

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 October 2, 2019

Location: Town Hall

In attendance:

Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert Meyers, Board Member
Tara Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Scott Thompson, Principal, GMS
Michele E. Flynn, Administrative Assistant

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:03 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from September 18, 2019:

Mr. Bourque made a motion to approve the non-public minutes of September 4, 2019. Mr. Meyers seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

- **GMS Student Showcase:**
 - **Kindergarten and its Impact**

Mr. Thompson, Kindergarten faculty and the first class of Kindergarten students (now first grade students) presented a video and information on the impact of Kindergarten in the Litchfield School District and the Litchfield community. Last year was the first year of full day kindergarten in Litchfield. Kindergarten teachers were asked to compile a list of questions for students from the first year class to reflect on their experience in kindergarten last year. Parents were also available to answer questions on the impact of the program.

Board members watched the video as Kindergarten teachers asked some of their former students about their experience in kindergarten the prior year. Responses from students were positive and articulate.

Dr. Jette observed that first grade teachers emphasized how well they were able to get into their routine with the students from the previous year kindergarten. He indicated teachers felt there were better academic components and that full day kindergarten is a great program.

Mr. Bourque expressed curiosity for what kindergarten teachers saw going from part time classes to full time classes.

Mr. Thompson indicated they saw larger classes; however, they did see improved reading skills and improved soft skills. He commented that students now have pre-reading skills for grade 1 and both kindergarten and grade 1 teachers see this as a beneficial program. He added there is improved continuity of the transition to grade 1.

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Mr. Bourque thanked all the students for coming in and doing a great job on the video. He wished them continued success in school.

- **Student Council Proposals**
 - **Fundraisers**

The Student Council Representatives presented proposals for School Board approval for two fundraisers: Donating Dots and Lawn Signs for Graduation.

Donation Dots consist of a sheet full of dots and individuals donate \$1, \$2, or \$3 to rub off a dot. All funds go toward funding the class trip, graduation caps and gowns, and senior activities.

Lawn Signs for Graduating Seniors are signs parents can buy to advertise their child is graduating. They can put the signs on their own lawns.

Mrs. Harrison made a motion to approve the Donation Dots and Lawn Signs for Graduating Seniors fundraisers. Mr. Meyers seconded. The motion carried 5-0-0.

Mrs. Gaspar, Senior Class Advisor, commented the Board that a proposal for a class trip to Boston was submitted, but more information was required. She indicated that she brought more information with her to provide to the Board.

Dr. Jette clarified that the proposal for the trip was not vetted through the building administration and more information was required. He indicated that the information and updated proposal was not returned to the SAU for review by the Board. He noted that the trip proposal can be placed on the October 16 Board agenda if building administration has vetted the trip and details and the information is provided to the SAU at least one week prior to the Board meeting.

F. Correspondence

There was no correspondence.

G. Comments:

- **Superintendent:**
 - **October 1, 2019 Enrollment**

Dr. Jette provided the October 1 enrollment numbers to the Board. He reported that the total number of students in grades PreK – 12 is 1,307. He indicated that enrollment projection data will be updated and provided to the Board at the next meeting.

- **Debrief Deliberative Session**

Dr. Jette reported that he met with town officials prior to Deliberative Session for the purpose of clarification of the election process and roles/responsibilities of those involved in the procedures. He indicated that he informed town officials there will be a challenge of the Special Election to the Supreme Court. He emphasized the reason for the meeting was to ensure all procedures are being followed to the letter of the law is because the challenge to the Supreme Court should be on the grounds of the merits of the case and not for formalities that may or may not be followed.

- **4th Grade @ Historical Society**
- **Sophomore & Senior Projects**

The grade 4 visit to the Historical Society and Sophomore/Senior Projects topics were postponed.

- **GMS Lunch**

Dr. Jette reported that there are four lunches at GMS and after reviewing all the data provided, it appears the grade split was the best option. He indicated each year a different grade will be split at lunch/recess. He noted this year grade 3 will be split at lunch/recess.

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Mr. Thompson provided more information regarding the process for making the decision to split a grade at lunch. He indicated that there were several considerations on devising a lunch/recess schedule and we tried squeezing it all together and adding a fifth lunch, but it did not work. He noted that we had to go to a four period solution and that is when we split a grade last year. He commented there were many challenges with the additional first grade class and adding a fifth special as well.

Mrs. Harrison asked about moving the kindergarten lunch to an earlier time. She asked, in reference to the upcoming budget sessions, if more kitchen staff would be needed to make this work.

Mr. Thompson commented if we begin to move lunch prior to 11 am for the kindergarten program, even with an afternoon snack that is a long day for kindergarten students. He indicated that grade 3 and 4 specials have to be kept back to back to give those students access to the computer special. He noted we could run into problems finding time for computer class and some students would have a very early lunch.

Mrs. Harrison asked if making the computer position full time would help the situation.

Mr. Thompson indicated it would give us more flexibility to schedule specials for each grade as there are challenges with the part time class.

Mr. Bourque commented if we do end up splitting grades next year, parents of students that would be impacted need to be notified in advance.

Dr. Jette mentioned a parent commented regarding food choices, with a focus on choking hazards. He complimented Mr. Thompson's actions and mentioned that the school nurse will be assisting. He indicated that guidelines received from the AMA are followed and we are making sure our lunch monitors are trained in the methods to assist with choking.

- **GMS Busing**

Dr. Jette reported that bus routes are improving and departure times are earlier at GMS, as the average time buses are departing from the school is 3:08 p.m.

Mrs. Harrison was concerned about dismissal time at 3:10 p.m. She was concerned students are missing 20 minutes of instructional time waiting in classrooms for the buses.

Mr. Thompson clarified that 2:50 p.m. is the end of the instructional day.

