

*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

**Meeting Agenda for February 19, 2020**

**Location: Town Hall**

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

*School Board Edition*

**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  
Michele E. Flynn, Administrative Assistant

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

**6:00 p.m.**

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

***The School Board entered into non-public session at 6:00 p.m. under RSA 91-A:3II (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.***

**I. PUBLIC SESSION**

**A. Call to Order**

Mr. Bourque called the meeting to order at 6:58 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

The Curriculum Data presentations were postponed until March 4.

**D. Summary of Non-Public Actions from January 22, 2020:**

*Mr. Bourque made a motion to approve the non-public minutes of January 22, 2020. Mrs. MacDonald seconded. The motion carried 5-0-0.*

*Mr. Meyers made a motion to accept the resignations of: Jocelyn Robinson, GMS Guidance; Dennis Perreault, CHS Social Studies teacher; Jill DesLauriers, Speech Pathologist. Mrs. MacDonald seconded. The motion carried 5-0-0.*

**E. Presentations and Recognitions**

● **GMS PTO Donation**

Heidi Ames presented to the Board a gift from the GMS PTO to purchase and install a Gaga Pit at GMS. She modified the donation letter to make the donation \$4,999. She indicated that it can be useful in the winter months without a lot of use of the playground equipment.

The location and winter maintenance of the Gaga Pit Brian were discussed.

***Mrs. Harrison made a motion to accept a donation of \$4,999 from the GMS PTO to purchase a Gaga Pit for GMS. Mr. Meyers seconded. The motion carried 5-0-0.***

Dr. Jette thanked Mrs. Ames for facilitating the parent portion of the Principal Search.

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- **Climate and Culture Data**
- **Competency Based Grading and Reporting**

POSTPONED

**F. Correspondence**

Mrs. Harrison noted there was an email to the School Board concerning the “quickness” of the School Board to dismiss the Pay to Play option. The individual felt that option is worth looking into and the impact it would have or whether it would offset transportation costs.

**G. Comments:**

- **Superintendent:**
  - **GMS Principal Search Update**

Dr. Jette indicated that School Board members attended and observed the candidate interviews process and interviewed the finalist this evening. He noted that 25 staff members and nearly the entire Administrative Team participated in the process.

- **2021-2022 School Calendar Draft**

Dr. Jette reported that the LEA has formed a committee to try to look into a sidebar agreement regarding the

first

day of school. He indicated parents are already calling the SAU office to ask about the first day of school. He noted the draft calendar is currently 100% compliant with the LEA CBA. Dr. Jette commented the week of March 9 is the earliest that we can meet on this issue. He indicated that we have the Alvirne and Pinkerton calendars so we can align our vocation education; however, part of the issue is that the other schools start earlier than Litchfield.

Mr. Meyers asked why the schools are closed on State Primary Day. He commented it is such a small election.

Dr. Jette indicated that he surveyed other superintendents and they have closed their districts due to teacher workshops.

Mrs. Harrison asked why students and teachers cannot come back on September 1.

Dr. Jette explained that the start of school for teachers is contract driven as they cannot come back more than five days before Labor Day. He indicated the earliest teachers can come back is August 26 and can only have three workshop days prior to students starting school. He commented that we could have teachers return to work on August 28 and have two more workshop days on August 31 and September 1 with students starting on September 2, which would work with this contract.

Mrs. Hershberger felt that the School Board needs to make a decision and cannot wait.

Dr. Jette commented the next meeting of the School Board is March 4 and the LEA can meet with the district the week of March 9. He indicated the School Board would vote on the calendar on March 18.

Mr. Bourque asked why negotiations for this change are starting so late.

Dr. Jette explained that the LEA was asked on January 2 if we can negotiate the start date.

Mr. Bourque commented it has been almost two months and expressed concern that it could drag out longer.

Mrs. Harrison commented that the School Board is looking to start the students on August 31.

Dr. Jette suggested, if there is an agreement on the start date, the School Board vote electronically on the calendar prior to the March 18 meeting and the calendar can be published as soon as the School Board votes.

He

indicated at the March 18 meeting, the School Board’s electronic decision can be disclosed and confirmed.

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- o **Community Outreach - March Voting**

Dr. Jette commented since the HLN is no longer printing, in order to get the information to the community, town and district, the Town and District are collaborating on a Voter Guide. He explained the voter guide would be mailed to every address in town and the cost of printing and postage will be split between the Town and District. He noted that the Voter Guide will be mailed March 2.

- o **Individual Championship Signs**

Dr. Jette indicated the School Board wanted an update on the individual championship signs and why they are not up to date. He reported that the former Athletic Director did not update them and that Director Knight will get the signs updated as soon as possible.

- o **Grades 5 and 6 Content Literature**

Dr. Jette reported that to accommodate for the elimination of the Content/Lit course in Grades 5 and 6, the administration is planning to increase the length of each period and to embed Content/Lit into every course. He indicated the Mr. Lecklider can provide information on this change to the School Board at the March 18 meeting.

