject to inspection by the administration at any time. System users should expect limited privacy regarding the contents of their files stored on the network. An individual search will be conducted if there is suspicion that a user has violated the AUP or the law. The nature of the investigation will be in relation to the context and the nature of the alleged violation. **An individual search may be conducted at any time.**

VI. Privilege and Responsibilities

The use of the Litchfield School District technology resources is a privilege and not a right. The Litchfield School District technology resources are only provided for educational purposes to **all users**, and shall not constitute a public forum. The Litchfield School District technology resources are provided for **all users** to conduct research, gather information and communicate with others for educational purposes. The Litchfield School District technology resources shall not be utilized for personal, commercial or other non- educational purposes.

General school rules for behavior and communications apply to **all users** when using the Litchfield School District technology resources as outlined in the Student Handbook.

Acknowledging that the potential for abuse of network resources exists, **all users** and (parents/guardians of those who are minors) must sign the Litchfield School District AUP Agreement Form prior to accessing the Litchfield School District technology resources. All **users** and (parents/guardians of who are minors) shall assume full liability, whether legal, financial or otherwise, for prohibited actions when using the Litchfield School District technology resources. Similarly, outside of school, parents and guardians bear responsibility for the appropriate guidance of their children on the Internet.

Prohibited use of district technology resources, includes, but is not limited to:

- Interfering with the normal and proper operation of the Litchfield School District computers, network, e-mail system, website or Internet access;
- Use of the Litchfield School Districts' digital technology to defame, slander or libel any person; sending hate mail, anonymous messages or threatening messages;

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: IIAE

APPROVAL:

- Cyberbullying using electronic technology which includes, but is not limited to: cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chats, and websites and/or assumes the identity of another person, by conducting themselves in ways that are deliberately or indirectly harmful to others (see JICDD, [Student Conduct, Cyber- Bullying](#));
- Using the technology resources for illegal purposes, *such as* “hacking” attempts or attempts to otherwise compromise system security;
- *Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature, such as any personal marketing material;*
- *Using the technology to store personal data, such as family photos, videos, or other non-work related material;*
- *Using personal devices to access and download covered information; such as student IEP’s, 504 plans, and other documents as outlined in Litchfield School District’s Data Security and Privacy Governance Manual;*
- Using the technology resources for political lobbying, except as expressly allowed, during a school activity;
- Using the technology resources for promoting, supporting or celebrating religion or religious institutions;
- Using electronic mail, chat rooms or other forms of direct electronic communication in an unsupervised environment;
- Disclosing personal information outside of the school network other than to access school approved educational resources;
- Changing files that do not belong to the user;
- Storing or transferring unnecessarily large files or attempting to install any software on the computers;
- Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others, including harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;
- Accessing, viewing, storing or transferring profanity, vulgarity, obscene, sexually explicit or pornographic materials;
- Creating, transferring or otherwise using any text, image, movie or sound recording that contains pornography, profanity, obscenity or language that offends or tends to degrade others;
- Sharing personal passwords or personal information with other;
- Leaving personal files open or leaving computer sessions unattended;
- Using invasive software such as “viruses”, “worms” and other detrimental activities, encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator or District staff;
- Attempting to log-on to the network as the system administrator;
- *Attempting to log-on to the network as another user or give access to an unauthorized user;*
- *Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction, using software or hardware to illegally obtain copyrighted material such a “stream-ripping” from YouTube or other media websites;*
- Transferring, utilizing or storing material in violation of copyright laws or license agreements;
- Involvement in any activity prohibited by law or School District policy;

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- Creating hyperlinks between the Litchfield School District sections of the Litchfield Website and other Internet sites;
- Off school premises computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above.

Students are expected to immediately notify a parent or guardian, classroom teacher, principal or appropriate District employee if others are trying to contact them for unlawful or suspicious activities.

Use of the District's technology resources for any altruistic or charitable purpose must be approved in advance by the District. The Litchfield School District reserves the right to add and include additional behaviors and activities that can result in appropriate disciplinary action.

VII. E-mail

All e-mail created by an employee of a government unit is a public record. Any member of the public may request copies of e-mail. Please note that even deleted messages are subject to disclosure because they are required to be backed up in our archives.