Dr. Jette heard that the preparation for dismissal at 2:50 pm for some classes begins at 2:35 pm. He indicated we will keep these things in mind as we examine school start and end times.

Mrs. MacDonald asked who watches the kindergarten class students for kindergarten teachers that have bus duty?

Mr. Thompson indicated they group the students in all the classrooms by where they are going (i.e. Kiddle Connection, After School Program, Buses 1-9) in the hall and the remaining teachers watch those children. He commented it works and the teachers share that responsibility.

Mr. Bourque asked if GMS students are dismissed differently than LMS students.

Mr. Thompson indicated that dismissal is called by the office in the order of arrival of the buses. He explained there is a bus buddy system where every student in kindergarten is accompanied to the bus by a fourth grade student.

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- **School Board**

Mr. Bourque mentioned there have been a few instances where Board members are reaching out into areas they are not authorized to do (example: sending questions to principals, school visits). He indicated questions and requests should go through the Chair. He asked Board members to be mindful in the future.

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.

Heidi Ames, 21 Moose Hollow, commented that she is frustrated with responses from the Superintendent regarding the GMS lunch periods. She indicated she has grave and serious concerns and that follow up would have been key. She noted there has been significant input from parents about the Grade 3 being split at lunch as well as feedback from staff that they do not agree with the changes. Mrs. Ames expressed that she feels that these individuals are being ignored. She asked how to go about the next steps in reconsideration of splitting up Grade 3 at lunch. She indicated that there was discussion about a parent survey to all elementary parents, but that survey has not been done. She believes that parent and staff feedback was ignored because there was no change to the lunches. She expressed frustration at the lack of communication about the policy from the Principal, but also from the Superintendent and School Board after the discussion at the last meeting. Mrs. Ames commented that materials were printed out for the meeting and there is a schedule with a lunch starting 10 minutes earlier so the grade levels can eat together. She indicated that the problem is greater than starting lunch 10 minutes earlier and that there is no feel of community trying to work together.

Mr. Meyers believes this is a school decision and the Board cannot make policy on this. He commented he is not trying to push anyone off about this issue, but feels that it should be addressed at the school level. He indicated he does not want to "step on the Superintendent's toes" on this issue.

Mrs. Ames commented that she understands the point, but she worked her way through the chain of command process, but she is frustrated that she has not received any follow up from the Superintendent. She asked what happens when you follow the chain of command and the answer is that the decision has not changed. She agreed that Mr. Thompson has done his due diligence, but there was no open forum or open communication and no parent feedback solicited. She indicated that she feels as if she were dismissed and is asking what the next steps would be in terms of parents and teachers who do not agree with this.

Dr. Jette commented he feels this lies in the principal's hands. He indicated that he met with Mr. Thompson and based on the feedback he went back and re-examined the issue. He noted he is the principal of the school and we all have to trust that the principals know how to run the schools and to let them run the schools. Dr. Jette commented there are many moving parts to this situation and unless there is evidence to support otherwise, he feels that it is up to the principals. He noted that he has spoken with parents that have stated they were not in agreement with the split lunch in the beginning, but their children have made friends in other grades and they feel more comfortable with the situation. He advised that Mrs. Ames follow up with Mr. Thompson.

Mrs. Hershberger commented that she knew this was a passion point for Mrs. Ames and many others. She indicated that she reached out to Mr. Thompson to try to help. She noted there were a few issues that were raised, such as monitors with lunch and recess. Mrs. Hershberger commented although the solution is not a perfect one, it seems like the lesser of two evils. She indicated feedback she received from her observation and speaking with monitors, paraprofessionals and tutors was that lunches started too early and ended too late, coupled with a short transition time. She noted that there are many factors involved in this.

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Mrs. Ames agreed, but feels that a parent survey is necessary.

Dr. Jette advised Mrs. Ames to have a conversation with Mr. Thompson and offered to join in that conversation. He indicated that a survey can be sent to parents, but noted that we cannot run the schools on surveys as it will bog down the ability to run the schools safely.

Mrs. Ames commented that parents and teachers will provide the best feedback. She indicated she is willing to meet with Mr. Thompson.

Paula Izbicki, 3 Kokohehas Drive, indicated that she tuned into the last Board meeting and feels it is appropriate to inform the public this is not the forum to bring up this issue. She commented that Board meetings appear to be running late into the night and encouraged the Board to stick to their agenda. She noted it is frustrating to live in a community where things occur at Board meetings that have no place in this forum. Mrs. Izbicki commented half of the opinions that are being brought out are not my opinions. She indicated that it is preferable for the district to talk about things that will settle issues or new building planning. She does not agree with changing everything about the third grade schedule. She noted that her children have been in the school for four or five years. She commented this is a small town and children need to learn how to make new friends. Children can still see their friends at different times during the day.

Mrs. Izbicki believes that 25 minutes is sufficient timing for lunch and that hiring more monitors will take away from other things we need to do in the building. She indicated it is up to the teachers who contractually owe this time to our students. She pointed out this is a problem in every school building. She recommended letting students sit where they would like because they eat their lunch quicker and letting kindergarten students eat in the classrooms as the paraprofessionals can get the lunches for them. Mrs. Izbicki believes that Mr. Thompson has done his due diligence, as in her capacity as a principal she sees other principals in the state reply to him on this issue.

Mrs. Izbicki commented that her initial reason for coming to the meeting this evening was different and more important. She was concerned about enrichment position warrant article vote last year and this year. She indicated she did not support it and does not plan to support it. She indicated that she prefers the district put their attention into data from assessment and getting teachers to use best practices to work.

Mrs. MacDonald asked if the district she works in uses enrichment teachers. Mrs. Izbicki indicated they differentiate instruction.