- o **Rounding of Grades**

Dr. Jette commented that the School Board raised concerns about the rounding of grades. He indicated that the middle school rounds grades and the high school does not. He noted when he asked why the response was that it was past practice. Dr. Jette indicated he has asked Ms. Widman to investigate as we make the conversion to Power School.

- o **Updating Transcripts**

Dr. Jette indicated that there was a question of when transcripts are updated. He reported that CHS transcripts are updated at the end of the semester and when a student completes an online course.

- o **LMS Late Bus - Detention Students**

Dr. Jette commented there was some concern regarding students in detention at LMS that have to wait for the late bus. He indicated that detention time at LMS is 45 minutes, which brings the time to 2:45 p.m. He noted the late bus comes at 3:30 p.m. He indicated that is why the parents were asked to pick up the child.

- o **Costa Rica Trip**

Dr. Jette indicated that he has made it clear at this point that this is not a school trip; it is not organized under School Board policy, there is no advertising in the schools, and there will be no communication using school emails. He reported that the teacher who is organizing the non-school sponsored trip was posting on Facebook to solicit the trip as a school trip and Dr. Jette asked her to stop advertising it as a school trip.

- **School Board**

- o **Wellness Committee**

Mrs. Hershberger reported the Wellness Committee held its first meeting this afternoon with a great turnout consisting of 14 people: teachers, parents and a student. The Committee talked about what we are doing now for wellness; worked on a vision and asked members to write ideas or feedback on cards. She noted that they are collecting information, developing a vision statement and develop an action plan. She indicated the next meetings are scheduled for March 25 and May 13.

Board members suggested inviting the student councils to the meetings.

Mrs. Harrison reported that she observed curriculum teams at the teacher workshop held last week. She indicated they were working on competencies and competency based grading and reporting.

Mr. Bourque thanked the community, teachers, parents and the Administrative Team for participating in the principal search process. He indicated there was much feedback from these groups.

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#### **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 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.*

Brion Hodgkins, 14 Grouse Lane, commented that he watched the Board meeting he was invited to attend, but could not due to work. He commented he was most bothered that Mrs. Harrison called him "unreasonable".

Mrs. Harrison indicated she was joking about Mr. Bourque and not Mr. Hodgkins. She commented it was not her intention to be disrespectful.

Mr. Hodgkins commented that Mr. Meyers commented and then Mrs. Harrison stated "some people are unreasonable".

school Mrs. Harrison explained that Mr. Meyers was encouraging parents in attendance to attend meetings of the board and budget committee, and saying that we are actually all reasonable people, and she elbowed Mr. Bourque saying some people can be unreasonable. She apologized for any misunderstanding it may have caused.

Mr. Hodgkins commented everyone on this board said people cannot afford my "pay to play" proposal, but when you look over the warrant articles about \$201 will be added to tax base, and you are saying taxpayers can afford the increase. He indicated that the projected tax increase was based on a home valued at \$350,000, but you cannot buy a home in Litchfield for less than \$350,000.

Mr. Bourque commented that the Board does not say taxpayers can afford the increase. He clarified what is said is that is what is needed to operate the schools. He indicated we do not like that taxes are increasing as we are taxpayers as well.

Mr. Hodgkins commented that the Board voted 5-0 on all articles.

Mr. Meyers commented that he voted to recommend the articles because it is reasonable to give the voters the final say.

you Mr. Hodgkins commented you can put an article on the warrant without recommending it, but you are saying recommend it.

Mr. Meyers pointed out the Budget Committee also voted to recommend the articles. He commented that his vote to support the article is because there is a need.

Mr. Hodgkins asked how is recommending the article different from saying you believe the public can afford it?

Mrs. Hershberger commented that with regard to 'pay to play' there are two legal opinions on this topic that say 1) co-curriculars have to be provided to our students and the district has to pay for it; 2) cannot allow waivers for students on free/reduced lunch. She indicated at first she was very much in favor of parents paying some type of cost before reading this great background information on the law and legal advisories regarding what is mandated as part of education.

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Mr. Hodgkins disagreed with the Board's explanations. He indicated there are ways for people to pay for it because if you want something in life, it is not free.

Mr. Meyers commented part of the reason people move to Litchfield is because of the schools. He noted taxes are not going to go down.

Mr. Hodgkins commented if the Board keeps bringing high budgets taxes will not go down.

Mr. Meyers pointed out the townspeople voted to approve full day kindergarten and the new fire station. He \ indicated it is our responsibility to do what is right for the schools.

Mr. Hodgkins commented that we will never agree.

Mrs. Harrison commented that other things that affect the budget are the increase of contracts and services.

Mr. Hodgkins commented that this Board cannot say pay to play is illegal or you cannot do it because other schools are doing it. He indicated if a person has \$500,000 to buy a home then they have \$50 for to pay for sports.