Users should consider e-mail messages to be equivalent to letters sent on official letterhead and therefore should be written in a professional and courteous tone. Tone is often difficult to discern in electronic communication and thus should not be regarded as a replacement for face to face communication.

Faculty, staff, or students must not subscribe to mass electronic mailings (e.g. "chain letters", "jokes of the day", "horoscopes", "trivia", coupon alerts, non-educational discount emails, et cetera). Mass mailings take up valuable network space that should be used for educational purposes. If a faculty member joins a professional (educational) listserv, it is requested that he/she subscribe in digest form. District provided email shall not be used for personal banking, health-care, lottery, dating, or other personal bills, utilities, or shopping.

Students are not allowed to access non-school email accounts, including chat and instant messaging. In the event that students are given e-mail accounts through the Litchfield School District, all e-mail rules stated in this AUP apply.

Email accounts issued by the Litchfield School District may not be used to bully, harass, or threaten an individual or organization; accounts will not be used to send chain letters, viruses, or hoaxes to other students, faculty, or individuals. (see [JICDD](#), [Student Conduct](#), [Cyber-Bullying](#))

All user email accounts are filtered for language and content; any email that contains inappropriate language or content will not be delivered and appropriate disciplinary action will be taken. Disciplinary actions will be tailored to meet specific concerns related to the violation.

VIII. Intentional Violations

The District is aware that violations of this policy may occur under circumstances where **users** are involuntarily routed to sites containing inappropriate information or material. Accordingly, disciplinary action under this policy shall only result from willful and intentional violations of this policy.

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Notwithstanding, the District reserves the right to discipline any **user** for violations of this policy where it is apparent that the **user** knew, or should have known, that violations of this policy were likely to occur as a result of the actions, or inactions, of the **user** in question. Should a violation of the AUP occur, disciplinary actions **shall result in, but is not limited to, one or more of the following:**

- Restriction, suspension or revocation of access privileges;
- Removal from a class activity;
- Removal from a course;
- Removal from an extracurricular activity;
- Detention, suspension or expulsion;
- Referral to the appropriate legal authorities for possible criminal prosecution;
- Civil liability;
- Termination of employment.

IX. Privacy

Users have no rights of privacy with regard to their use of the Litchfield School District technology resources, which include but not limited to the Litchfield School District computers, network, e-mail, and sections of the Litchfield School District Website and Internet access. The Litchfield School District retains ownership and possessory control of its technology resources. The District does not guarantee confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. Information sent through the Internet is accessible by third parties, specifically the Internet Service Provider, therefore no user or group should have any expectation of confidentiality, privacy, security or inviolable proprietary rights to any information created or stored on the district network, hardware or electronic media.

The Litchfield School District technology resources are maintained and managed by a network administrator in such a way as to insure its availability and reliability in performing the Litchfield School District educational mission. **All users** are advised that the District's technology resources are treated as a shared filing system. In the ordinary course of business, pursuit of educational purposes, routine maintenance, or in the course of an investigation to protect the health, welfare and safety of the District, its staff and students, a network administrator or other authorized District staff member may, at any time, without advance notice to **users**, monitor, access, modify, remove, review, retrieve, and/or disclose the subject, content and appropriateness of any information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. **All users** are put on notice that deleted files or messages are never completely removed and may be retrieved or restored. No users should save their personal work on computer hard drives or the network, but rather should use a personal storage device for saving their work. **Users** shall frequently delete old files. During routine maintenance the network administrator may delete files stored on any of the Litchfield School District technology resources.

The District makes no warranties of any kind, whether express or implied, for the technology services it is providing. While the Litchfield School District will make every effort to preserve data, the responsibility for it lies with the student, faculty, or staff. The District will not be held responsible for any damages a student, faculty, or staff member may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own negligence or student, faculty, or staff errors or omissions.

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The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. **All users** must fully understand that the use of any information obtained through the Internet is at their own risk.

The Litchfield School District reserves the right to record all Internet addresses and electronic communications accessed by **all users**. Likewise, the District has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with this policy. Any and all violations of this policy detected by the network administrator will be reported to the School Principal or appropriate District Administrator for disciplinary action.