II. GENERAL BUSINESS

A. Public Minutes:

- September 18, 2019

Mr. Meyers made a motion to approve the public minutes of September 18, 2019. Mrs. Harrison seconded. The motion carried 5-0-0.

B. Job Descriptions and Facilities Reorganization

- District Facility Director
- District Custodial Supervisor

Dr. Jette presented revised job descriptions to the Board. He explained the job description for the District Facility Director will replace the Facility Manager job description, and the District Custodial Supervisor will replace the Maintenance Manager job description. Dr. Jette indicated that the custodial supervisor will take the pressure of supervision of custodial work and evaluations off the facility director, who can focus on maintenance projects for the schools. He mentioned that Dave Ross has been appointed Interim District Facility Director while the district goes through the hiring for the position.

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- **Facilities Organizational Chart**

Dr. Jette and Mr. Izbicki provided an explanation of the facilities department reorganization. Dr. Jette indicated that the facility organization flows from the Business Administrator to the Custodial Supervisor down to the custodians and grounds.

Mrs. Harrison asked if the district is now fully staffed.

Mr. Izbicki indicated all positions are filled, but the grounds department is still understaffed.

Dr. Jette commented that the district had two daytime manager positions, but no supervision in the evening. He explained that the custodial supervisor will be 80% second shift. He indicated part of the budget process is looking at our staffing in facilities and staying ahead of it. Dr. Jette noted we are asking for Board approval of the job descriptions. He added there are 30 applicants for the director position.

Mr. Meyers made a motion to approve the job descriptions for District Facility Director and District Custodial Supervisor. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. **REPORTS**

A. **Principals Reports**

- **GMS**
- **LMS**
- **CHS**

Written reports were provided for the School Board to review.

IV. **OLD BUSINESS**

A. **Policies:**

- **EFAA, Food Services Meal Charging Policy**

Dr. Jette discussed changes to the Meal Charging Policy with the Board. He indicated that Ms. Crowley, Director of Food Services, has proposed that if there a child's account is significantly outstanding (\$15) that the child be offered a choice of an alternative meal. He explained that he met with Ms. Crowley regarding expectations that this be done with dignity and to ensure students are not spending well into the negative. This policy will move to a 1st Reading upon Board approval.

Mrs. Harrison was concerned about discretion when addressing the student with a balance well into the negative.

Mr. Izbicki assured the Board this will be done very discretely. He explained the lead technician will approach the student prior to them getting in the line and will be one on one with the student. In some cases, the teacher will speak to the student before they get in line. He noted we will not deny a meal to a child.

Dr. Jette commented that he felt the same way as Mrs. Harrison, but with our system it is very anonymous and technicians have been trained.

Mrs. Harrison made a motion to approve policy EFAA, Food Services Meal Charging, as a 1st Reading. Mr. Bourque seconded. The motion carried 5-0-0.

- **JECB, Tuition Policy**

Dr. Jette discussed with the Board clarification of the policy and its parameters. He indicated that it was discovered through research that when the policy was amended several years ago it was never moved to a first or second reading and therefore, the amendment was not recognized in the policy. He noted that it has been notated on the policy approval record.

Mr. Bourque made a motion to approve policy JECB, Admission, Tuition and Non-Resident Students, as a 1st Reading. Mr. Meyers seconded. The motion carried 5-0-0.

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- JICA, Dress Code and Policy Discussion
 - Policy JICA, Dress Code
 - Roanoke County Public Schools Dress Code Policy
 - History of Dress Code Policy in Litchfield

The School Board discussed the dress code policy, history and enforcement in the schools.

Dr. Jette reported that he brought the proposed policy with the picture to the Admin Team and they liked the simplicity of the picture. He indicated that we would like to come up with a dress code policy for both staff and students.

Mr. Bourque suggested forming a small task force to address issues regarding flexibility of thoughts and beliefs. He indicated there are some things that should be addressed, such as if the current dress code is sufficient and not being enforced.

Mrs. Harrison believes the current dress code policy is too restrictive, graphic and complex.

Mr. Bourque indicated that currently it is not being enforced.

Mrs. Harrison commented it is hard to enforce because it is so restrictive.

Mr. Bourque made a motion for Christina Harrison to serve on the Dress Code Policy Task Force. Mr. Meyers seconded. The motion carried 5-0-0.

V. MANIFEST

The manifest was circulated and signed by the School Board.

VI. PUBLIC INPUT

A. Community Forum

Janine Ancil, 43 Tanager Way, commented she was glad the dress code will be addressed and that there will be a task force. She suggested to handle it delicately to prepare students for the real world and not focus it on making young girls feel more self-conscious or compare body types. She indicated that their attention should be brought to dressing for success. Mrs. Ancil commented that she feels strongly about students expressing their spirit of individuality. She added she is happy to see in the Roanoke policy there is a section on athletic event dress and other event dress. She indicated there are examples where girls were coded on shorts worn for cross country running and not coded when they were required to wear shorter shorts for Volleyball; or girls coded for a sports bra that hooks around the neck that is not covered by a tank top, but girls that do not wear undergarments are not coded.

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

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

Upon a motion made by Mrs. Harrison, the School Board entered into non-public session at 8:22 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. Harrison, 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.