Mr. Bourque commented that the town budget has increased as well and added to the tax increase. He indicated the Budget Committee recommended all those articles.

Mr. Hodgkins commented that is not in his control. He indicated the cost for schools is the largest part of the tax rate and it is not right. He indicated when a family has to tighten their belt the school should have to do the same.

Dr. Jette commented there is a commission in front of the Legislature that is meeting on adequate education funds. He indicated all funding is from local taxation and that is the avenue where the Legislature can reapportion it. He noted at the end of the day schools will continue to cost more unless there is a large decline of students.

Mr. Bourque commented all Board members are residents as well and none of us like it.

Mr. Hodgkins commented we will agree to disagree.

## II. GENERAL BUSINESS

### A. Public Minutes:

- February 5, 2020

*Mr. Meyers made a motion to approve the public minutes of February 5, 2020. Mr. Bourque seconded. The motion carried 5-0-0.*

## III. REPORTS

### A. Business Administrator's Report

Mr. Izbicki provided a finance and facilities report to the School Board. He reported that as of February 12, 96% of the FY20 appropriations has been expended or encumbered; it is estimated that the unassigned fund balance could be in the \$400,000 range, but there is no guarantee with 4.5 months remaining in the year; there is a slight decrease in total revenue for Food Services and purchases have increased over this time last year. The Food Services Director is looking for ways to reduce cost.

Mr. Meyers asked if the district has received an extra funds from the State.

Mr. Izbicki indicated the adjusted adequacy payments are coming in, but the one-time funds will not be received until next fiscal year.

Mr. Meyers asked why food service expenditures increases this year over last year.

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Mr. Izbicki indicated that there have been some unanticipated purchases.

Mr. Izbicki reported that he, Dr. Jette and Mr. Ross met with Dave Ealey (Windy Hill Associates) and Dick Henry (Energy Consultant) for a tour of the school buildings on February 14. He reported further that another custodian has left at CHS and the district has hired a Custodial Supervisor.

Mr. Bourque asked if the district has considered outsourcing custodial services.

Mr. Izbicki indicated that there are concerns with union and there could be security risks associated with outsourcing.

- **2019 Audit Report**

Mr. Izbicki provided a summary of the 2019 auditor's report for the School Board.

**B. Curriculum Report**

Dr. Jette provided the curriculum report for the School Board..

**IV. OLD BUSINESS**

**A. Policies:**

- **Acceptable Use Policy**

Dr. Jette indicated the School Board asked to review the policy, which was on the February 19 agenda. He noted that this is the first reading of the policy.

Mrs. Hershberger asked what the term 'non-official accounts' in reference to social media means.

Dr. Jette indicated that the district will have the right to monitor any social media accounts, whether affiliated with the district or not, that are accessed by students or staff, in order to maintain the digital safety of the district, its students and staff. He noted it give the district the authority to hold someone responsible for trying to brand our district.

**V. MANIFEST**

The manifest was circulated and signed by the School Board.

**VI. PUBLIC INPUT**

**A. Community Forum**

Ryan Keller, CHS Teacher, commented that part of the delay for the LEA response to the draft calendar is that the Executive Board has to call a special meeting and agree on a sidebar, bring it to the membership to vote on it, then move forward with getting the actual committee together. He indicated the LEA is looking to collaborate.

Mr. Bourque asked if we meet with LEA representation the week of March 9, you will have to bring that to the membership to vote. Mr. Keller indicated that is correct.

Mr. Bourque asked how long it will take. Mr. Keller indicated they are aware of it and we will work to get it done as soon as possible.

Mrs. Hershberger commented that she shadowed a student at CHS and it was a great experience. She indicated every class she went to was 100% collaborative.

Dr. Jette asked how it was arranged.

Mrs. Hershberger indicated she reached out to Mr. Lonergan to arrange it.

Mrs. MacDonald wanted to know when the School Board will review the Dress Code policy again. She commented that when she walked into the high school she was very concerned.

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Dr. Jette indicated that the committee needs to be resurrected.

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

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

*Upon a motion by Mrs. Harrison, the School Board entered into non-public session at 8:25 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the School Board returned to public session at 10:00 p.m. Mr. Bourque 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. Harrison made a motion to adjourn the meeting at 10:00 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

# 2020-2021 LITCHFIELD SCHOOL DISTRICT CALENDAR

**DRAFT**

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

22-26 Winter Recess - NS

15 days

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

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		

2 1<sup>st</sup> Day of School

7 Labor Day - NS  
8 NH Primary/Teacher Workshop Day - NS

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 (observed)

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

8 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				

9 END OF QUARTER 1

2 Parent/Teacher Conf. -Evening  
3 Parent/Teacher Conf. During Day – NS

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

27 END OF QUARTER 2

19 days

**NOTES:**



Shaded Days and NS = No School



Early Release CHS Grades 9, 10 & 11 Only – Oct 14, 2020 and May 27, 2021 - 12:30 pm