X. Personal Computers

Faculty, staff and student personal computers will not be configured for the Litchfield School Districts' network. Personal devices will not be serviced by the Technology Department.

XI. Copyrighted and Other Proprietary Materials

It is the intent of the Litchfield School District to adhere to the provisions of the U.S. Copyright Act, the license agreements and/or policy statements contained in software packages used by the District. **All users** shall be responsible for respecting the copyright and proprietary interest of any materials accessed through the Litchfield School District technology resources. No user may duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine, whether for personal use or for the use of others. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary action, as well as possible civil liability and criminal prosecution.

XII. Complaints

Any violations of this policy should be reported to a classroom teacher, school principal or a district administrator. The principal or administrator shall document all complaints, conduct an investigation and report the information, including any disciplinary action, to the Superintendent. In the case of a student violation, the incident and any disciplinary action shall be reported to the student's parents/guardians.

Students or district employees who are disciplined as a result of this policy have the same appeal procedure as any disciplinary action, which is through the School Principal or appropriate District Administrator, the Superintendent and the School Board.

Statutory References:

RSA 194:3-d, School District Computer Networks

47 U.S.C. Section 254, Children's Internet Protection Act, Effective April 20, 2001

References

EHB/EHB-R, Records Retention Policy & procedure

GBAA/JBAA, Sexual Harassment Policy

GBCB, Staff Conduct

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GBCC, Anti-Fraternization

GBEBB, Employee/Student Relations

JICDD, Cyber-bullying

JICK, Pupil Safety & Violence Prevention (Bullying)

JM, Staff-Student Relations

Approval:

Reviewed:

Revised: January 31, 2020

Approval: 2nd Reading, December 14, 2016

Reviewed: 1st Reading, November 30, 2016

Revised: October 19, 2016

Reviewed: August 17, 2016

Approval: GBAA, IJNDB, 2nd Reading, July 28, 2010

Approval: Original EGA, August 27, 2003

REVISED

LITCHFIELD SCHOOL DISTRICT

PAY FOR PLAY ANALYSIS

JAN 2020

School	Fee
Alvirne	\$600 Ice Hockey \$225 Swimming
Bow	\$50 per sport, capped at \$100 (2020)
Concord	\$90 per student, per sport (2020)
ConVal	Sliding fee (\$50-\$125) family caps
Dover	\$200 skiing - includes jacket and pass to ski area
Hanover	\$85 per sport / \$125 cap
Hollis-Brookline	\$40 per sport - family cap of \$160 Ski/Swim \$125 Football \$100
Hopkinton	\$60 per season; capped at \$120 (2020)
Interlakes	\$100 Football Hockey unsure
John Stark	\$500 Ice Hockey only
Monadnock	\$400-\$500 Hockey only
Newmarket	\$100 per player (2020)
Pelham	Transportation fee \$50 per sport - individual cap of \$125 - family cap of \$250 (2020)
Pinkerton	\$450 Ice Hockey only
Pittsfield	\$25 Middle - \$50 High School (2020)
Somersworth	\$20 per student (transportation surcharge)
Souhegan	\$75 per sport (2020)

**LITCHFIELD SCHOOL DISTRICT**

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

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

Brian Cochrane, Ph.D.

Superintendent of Schools

Phone: (603) 578-3570 ext. 3333

Email: bcochrane@litchfieldsd.org**Memo: User Fees for Athletics****September 19, 2012**

In November of 2010 the Litchfield School Board requested of the district's law firm (Soule, Leslie, Kidder, Sayward, & Loughman) a legal opinion on the issue of student fees. In particular, the Board inquired about the use of a "general" fee and/or fees for supplies, participation in athletics, and co-curricular activities.

The legal opinion received indicated that State laws and legal decisions, such as the Claremont decisions from the New Hampshire Supreme Court, require that public schools provide a free education (RSA 189:1-a) and that the scope of that education is defined by state law (RSA 193-E:1) which references the Minimum Standards for Public School Approval (Ed 306). Therefore, in the opinion of the law firm, charging of fees for educational programs/experiences mandated by law was prohibited. With respect to high school cocurricular programs, Section ED 306.27 (5) shown below identifies the categories of activities which must be provided as part of an adequate education, however, neither the RSAs or the Ed 306s identify which athletics programs, academic clubs, etc. must be offered.