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IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 10:00 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

DRAFT

Litchfield School District

Enrollment Projections

October 2019

(Enrollments taken as of October 1 of each year)

ENROLLMENT

School Year	PK	K	1	2	3	4	Total	5	6	7	8	Total	Total	9	10	11	12	Total	Total
07-08	38		108	129	102	147	486	141	135	137	143	556	1042	173	144	119	142	578	1,658
08-09	38		109	103	126	101	439	146	137	135	144	562	1001	150	146	130	130	556	1,595
09-10	21	60	107	102	109	130	448	103	152	133	130	518	966	150	134	142	124	550	1,597
10-11	25	77	105	110	109	110	434	132	107	154	131	524	958	126	135	122	139	522	1,582
11-12	19	64	103	101	115	105	424	113	137	105	151	506	930	126	122	127	118	493	1,506
12-13	25	57	93	103	101	115	412	116	115	137	111	479	891	145	123	114	123	505	1,478
13-14	32	56	75	98	108	103	384	119	111	122	139	491	875	112	142	117	103	474	1,437
14-15	29	60	78	75	98	105	356	103	118	110	124	455	811	140	107	139	113	499	1,399
15-16	35	54	75	80	79	102	336	114	113	120	111	458	794	129	140	107	133	509	1,392
16-17	39	47	85	88	85	82	340	107	120	111	119	457	797	115	125	132	98	470	1,353
17-18	40	53	67	85	90	87	329	79	115	118	109	421	750	110	108	118	130	466	1,309
18-19	40	81	90	70	91	89	340	90	84	111	119	404	744	101	109	108	121	439	1,304
19-20	41	76	90	98	76	92	356	95	94	94	113	396	752	120	103	107	108	438	1,307
20-21	40	81	90	95	102	77	364	94	101	91	93	379	743	109	116	98	104	427	1,291
21-22	40	81	90	95	99	103	387	79	100	98	90	367	754	89	105	111	95	400	1,275
22-23	40	81	90	90	95	99	374	103	79	100	98	380	754	90	89	105	111	395	1,270

METHOD

Three year Average of Annual Change in Cohort

Annual Change	Into	1	2	3	4	Total	5	6	7	8	Total	Total	9	10	11	12	Total	Total
3 years ago		31	13	5	3	21	5	6	-2	-1	8	29	4	-4	-8	-9	-17	12
2 year ago		20	0	2	2	4	-3	8	-2	-2	1	5	-9	-7	-7	-2	-25	-20
1 Year ago		37	3	6	-1	8	3	5	-4	1	5	13	-8	-1	0	3	-6	7
This Year		9	8	6	1	15	6	4	10	2	22	37	1	2	-2	0	1	38
Total Change		88	16	13	4	33	5	19	-8	-2	14	47	-13	-12	-15	-8	-48	-1
Average change (rounded)		29	5	4	1	10	2	6	-3	-1	4	14	-4	-4	-5	-3	-16	0

Note: Kindergarten to Grade 1 enrollment three year average annual change in cohort is not used because of the change full day kindergarten to these enrollments. Instead, we have used the most recent value.

STAFFING PROJECTION

School Year	K	1	2	3	4	Total	5	6	7	8	Total
18-19											
- Enrollment	81	90	70	91	89	340	90	84	111	119	404
- Staffing	4	5	4	5	5	19	4	4	5	5	18
- Class Size Guide	18.0	20.0	20.0	20.0	20.0	20.0	22.0	22.0	22.0	22.0	22.0
- Avg Class Size	20.3	18.0	17.5	18.2	17.8	17.9	22.5	21.0	22.2	23.8	22.4
19-20											
- Enrollment	76	90	98	76	92	356	95	94	94	113	396
- Staffing	4	5	5	4	5	19	4	4	4	5	17
- Class Size Guide	18.0	20.0	20.0	20.0	20.0	20.0	22.0	22.0	22.0	22.0	22.0
- Avg Class Size	19.0	18.0	19.6	19.0	18.4	18.7	23.8	23.5	23.5	22.6	23.3
20-21											
- Enrollment	81	90	95	102	77	364	94	101	91	93	379
- Staffing	4	5	5	5	4	19	4	5	4	4	17
- Class Size Guide	18.0	20.0	20.0	20.0	20.0	20.0	22.0	22.0	22.0	22.0	22.0
- Avg Class Size	20.3	18.0	19.0	20.4	19.3	19.2	23.5	20.2	22.8	23.3	22.3
<i>Staffing Change</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>-1</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>-1</i>	<i>0</i>

Curriculum, Instruction and Assessment Update

October 16, 2019

Curriculum and Instruction:

- Curriculum review/revision process
 - K-8 ELA and Social Studies began the revision process over the summer.
 - 9-12 Humanities will meet on Tuesday 10/15 to begin the process.
 - 9-12 Math is finalizing documents for PERC on 10/16 and they will be brought to the board for first read on 11/6.
 - K-8 Math met in August to review documents and discuss resources.

Professional Learning

- Design Studio Follow Up -
 - We looked at the [Tenants](#) of Competency Based Education and evaluated where we are at, where our entry point would be for the work, and the support that is needed to begin.
 - Much discussion around the need to begin the conversations with all stakeholders ASAP in order to build capacity and keep us all moving in the same direction.
- New Teacher Orientation
 - Two days made for a less pressured pace.
 - Bus tour of Litchfield Community was a great addition.
 - HUGE thanks to Trevor and Tyler Scopelites who were wonderful tour guides!
- MLP
 - The process of streamlining MLP that we began last fall was completed this summer.
 - One form for logging all PD and one form for goal planning.

Assessment and Grading

- Grading and Reporting
 - First meeting 10/15.
 - First priorities - Consistent ReLearning Plans and grading scales.
 - Begin planning for stakeholder information/training.
- Data Teams
 - School level PLCs and Data teams have started to meet to set data goals for the year.
 - District data team will meet quarterly starting in December.