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

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

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

Please Mark Your Calendar: Voting Day March 9, 2021



	<u>Sept, 2017</u>	<u>Oct, 2017</u>	<u>Nov, 2017</u>	<u>Dec, 2017</u>	<u>Jan, 2018</u>	<u>Feb, 2018</u>	<u>Mar, 2018</u>	<u>Apr, 2018</u>	<u>May, 2018</u>	<u>June, 2018</u>	
<b>GMS</b>	2722	2861	2300	2045	2531	2275	2439	2321	3369	2287	
<b>LMS</b>	2303	2861	2284	2162	2311	2240	2411	2065	2819	1893	
<b>CHS</b>	2417	2389	2099	1796	2131	1963	2268	1897	2779	1223	
<b>Total</b>	<b>7442</b>	<b>8111</b>	<b>6683</b>	<b>6003</b>	<b>6973</b>	<b>6478</b>	<b>7118</b>	<b>6283</b>	<b>8967</b>	<b>5403</b>	<b>69,461</b>
<b>Days</b>	19	19	19	16	18	16	18	16	22	16	

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

	<u>Sept, 2019</u>	<u>Oct, 2019</u>	<u>Nov, 2019</u>	<u>Dec, 2019</u>	<u>Jan, 2020</u>	<u>Feb, 2020</u>	<u>Mar, 2020</u>	<u>Apr, 2020</u>	<u>May, 2020</u>	<u>June, 2020</u>	
<b>GMS</b>	3057	3761	2537	2331	3811						
<b>LMS</b>	3180	3730	2566	2360	3470						
<b>CHS</b>	3237	3640	2489	2026	2435						
<b>Total</b>	<b>9474</b>	<b>11131</b>	<b>7592</b>	<b>6717</b>	<b>9716</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44630</b>
<b>Days</b>	20	22	15	13	20	15	22	18	19	14	

<b><u>Difference</u></b>											
<b>GMS</b>	335	900	237	286	1280						
<b>LMS</b>	877	869	282	198	1159						
<b>CHS</b>	820	1251	390	230	304						
<b>TOTAL</b>	<b>1212</b>	<b>1769</b>	<b>519</b>	<b>484</b>	<b>2439</b>						<b>6423</b>
<b>Additional</b>	60.6	80.4	34.6	37.2	122.0	0.0	0.0	0.0	0.0	0.0	

## Griffin Memorial School PRINCIPAL'S REPORT

Submitted by Scott Thompson

For the March 4, 2020 Board Meeting

### Current Enrollment (as of 3/2/2020)

- PreK – 43
- Kindergarten – 77 (new student enrolled as of 3/9/20 - 78)
- Grade 1 – 92
- Grade 2 – 99
- Grade 3 – 77
- Grade 4 – 93
- Total enrollment – 481 (482 as of 3/9)
  
- **Current enrollment for 2020-2021 Grade K** - 57 (last updated 1/31/20)

### **Recognitions:**

- Thanks to the GMS PTO for sponsorship of NH Fit Kids - a health and wellness program that comes into our fourth grade classrooms. The last session was the week before vacation. In the last two weeks of the program, students and presenters discussed nutrition and why your body truly needs certain foods. It's good to 'Mix It Up' when you eat so your body gets all different types of foods. They also discussed muscles, the brain and bones. Students learned about the different types of muscles, how your brain sends and receives messages, to protect your brain with a helmet and where different bones are in your body. This program is very well received by students and teachers alike. More information is available at their website: [granitestatefitkids.org](http://granitestatefitkids.org).
- Thanks to The Read Across America Committee, under the guidance of Mrs. Prevel-Turmel, who has created a full week of special themes (based on Dr. Seuss books) and events to celebrate reading at GMS. The students were very enthusiastic about Cat in the Hat Day on Monday morning.
- Thanks to the GMS staff, students, parents and administrators who participated in the GMS Principal search process, and especially the candidate night on February 17. There was a very high level of engagement and participation. Thanks to the SAU also, for creating such an inclusive process.

### **Instructional Highlights:**

- **Specialist Team** - The Specialist team has been busy. Mrs. Starrett has been gathering art projects to be displayed at CHS for the District Arts Festival. In PE Class, students are engaged in the second day (second week) of GMS Olympics activities, and continuing with a unit on hockey. In music, students are preparing for the District Fine Arts Festival. Instrument night is Wednesday March 11. Choral night Thursday March 12. They have also begun working on Spring Arts songs. The library has been busy introducing scripts for Spring Arts, and Read Across America activities. In Computer class, students worked on Programming/Coding lessons with Code.org
- **Special Ed. and Related Services Team** - Last month several case managers, OT's and SLP's did a webinar on Executive functioning.