Ed 306.27 High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program.

(5) A cocurricular program shall be offered that provides opportunities for all students to participate in activities designed to meet their needs and interests, including, but not limited to:

- a. Intramural and interscholastic athletics;
- b. Performing groups;
- c. Academic clubs and societies;
- d. Student government;
- e. Activities and services that afford students with disabilities an equal opportunity to participate; and
- f. Any other activities that:
 1. Supplement and enrich regular academic courses;
 2. Provide opportunities for social development;
 3. Encourage participation in the arts, athletics, and other cooperative groups; and
 4. Encourage service to school and community.

It is also relatively clear that the School Board may allow "club" activities that are not sanctioned or supported by the District to operate and use school facilities, even though the club may serve the same population that the school serves. What is less clear is whether the District can provide partial support for an activity and still maintain that that it is not a district program.

Citations

193-E:1 Policy and Purpose — I. It is the policy of the state of New Hampshire that public elementary and secondary education shall provide all students with the opportunity to acquire the knowledge and skills necessary to prepare them for successful participation in the social, economic, scientific, technological, and political systems of a free government, now and in the years to come; an education that is consistent with the curriculum and student proficiency standards specified in state school approval rules and New Hampshire curriculum frameworks.

189:1-a Duty To Provide Education — It shall be the duty of the school board to provide, at district expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first...

RSA 193-E-2-a is a response to one of the four “charges” that the New Hampshire Supreme Court gave the legislature — to define “an adequate education”. Note that in Section I the RSA delineates a subset of the Minimum Standards for Public School Approval (Ed 306) rather than the entire school approval standards as in RSA 193-E:1 above.

193-E:2-a Substantive Educational Content Of An Adequate Education

I. Beginning in the school year 2008-2009, the specific criteria and substantive educational program that deliver the opportunity for an adequate education shall be defined and identified as the school approval standards in the following areas:

- (a) English/language arts and reading.
- (b) Mathematics.
- (c) Science.
- (d) Social studies.
- (e) Arts education.
- (f) World languages.
- (g) Health education.
- (h) Physical education.
- (i) Technology education, and information and communication technologies.

II. The standards shall cover kindergarten through twelfth grade and shall clearly set forth the opportunities to acquire the communication, analytical and research skills and competencies, as well as the substantive knowledge expected to be possessed by students at the various grade levels, including the credit requirement necessary to earn a high school diploma.

III. Public schools and public academies shall adhere to the standards identified in paragraph I.

IV. The school approval standards for the areas identified in paragraph I shall constitute the opportunity for the delivery of an adequate education. ...

V. ...

VI. In this section, “school approval standards” shall mean the applicable criteria that public schools and public academies shall meet in order to be an approved school, as adopted by the state board of education through administrative rules.

High School Transportation Fees

Chronology of Events

March 1973 – Town Meeting

Warrant Article I proposed to fund \$5,000 toward transportation costs for high school students to Manchester and Hudson.

Warrant Article II proposed requiring all high school students who use the transportation provided by the school district to pay a fee equivalent to \$1.00 per week for the service.

Both Warrant Article I and Article II were approved.

March 1991 – Town Meeting

Warrant Article IV proposed requiring all high school students who use the transportation provided by the school district to pay a fee equivalent to \$1.50 per week for the service.

Warrant Article IV was approved.

November 17, 2010

The School Board discussed suggestions to increase revenues into the District in anticipation of a \$2M decrease in adequacy aid. The discussions took place over meetings in October and November.

On November 17, the School Board voted to increase the bus fees at CHS to \$100. It was a unanimous vote.

October 19, 2016

The School Board voted to remove high school bus fees for 2017-2018. It was a unanimous vote.

The 1973 and 1991 warrant articles were voted and approved several years prior to CHS being built and during a time when high school students were being transported to Manchester and Hudson.