*Respectfully Submitted by Mary Widman
Director of Curriculum, Instruction and Assessment*



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

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

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Messenger

- *Human Resources*

October 16, 2019

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

From: Cory Izbicki, Business Administrator

Subject: Report for October 16 School Board Meeting

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

FY 2019 Encumbrance Update:

Update on the current status of projects or purchases that were funded through FY19 unassigned fund balance:

1. A majority of the projects or purchases that were approved by the board in June of 2019 have been completed or are in process. The attached sheet (1) provides the detailed tracking of these items.
 - a. Highlights:
 - i. CHS Track was resprayed and lined in order to extend the useful life of the Track. This process will need to be reviewed every 5 years in order to maintain the track.
 - ii. A dump truck and a utility van were purchased for district use in order to replace the pickup truck that is nearing the end of its useful life. The remainder in the encumbered line will be used to purchase decals and paint the utility van consistent with District Branding.
 - iii. The Weight Room floor was replaced over the summer, removing the carpet and installing a surface more consistent with the needs of the weight room.
 - b. Pending:
 - i. The installation of the CHS Dark Room ventilation system has been scheduled for December.
 - ii. The upgrade to a new access control system and security vendor is in process and approaching completion.
 - iii. The replacement of the intercom system with a system with all call capability through the phone system at LMS and GMS (system consistent with CHS system) will be installed in December.
 - c. Passed on:
 - i. LMS heating repairs: Elected to not perform this work at this time as the District goes through the capital planning process for a clearer direction of how to remedy concerns at all three buildings.

Year to Date General Fund Financials:

Year to date financial statement as of 10/11/2019 has been attached for your review. This includes the balance sheet (2), statement of revenues and expenditures (2), and detailed expenditure status report (3). At this time the District has



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

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

Equal Opportunity Employer

Michael Jette, Ph.D.

- *Superintendent of Schools*

Cory Izbicki

- *Business Services*

Mary Widman

- *Curriculum, Instruction & Assessment*

Hollie Messenger

- *Human Resources*

expended or encumbered (via purchase orders or contracts for employees) 97% of the appropriated budget for FY20. This percentage includes amounts encumbered from FY19 and is pending review of encumbered salaries and benefits.

Update on State Revenues:

Included Attachment (4) updating State Revenues as provided from the State.

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

Respectfully Submitted,

Cory Izbicki

Business Administrator

Revised Board Approved Encumbrances - Updated as of 10/11/2019

Vendor	Account	Status	PQ#	Date Paid	Check #	Amount Encumbered	Payment	Balance	Description	Notes:
1938 Jolt	10-31-2620-00-430	Closed	20194356	10/2/2019	2000384	2,600	(2,600)	-	Room 243 Electrical Drops (Consistent with other science rooms)	Completed
2222 JM On the Level	10-31-2620-00-430	Closed	20194357	7/13/2019	2000001	9,936	(9,936)	-	Egress for Second Floor Office	Completed
3729 Maine Tennis & Track	10-31-2630-00-430	Closed	20194358	8/19/2019	2000060	26,500	(26,500)	-	Respray High School Track	Completed
2543 AE Mechanical	10-31-2620-00-734	Issued	20194359			13,000	0	13,000	Dark Room Ventilation	Work Scheduled for December Break
3425 BCM Controls	10-31-2640-00-433	Issued	20194360			13,971	0	13,971	CHS conversion of access control - BCM Controls	Project approaching completion
1464 Pats Truck Sales (BMO)	10-00-2630-00-734	Issued	20194361	9/24/2019	V200064	29,800	(26,380)	3,420	Replacement of Grounds Truck	Balance to be used toward District Branding
2222 JM On the Level	10-11-2620-00-430	Closed	20194362	8/19/2019	2000058	11,860	(5,930)	5,930	Replacement of Corridor Door Unit #11	Completed
2222 JM On the Level	10-11-2620-00-430	Issued	20194363	8/19/2019	2000058	18,840	(15,072)	3,768	Replacement of Preschool Ramps	Completed
3931 Reads Ferry	10-11-2630-00-430	Closed	20194364	8/15/2019	V200026	2,894	(2,894)	-	Playground Shed (Recess Storage)	Completed
2681 TNT	10-11-2840-00-734	Issued	20194365			13,838	0	13,838	GMS Intercom System - For consideration after budget	Scheduled for December - All Call Capability
2222 JM On the Level	10-21-2620-00-430	Issued	20194366	8/19/2019	2000058	12,876	(6,022)	6,854	7th Grade Windy Exterior Door Replacement	Completed
2681 Tyco Fire & Security	10-21-2620-00-430	Printed	20194367	8/19/2019	2000059	3,600	(3,600)	-	Clock Replacement (Bell System)	Completed
2681 TNT	10-21-2840-00-734	Issued	20194368			13,378	0	13,378	LMS Intercom System - For consideration after budget	Scheduled for December - All Call Capability
1850 Industrial Controls	10-21-2620-00-430	Closed	20194369			0	0	0	LMS Heating Repair	Passed on project - Capital Improvement Planning in Progress
3964 Andre Ruest	10-31-2620-00-430	Closed	20194370	8/19/2019	2000057	9,838	(9,838)	-	Replacement of Weight Room Carpeting	Completed
						182,931	(108,772)	74,159		

General Fund Balance Sheet - October 11, 2019

(2)