- The Special education department finished the Winter NWEAs.
- OT added more stations in the sensory hallway.
- Case Managers are reworking writing goals/rubrics. We are also looking at a writing program to teach mechanics of writing with visuals.
- SLP's are at a two day conference for school based for speech language pathologists. They are attending sessions on enhancing skill set, implementing classroom interventions for autism, adhd, and learning disabilities, and utilizing books for therapy.
- **Kindergarten and PreK Team** - In kindergarten we celebrated the 100th day of school with special activities. Each teacher did a 100th day lesson with all the different classes. (The four teachers rotated to the different classrooms) We also had a 100th day fashion show, to showcase all the creative 100th day shirts the students made. All four class have completed or are working to complete the science unit of Exploring Design.
- **Grade 1 Team** - Some of the first grade classes practiced their fractions while celebrating half way day on the 90th day of school. The 100th day of school was celebrated by completing many activities with the theme of 100. Students also shared their 100th day of school projects with all of the first grade classes. In celebration of President's Day, books were read about George Washington and Abraham Lincoln. Facts were compared about each president using graphic organizers such as a Venn Diagram.
- **Grade 2 Team** - February was busy for the second grade students and parents. We had fun celebrating the 100th day of school, as well as Valentine's Day. Math seemed to take center-stage this month. Students were given the Winter AIMS benchmark assessments in both reading and math. The teachers are very pleased with the growth shown by our students since September. One area we focused on was the "number triads" section in the Numbers and Operations section of the assessment. Number triads check a student's "number sense". The September data showed lower than expected scores in this area. We decided to take time to practice answering questions in the format the students would be asked to do on the AIMS. That way, the students could better demonstrate what they know. We will be looking at the data during March to see if there was an increase in this area. In other Math news, all second graders are currently working their way through Topic 8 in Math, learning about Time and Money. Several classes are using the Splash Learn (formerly known as Splash Math) app on the Chromebooks weekly. Splash Learn is an online, leveled math resource and a great way to practice Math skills.
- **Grade 3 Team** - The third grade classes have finished up their multiplication unit. Many students are doing very well memorizing the multiplication facts. We are looking forward to the Tiger Program visiting in March.
- **Grade 4 Team** - The fourth grade team has been busy in February with Fit Kids, NH, the NH History presentation *Going to School*, squid dissections (at different times in each class, and reading novels - *Number the Stars*, *Out of Mind* and *Stone Fox*. Two classes have been writing pen pal letters to students in Maine.

## Program Update:

- Our music students are getting ready for the Litchfield District Fine Arts Festival. district arts festival. In preparation for the chorus concert, the GMS Chorus will be rehearsing:

Tuesday, March 3 (regular rehearsal), Wednesday, March 4, Thursday, March 5 and Monday, March 9, Tuesday, March 10 (regular) and Wednesday, March 11.

On Thursday, March 12, the final rehearsal will be during the school day at CHS. The evening concert starts at 6:30 p.m. Door open at 6:00 p.m. for the Art Exhibition. All are invited!

Our recorder students in grade 4 will be performing at the instrumental concert on Wednesday, March 11. Also GMS student artworks will be on display at CHS starting March 5.

- **TIGER Program** - the Plymouth State University TIGER program has been rescheduled a second time to Friday, March 6 (this time due to weather). This, by happy coincidence, will also be the last day of Read Across America week, and our special clothing event for that day will be to wear school colors - orange and black - GMS Tiger colors. Tigers all around on March 6!
- **Staying Well in Flu Season** - We have been sending home links to the CDC for updates about the spread and prevention of both the seasonal flu and, more recently, COVID-19. Before vacation week, we were still seeing flu among Litchfield students. The CDC link for information on seasonal flu is: <http://cdc.gov/flu/prevent/actions-prevent-flu.htm>. Mrs. Seabrook has trained all students in covering coughs and sneezes, and done handwashing instruction. These are the primary skills for prevention of both illnesses. The GMS Emergency Response team will meet on March 3, and on our agenda will be the LSD Pandemic Response Guidelines, which are part of our EOP. The link to the CDC information on COVID-19 is: [2019 Novel Coronavirus \(2019-nCoV\) Situation Summary](#). This site is updated continually as the situation changes and evolves. The NH DHHS site, with local information and recommendations is: [2019 Novel Coronavirus | Bureau of Infectious Disease Control | Division of Public Health Services](#).
- **February 11 Inservice Day** - Our staff was very engaged in vertical planning (K-12 instructional teams) focused on Competency Based Education in the morning session, and in the afternoon, the entire district staff heard the presentation on Know and Tell, about the process and requirements for reporting suspected abuse and neglect. It was a productive and meaningful day.

### Upcoming Events:

- March 2-6 - Read Across America Week
- March 6 - TIGER Presentation by Plymouth State University
- March 10 - District Voting Day, CHS, 7am to 7pm.
- March 10 - PTO Meeting, 6:30 p.m.
- March 11 - District Arts Festival - Instrumental Concert at CHS
- March 12 - District Arts Festival - Choral Concert at CHS



**Litchfield Middle School  
Tom Lecklider  
March 2020**

**LMS Principal's Report**

**Recognitions:**

- Spirit and excitement filled the LMS hallways the week before winter break! I would like to recognize our Student Council for their hard work in coordinating our Spirit Week. Friday before break, team color day, was a culmination of the week. Our pep rally was highlighted by our Dodgeball Championships! Congrats to our winning teams!
- Our Unified Arts team sponsored the Dodgeball tournament again this year and we had incredible participation across our student body. Our students demonstrated outstanding sportsmanship and enthusiasm throughout the tournament.
- Congratulations to all members of our Drama Club for their incredible performance of "Dorothy in Wonderland". Students performed on Tuesday before break at school then in the evening to a large crowd in our LMS cafeterium. We have amazing talent in our midst at LMS! Thank you also to the fantastic work of Director Fraser. Also, I would like to recognize Mrs. Corbeil for stepping in to direct the evening performance.
- Our 8th Graders, this week, wrapped up their Krispy Kreme donut fundraiser in grand fashion selling a total of roughly 1500 dozen donuts. We are looking forward to our Washington DC trip, May 12-15! Also, our Super Sub fundraiser was a success in early February. Thank you to Mrs. Snyder for coordinating again this year.
- We have been promoting the "End of 68 Hours of Hunger" Program for the past couple of weeks (see information below). Our Student Council promoted the donation of non-perishable food items over the course of the past two weeks. It never ceases to amaze me how generous our community is and, once again, as hundreds of items were donated for this amazing cause.
- Our 8th graders and their parents had a busy month of high school information and course selection in February. A big thank you to the CHS guidance department and to our 8th grade counselor Lynne Ellis for their work and collaboration on this very successful process.

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

<b>LMS Current Enrollment 2/21/20)</b>	
<b>Grade 5</b>	<b>95</b>
<b>Grade 6</b>	<b>94</b>
<b>Grade 7</b>	<b>95</b>
<b>Grade 8</b>	<b>115</b>

<b>Total</b>	<b>399 (October 2018 Projection: 378)</b>
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- **Grading and Reporting**
  - Report cards were released on Friday, February 7th. The process went smoothly without any issues.
- **2020-2021 Scheduling Adjustments**
  - As we always strive to be meet the needs of our students through our programming and scheduling. We are planning to adjust our fifth and sixth grade schedule next year so that the instructional minutes that are now focused into the Content Literacy will be spread over content classes in grades five and six. This will increase the amount of instructional time for these classes. We will embed literacy skills into these content classes. As such, curriculum guides are being written with this emphasis on literacy in the content areas.
- **Professional Learning Community Work:**
  - During the month of February, instructional teams prepared for the implementation of another round 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. Thank you to Mrs. Seaver for her work with detailed data analysis for our LMS PLC in February.
- **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, Shelter-In-Place school-wide in February. 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.
- **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**

- 24-28 Winter Break

## **March**

- 11 - District Arts Festival, CHS, 6:30p (art displays open at 6p)
- 12 - District Arts Festival, CHS, 6:30p (art displays open at 6p)





Litchfield School District  
Principal's Monthly Report

**March 2020**  
**Bill Lonergan**  
**Campbell High School**

**Enrollment: As of February 29, 2020 (No change)**

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

**Recognitions:**

- Senior Michelle Freeman has been announced as a Finalist in the 2020 National Merit Scholarship Program based on her outstanding test scores on the PSAT-NMSQT assessment she took in her junior year. Congratulations to Michelle on making it to the finalist stage.
- Science Teacher Raheem Chowdhury was selected as our CHS Golden Bell Award winner for February and presented the award by Special Education teacher Kathy Oakes for his excellent work with his students and his high level of commitment to CHS.
- The CHS Student Council conducted two annual fundraisers for the benefit of the Student Sunshine Fund. They completed their Matchomatics fundraiser and also their carnation sale for Valentine's Day. We appreciate all the hard work they do as well as their support from Advisor Shawn McDonough.
- Thanks to Librarian Julie Green for stepping in and taking on a small group of study hall students in the Learning Commons as we do not have a free staff member to supervise them during B Block study hall.
- Senior Trevor Scopelites hosted School Board Member Tara Hershberger in his classes on Friday, February 7 joining him and art teacher, Denise Freeman, Science teachers Cate Devine and Shane Keyes, and Calculus teacher Diane Angelini. She found it very enlightening, different from her experiences in terms of the respectful collaboration by students, and the active and rigorous work they were doing. She was also impressed with the large number of students joining him in his AP Calculus class.
- Thanks to our Humanities teachers Aimee Gaspar, Justin Ballou, Kara Robinson, Rachel Phillips, Nick Sica, Nate Cooper, Dave Gingras, and Pat Keefe for providing time to the counselors to visit their classes to speak with students about the course selection process.
- Congratulations to the Girls Basketball and Coach Sean Hogan on a terrific season which ended on a hard played, first round tournament loss to the number one seeded team in the state. Great job by Sean and his athletes this season!