Assets:		
Cash		2,580,144.82
Receivables:		
Accounts		-
Intergovernmental		-
Interfund receivables		-
Prepaid Item		1,925.00
Total Assets		2,582,069.82
Liabilities:		
Accounts Payable		91,460.11
Open Purchase Orders and Contracts		-
Accrued Salaries and Benefits		300,193.17
Deferred Revenue		15,300.66
Interfund payable		320,158.93
Total Liabilities		727,112.87
Fund Balances:		
Restricted - For Prepaid Item		1,925.00
Restricted - Capital Project		-
Committed Fund Balance		-
Assigned Fund Balance - Encumbrances		-
Unassigned Fund Balance		1,853,031.95
Total Fund Balance		1,854,956.95
Total Liabilities and Fund Balance		2,582,069.82
		-
Revenues, Expenditures and Change in Fund Balance		
Revenues:		
School District Assessment		4,500,000.00
Other Local		21,488.00
State		1,014,505.00
Federal		15,009.57
Transfer from other funds		
Total Revenues		5,551,002.57
Expenditures:		
Current:		
Instruction		1,802,456.81
Support Services:		
Student		244,320.53
Instructional staff		134,224.90
General Admin		40,678.01
Executive Admin		152,259.72
School Admin		355,542.59
Business		91,030.98
Operations and Maintenance		713,730.48
Student Transportation		187,919.90
Other		283,754.32
Debt Service:		
Principal		-
Interest		-
Facilities acquisition and construction		36,252.00
Noninstructional services		-
Transfer to other funds		100,000.00
Total Expenditures		4,142,170.24
Excess of Revenues		1,408,832.33
Fund Balance, beginning (7/1/2019)		446,124.62
Fund Balance, ending (10/11/2019)		1,854,956.95

Category	Encumbered - Prior		Contracts and		Expenditures plus		Variance Positive /	
	Year		Purchase Orders	YTD Expenditures	Contracts / PO's	Negative		
Instruction Total	-	12,907,646.10	10,402,578.42	1,802,456.81	12,205,035.23	702,610.87		
Student Support Total	-	1,847,466.48	2,342,322.37	244,320.53	2,586,642.90	(739,176.42)		
Instructional Staff Total	-	755,127.12	415,076.57	134,224.90	549,301.47	205,825.65		
General Administration Total	-	121,642.63	73,507.38	40,678.01	114,185.39	7,457.24		
Executive Administration Total	-	556,811.91	381,495.53	152,259.72	533,755.25	23,056.66		
School Administration Total	-	1,297,493.98	826,493.26	355,542.59	1,182,035.85	115,458.13		
Business Total	-	325,673.97	233,080.57	91,030.98	324,111.55	1,562.42		
Operations (Facilities) Total	167,476.00	2,080,394.06	1,128,846.32	713,730.48	1,842,576.80	405,293.26		
Transportation Total	-	1,104,313.35	908,610.60	187,919.90	1,096,530.50	7,782.85		
Other Total	27,219.00	652,549.61	459,361.00	283,754.32	743,115.32	(63,346.71)		
Facilities Acquisition Total	-	36,252.00	-	36,252.00	36,252.00	-		
Transfers Total	-	100,000.00	-	100,000.00	100,000.00	-		
Grand Total	194,695.00	21,785,371.21	17,171,372.02	4,142,170.24	21,313,542.26	666,523.95		

(3)

ADM (est)	Preliminary	Proposed	Change in Amount	%	Notes:
Fiscal Disparity Aid	0.00	148,352.29	148,352.29		For this Biennium only. Same amount in year 2
Stabilization Aid	1,820,282.52	2,167,003.00	346,720.48	19.05%	Restoration of Grant to 2012 amounts, eliminating 4% annual reduction
Per Student Adequacy	4,457,736.00	4,980,086.23	522,350.23	11.72%	Includes Differentiation and Full Day K no longer funded from Keno
Kindergarten Funding	92,439.27	0.00	(92,439.27)	-100.00%	Moved to Adequacy
	6,370,457.79	7,147,089.23	776,631.44	12.19%	Ongoing state revenue sources
			148,352.29		Disparity funding across 2 years
			924,983.73		

Litchfield School District
Proposed Tuition Rates for 2019-2020

Elementary:	\$16,728
Middle:	\$16,214
High:	\$16,885
District Average:	\$16,609

Prior to acceptance of a non-resident student on a tuition basis, the student's sending district of residence must agree that the sending district will be responsible for any extraordinary expenses as a result of the student attending a Litchfield school including, but not limited to, special education and section 504 accommodation costs.

Formula is based on Form DOE-25

2018 Actual Expenditures

Less:
Food Service Revenue
Transportation Expenditures
Supplemental Expenditures
Divided by Average Daily Membership

2018-2019	Elementary	Middle	High
Last approved	\$17,448	\$14,727	\$15,126

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EFAA

APPROVAL:

FOOD SERVICES MEAL CHARGING

The Litchfield School District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch, as well as nutritional snacks, from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, check or as a debit against funds deposited into an established student lunch account.

The District uses a point-of-sale computerized meal payment system, which has an account set up for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or online payment. Checks made out to the Litchfield School District should be presented to Cashier in the cafeteria or the Food Service Office. A check may also be mailed to: Litchfield School Lunch Program, 1 Highlander Court, Litchfield, NH 03052. The District utilizes Myschoolbucks.com online payment service: (<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>). Parents are responsible for any fees charged by the online service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00 (RSA 358-C:5,I). In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a parent seeking payment because the student meal account has a negative balance.

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting.

It is the District's policy to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, with the exception of a la carte items or snacks.

Balance Statements

Low balance and negative balance statements will be sent out weekly via automated email. The online meal payment system also enables parents to set up low balance alerts emailed to them as a reminder to replenish their child's account.

Schools will never deny meals to:

- students regardless of any other charges at school;
- any student for disciplinary reasons;
- because of unpaid charges if the student has cash in hand for the current day's meal.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EFAA

APPROVAL:

Meal Charging

Students with a debt greater than \$15.00 will receive a choice of an alternate meal until the account is paid in full and in a positive standing. No student will be allowed to charge individual la carte or snack items, water bottle, juice or milk. The only exception will be if the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

Past Due Payments

When the past due amount of a student's meal account is greater than \$15.00 guidance counselors or the school principal may be asked to assist in determining whether the family has a financial need or has special circumstances requiring temporary aid. A free and reduced application will be mailed to families that have been identified by school staff.