Litchfield School District  
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- Speaking of athletics, congratulations to Tori Allen placing 2nd in Div III high jump and 5th in the 55 meter high hurdles in winter track, and also to Josh Joffman, congratulations on a 3rd place finish in the shotput in Div III.
- CHS Super Substitute Teacher & Litchfield NH State Representative, Rich Lascelles, hosted Abi Buxton and Travis Tucker as his special guests to Governor Sununu's "State of the State Address" at the NH State House on Thursday, Feb. 13.
- Thanks to Denise Freeman and Paula Barry for attending the NH Scholastic Art Awards on Sunday, Feb 16 at Pinkerton to support our 12 students who received awards from the organization.
- Having Jodi Callinan and Shannon Szepan assist in the interview process for the School Nurse Candidates is an important added contribution to our hiring the right candidate. The new nurse will be welcomed to CHS hopefully to start on March 9.
- Another of our Super Substitutes and CHS Alumnus Kelly Richardson provided some terrific coverage for Mr. Venenga who left CHS at the end of the first semester. Her assistance was important to keeping our students moving forward in their English studies.
- We held our annual 8th Grade Parent Night to a crowd of several hundred in the CHS Auditorium including incoming 9th grade students and their family members. We had terrific assistance presenting from staff members including Mike Perez, Jodi Callinan, Shawn McDonough, Sean Conley, Diane Angelini, Nate Cooper, Pat Keefe, Jeff Parsons, and they were superbly assisted by students Travis Tucker and Emily Gamache.
- Speaking of incoming 9th Grade Students, Counselors Jodi Callinan, Jeff Parsons, and Carrie Jurus went down to LMS to support course selection for the CHS rising freshmen. An important contribution came from Jordan Kanaley, Joaquin Heller, Lorelei Brown, and Jianna Ramos, seniors who provided some support for the LMS students in their decision-making.
- The sophomores held their Semi-Formal Dance on Feb 7. Class Advisor Kim Barnett ran a great program and she was assisted by chaperones including Jodi Callinan, Nick Sica, Sean Hogan, Babak Kavandi, Liz Anderson-Perez, Rachel Phillips, Dala Johnson, and Justin Ballou. One other high point mentioned was how supportive CHS para-educator Emily Letorney was to ensure all of our students had a great time.
- Mike Hardy, the Hudson Liaison to our CHS Key Club thanked Advisor Wendy Langelier and students who assisted with the Kiwanis Club Fishing Derby. With these students assistance, the Kiwanis had the second best turnout in the 32 years of the event. Students included Abigail Buxton, Tori Fluet, Jianna Ramos, Alyssa Gonzalez, Becca Oswald, and Matt Dion. Thanks to all for their volunteerism.



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- 23 CHS students will be attending the NH Association of Student Councils Workshop on Wednesday, March 4. Students include Jackie Gamache, Emily West, Jordan Fletcher, Kiana Henderson, Alvia Ashe, Catherin Carignan, Mia Kittredge, Eddie Britt, Anthony Holder, Matthew Grieco, Elayna Montenero, Riley Gamache, Kayleigh Willnus, Chloe Steiner, Emma Montenero, Emily Gamache, Jordan Kanaley, Kasey Boschi, Mason Jeffrey, Tyler Scopelites, Trevor Scopelites, Anthony Grieco, and Vanessa Mangiafico and will be led by Advisor Shawn McDonough.
- Thanks to Brenden Collins from IT for supporting a recent South Central Regional Principal meeting held at CHS with guest access to the wi-fi. Brenden's timely assistance on a delayed opening was helpful in supporting our principal colleagues around the area at CHS.
- During School Counseling Week at CHS, our student council members were really generous in seeing that the counselors received recognition and gifts/snacks all week long. Thanks to them and Mr. McDonough for their support.
- I personally want to welcome Dan Mitchell as the newly appointed principal at GMS. While he will have big shoes to fill replacing Scott Thompson, but having worked with Dan on the EDies Board for several years, I know he will be a dedicated and professional addition to the Litchfield administrative team.

### **Instructional, Assessment & Curriculum Highlights**

- Mike Perez and Jodi Callinan are joining Justin Ballou, Denise Freeman, and Shawn McDonough on a trip to Conval High School to look at how their schedule provides an opportunity for student academic interventions along with enrichment in early March. Another trip is being planned to go to Dover High School and examine their schedule as well for similar opportunities.
- In Cate Devine's science classes, her anatomy students made a very creative rap for learning bone terms. Educational research shows music can be really helpful to improve learning, and it is important to have these cross-curricular activities that benefit students.
- Sophomore had an opportunity on Feb 4 to meet with representatives of Pinkerton's and Alvirne's CTE Programs to hear about options for the two year programs at each school. Also new this year is Alvirne has now allowed CHS students to apply for their JROTC program and take courses related to aerospace science, leadership education and wellness. These are rigorous programs and students must apply and be accepted by the schools in order to enroll.
- On Wednesday, March 5, we had a 42 minute advisory for a Course Fair so that freshmen and sophomores could speak to teachers about various elective and required courses available to them for the '20-21 school year. While the underclassmen were able to participate in the Course Fair, juniors and seniors met



Litchfield School District  
Principal's Monthly Report

with a representative of the Northern New England Poison Center, Laurie Warnock, on an eye opening presentation on the dangers of Vaping. We appreciate the counselors, the teachers, and especially Mr. Perez and Mrs. Callinan for their work coordinating these programs.

- Counseling Director Jodi Callinan and Mental Health Clinician Jamie Faulhaber along with a facilitator from Bridges of Nashua will be running a girl's group with about 6-8 students for seven weeks, and they will cover such topics as establishing personal boundaries and relationship limits, learning to self-advocate, expressing one's own values, and to express what one wants.
- We reviewed our students who selected to complete an Honors Option in their non-honors courses for the first semester. 172 students signed up and 82 completed (47.67%) and earned the honors option for these courses.
- For the end of the first semester, student incompletes in courses were due to be finalized by February 12. For some exceptions for students with long-term illnesses and injuries, extended incompletes were provided.
- The deadline for sophomore project presentations in students' Advisories is March 31. Students need to have completed their project hours, reflection paper, and presentation by that date to ensure eligibility for 3rd quarter co-curricular eligibility.
- CHS began offering SAT Prep classes after school starting in mid-February for juniors interested in boosting their scores on the annual NH State Assessment. The courses are being taught by English teacher Pat Keefe and Math teacher Sean Conley.

**Professional Development & other work:**

- Science CF Cate Devine and teachers Shane Keyes, Raheem Chowdhury, and Joanne Ray completed a complete inventory of chemicals and with David Ross' assistance and an outside contractor, safely eliminated materials no longer used in our science courses. This was also done in the art and tech ed (woodshop) program as well. It was an important task to undertake and complete. It also allowed us to update their Safety Data Sheets to reflect only chemicals currently used. They had additional help from Terrie and Elana in the main office to complete the binders for their classrooms and the administrative office.
- Linda McDonald, a representative for the NH Department of Corrections, came to CHS and presented to David Gingras's social studies classes to discuss opportunities in careers in criminal justice.

**Looking Ahead:**

- Mar 2: Booster Club Meeting @ 7pm in Library
- Mar 3: Boy's Basketball First Round Game @ home 7pm
- Mar 4: CHS DATA Team Meeting @ 2:30pm



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- Mar 6: (Possible) Boys Basketball Quarterfinals @ TBD 7pm
- Mar 8: Spirit Prelims @ Pinkerton
- Mar 10: National Art Honor Society Induction @

6:00pm

- Mar 10: PTO Meeting @ 6:30pm
- Mar 11: District Instrumental Concert & Visual Arts Night @ 6:30pm
- Mar 12: CHS Leadership Meeting
- Mar 12: District Choral Concert & Visual Arts Night @ 6:30pm
- Mar 14: CHS Perf Arts Hosting Middle School Large Group Festival
- Mar 17: Grading & Reporting @ 3:30pm @ LMS
- Mar 18-20: Challenge Days
- Mar 18: Coffee with Admin @ 7am
- Mar 18: PERC
- Mar 19: Safety Committee Meeting
- Mar 21: NHMEA Large Group Festival @ Plymouth
- Mar 24: Advisory Committee Mtg
- Mar 26: Leadership
- Mar 28: Fashion Show @ 7pm in Auditorium
- Mar 31: SAS (Science) Testing for Juniors (morning)
- Mar 31: District Fusion Concert @ 7pm

## 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.

## LITCHFIELD SCHOOL DISTRICT

**POLICY CODE: IIAE**

**APPROVAL:**

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](http://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.

## LITCHFIELD SCHOOL DISTRICT

**POLICY CODE: IIAE**

**APPROVAL:**

All teacher and staff professional websites, affiliated social media accounts, including 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.



## LITCHFIELD SCHOOL DISTRICT

**POLICY CODE: IIAE**

**APPROVAL:**

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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**APPROVAL:**

*GBCC, Anti-Fraternization*

*GBEBB, Employee/Student Relations*

*JICDD, Cyber-bullying*

*JICK, Pupil Safety & Violence Prevention (Bullying)*

*JM, Staff-Student Relations*

Approval:

Reviewed: 1<sup>st</sup> Reading, February 19, 2020

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Approval: GBAA, IJNDB, 2<sup>nd</sup> Reading, July 28, 2010

Approval: Original EGA, August 27, 2003