Unresolved Debt

If after appropriate measures have been taken to notify the parents and make arrangements to collect debt that remains unresolved on a student account, the Superintendent may pursue payment through civil legal action, if deemed necessary. All debt collection efforts shall comply with RSA 358-C, NH Unfair, Deceptive or Unreasonable Collection Practices Act.

End of Year Balances

Graduating seniors will be given a refund of any money left in their account or the balance can be transferred to a sibling's account. In the event a negative balance remains on the student's account, the principal or designee will assist in collection of those balances. If at the end of the fiscal year uncollected debt in the student's account must be paid to the school meal program from other district funds, the unpaid charges shall be owed to the district.

Any students leaving the district with a positive meal account balance will be refunded any money left on their account.

Legal References

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

42 U.S.C. 1758(b)(6), Use or disclosure of information

Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B

2 C.F.R. §200.426

7 C.F.R §210.09; 7 C.F.R §210.10; 7 C.F.R §210.15; 7 C.F.R. §245.5

USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy. and

USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs

RSA 189:11-a

RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;

NH Dept. of Education Technical Advisory - Food and Nutrition Programs

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EFAA

APPROVAL:

See Also: JLCF Student Wellness, EF Food Service Management, EFA Availability and Distribution of Healthy Foods

Approval:
Reviewed: 1st Reading, October 2, 2019
Revised: September 26, 2019
Approval: 2nd Reading, July 26, 2017
Reviewed: 1st Reading, May 10, 2017

2nd Reading

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JECB

APPROVAL:

ADMISSION & TUITION AND NON-RESIDENT STUDENTS

No person shall attend school, or send a pupil to the school, in any district of which he is not a resident, without the consent of the district or of the school board. (RSA 193:12).

Pupils who do not legally qualify as “residents” of the Litchfield School District in accordance with RSA 193:12, may attend schools in Litchfield when their attendance has been approved by the Superintendent, with consensus from the Litchfield School Board. All non-resident pupils shall be charged tuition based on a per pupil cost formula determined annually in accordance with state law, and the tuition approved by the Litchfield School Board. The tuition, plus the cost of any specific programs or special education services provided to the student by the District, shall be billed quarterly in advance to the sending district or parent responsible for payment. When a sending district is responsible for tuition, approval must be received from the sending district school board.

Tuition for non-resident special education students shall be determined in accordance with local, state, and federal laws. In the event a student qualifies for special services during the school year, the sending district is responsible for all costs. A memorandum of understanding between the Litchfield School District and the sending district shall state the sending district shall be responsible for all the student’s special education costs.

The District shall not provide transportation to and from school for non-resident and tuition students at District expense. However, the District may assist parents in finding and procuring transportation services for their children.

The Litchfield School Board understands that there are certain exceptions and/or special considerations under which a waiver of tuition can be granted. Waivers can be granted under the following conditions:

- The admission on occasion of students from other countries who are the guests of district residents under exchange programs that have been recognized for purposes of school attendance by the Board.
- The Superintendent shall have the discretion to allow students to begin school in September if they plan to move into the District within 90 days. If they are not in residence by January 1, they shall be charged tuition at a pro-rated basis on the most recent per pupil cost formula determined in accordance with state law. Likewise, the Superintendent shall have the authority to allow students to finish in their school year in Litchfield if they move to a neighboring community within 90 days of the closing of school.

Aside from the exceptions listed above, or unless a pupil is enrolled through an agreement with another school system or agency, all non-resident pupils shall be charged full tuition.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JECB

APPROVAL:

The Litchfield School Board shall have final approval over the admission of all tuition pupils.

Statutory References

RSA 193:12, Legal Resident Required

Legal References:

*See Also: Change of School or Assignment, JCA
Manifest Educational Hardship, JEC*

Approved:

Reviewed: 1st Reading, October 2, 2019

Revised: September 26, 2019

Approved: Reading, February 3, 2016

Revised: Reading, January 6, 2016

Amended: September 24, 2014 (*Policy never moved to a 1st or 2nd Reading*)

Approval: 2nd Reading, January 27, 2010

Reviewed: 1st Reading, January 13, 2010

Revised: January 6, 2010

Approved: Original, JECB, September 2, 1987; Revised June 17, 1998;
Amended September 14, 1999

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JICA

APPROVAL:

STUDENT DRESS CODE

Or

Personal Appearance Policy

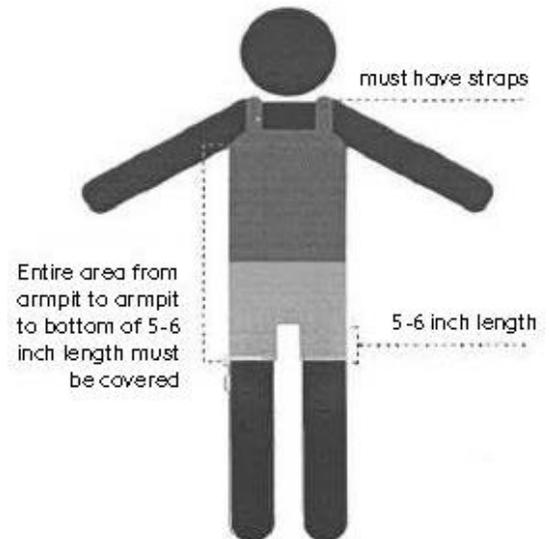
The Litchfield School Board expects that all students and staff will dress in a way that is appropriate for a school setting. Dress choices respect the Litchfield School District's intent to guide students toward greater independence and empower students to examine the impact their actions have on themselves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

Core Values

- *Students should be able to dress in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;*
- *Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity;*
- *Students and staff are responsible for managing their personal distractions;*
- *Students should not face unnecessary barriers to school attendance.*

Minimum Requirements:

1. *Clothing must cover areas from one armpit across to the other armpit, down to approximately 5-6 inches in length on the upper things (see image). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 5-6 inch length.*
2. *Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).*
3. *See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.*
4. *Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medial or other reason by school administration.*
5. *Special courses may require specialized attire, such as sports uniforms or safety gear.*



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JICA

APPROVAL:

Additional Requirements:

1. *Clothing may not depict, imply, advertise or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.*
2. *Clothing may not depict or imply pornography, nudity or sexual acts.*
3. *Clothing may not display or imply vulgar, discriminatory or obscene language or images.*
4. *Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.*
5. *Sunglasses may not be worn inside the building.*
6. *Clothing and accessories that endanger student or staff safety may not be worn.*
7. *Apparel, jewelry, accessories, tattoos, or manner or grooming, that by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.*

Enforcement:

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

Staff will use reasonable efforts to avoid dress-coding students in front of other students.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing.

***** This policy replaces JICA, Student Dress Code, approved on June 22, 2005.***

Approval:

Reviewed:

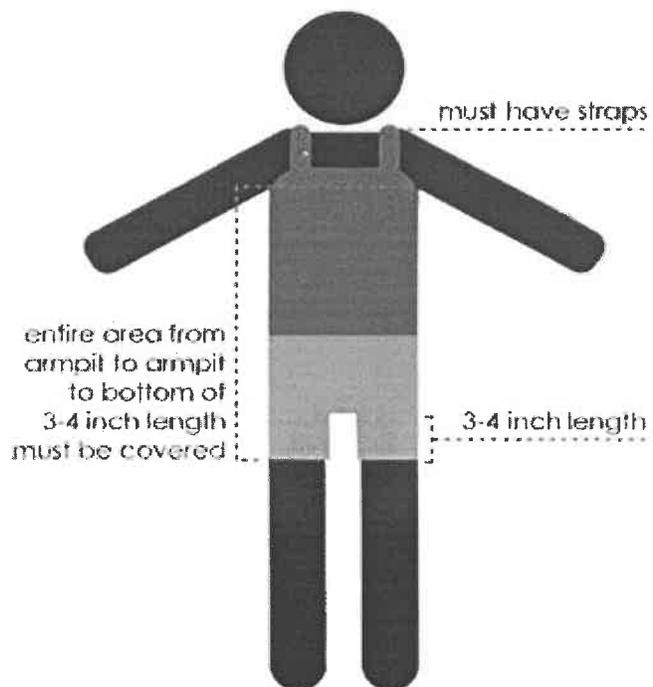
Revised:

STUDENT DRESS CODE

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below).
Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

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

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

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JICA <i>Replaces JFCA</i>	APPROVAL: June 22, 2005 Page 1 of 2
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STUDENT DRESS CODE

The Litchfield School Board has the responsibility to assure that the atmosphere in its schools is conducive to learning and fosters an environment of respect. Student dress plays an important part in creating an educational tone that demands both academic rigor and high standards of discipline. Additionally, appropriate dress is often a requisite for employment and, therefore, this topic is consistent with meaningful instruction and student learning.

The responsibility for the appearance of the students rests with the parents and the students themselves. Parents have the right to determine each student's dress, so long as such attire complies with the health code of the State of New Hampshire, is not destructive to school property, does not create a safety issue, does not disrupt or interfere with the educational process or the rights of others, and complies with the District and/or school dress code.

Building Principals are authorized to issue and enforce specific regulations regarding student attire for each school. Teachers and staff will monitor and assist in referring students in non-compliance of the dress code to administrators. The school dress code will be published each year in the Student/Parent Handbook. Students as well as parents/guardians will be notified about the student dress code at the beginning of the school year and each time the student dress code is revised.

Students who violate the dress code shall be subject to appropriate disciplinary action. The Principals of GMS, LMS, and CHS or their designees will, upon finding that dress or attire is not in compliance with this policy, require a student to be removed from class and request that the student cover or change their dress or attire to be in compliance with this policy prior to re-admission to class. In appropriate instances, parents will be contacted and requested to bring appropriate dress to school.

The following regulations will apply during daily school attendance and at all regular school activities throughout the Litchfield School district [GMS, LMS, CHS]. Coaches and teachers with appropriate notice to the students and parents may impose more stringent dress requirements to accommodate the special needs of certain sports, classes, and/or special events. These regulations also apply to home-schooled students who come into the school buildings for school activities, tests, sports, special classes, or special events.

1. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that advocate the use of or advertise alcoholic beverages, tobacco or other drugs are prohibited.
2. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that are lewd, vulgar, profane, indecent or offensive are prohibited.

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JICA <i>Replaces JFCA</i>	APPROVAL: June 22, 2005 Page 2 of 2
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3. T-shirts and other clothing and jewelry that interfere with the rights of others, cause disruption to the educational program, damage school property, or are considered a health or safety hazard are prohibited.
4. Tattoos with such symbols, pictures, or wording as described here must be concealed at all times.
5. Lingerie or pajama wear may not be worn as outer garments except for days/activities specifically designated for that purpose.
6. Hats, hoods, bandanas or sweatbands are not to be worn in school except for headgear worn for religious or medical reasons or required for a class or sporting event.
7. Undergarments must be concealed by appropriate outer clothing at all times.
8. Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
9. Halters, tube tops, spaghetti straps, see-through fabrics, and backless tops are prohibited.
10. Shorts or skirts must be at least mid-thigh length.
11. Shoes or other appropriate foot coverings must be worn at all times.
12. Chains, spikes, and jewelry or belts with spikes are prohibited.

Additionally, parents should ensure that clothing is appropriate for weather conditions each season.

Approval: 2nd Reading, June 22, 2005
Reviewed: 1st Reading, June 8, 2005
Revised: (JICA) November, 1999 & June 1, 2005
Approval: Original (JFCA) October 6, 1987