

2021-2022

**STUDENT - PARENT
HANDBOOK**



LITTLETON

260 Cottage Street Suite A (Mt. Eustis Commons)
Littleton, New Hampshire
(603) 444-1535



LANCASTER

4 Mayberry Lane
Lancaster, New Hampshire
(603) 788-2805

(Revised August 17, 2021)

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**This handbook can be made available in another language or read to you upon request.*

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Dear Parents/Guardians and Students,

As we begin our 18th year of operation, I would like to give you a heartwarming "THANK YOU" for choosing North Country Charter Academy. It is an honor for my staff and me to have this great opportunity to educate your child. I believe our success is a reflection of the partnership we create with you and your family and the passionate and dedicated team we have here at charter.

We take great pride in every aspect of what we do, and we live by our mission as follows:

***NCCA provides a rigorous, relevant and engaging education
with high standards and expectations which prepare students
for life through a personalized, competency-based program
that creates confident, career-ready individuals.***

We strive every day to provide an environment where students feel safe, secure and have a sense of belonging. This fosters academic growth, personal fulfillment and gives our children an opportunity where dreams can be realized. We comply with all federal and state civil rights laws regarding Non-Discrimination Equal Opportunity for all students and staff.

I hope you will find this handbook a useful tool in defining our rules and regulations that govern our school. Please review this book carefully and do not hesitate to reach out to me with any questions or assistance that you may need. We also believe communication is core to our success, so let's keep our doors open and have a great year!

I personally appreciate your support, and I am honored to work with you and your family.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Lavoie".

Lisa Lavoie
Superintendent

NORTH COUNTRY CHARTER ACADEMY

MISSION

NCCA provides a rigorous, relevant and engaging education with high standards and expectations which prepare students for life through a personalized, competency-based program that creates confident, career ready individuals.

GOALS

Organizational:

- Encourage parents and the communities to increase interest and involvement in our charter school
- The Board of Trustees will assume a leadership role in advocating for adequate funding to support North Country Charter Academy
- Develop an effective Board of Trustees and policies that focus on community stewardship and collaborative and democratic decision-making that advance the schools vision

Academic:

- Provide educational excellence through instruction that establishes high expectations for all students yet recognizes their unique individual learning needs
- Integrate technology into the curriculum
- Sustain high performance in attendance rate, at 90% or above
- Provide a curriculum platform that establishes a blended approach, offering rigorous and relevant educational opportunities at each site and within our communities

Program:

- Provide facilities that promote student learning and community support
- Provide a choice-open enrollment charter options
- Provide educational opportunities to meet the needs of supporting school districts, homeschooled students needing to supplement their academic program and to youth looking for educational alternatives

SITE AND STAFFING INFORMATION

Main Office-Littleton Site: North Country Charter Academy
260 Cottage Street, Suite A
Littleton, NH 03561
(603) 444-1535
Fax: (603) 444-9843

Lisa Lavoie, Principal/ Superintendent
Kimberlee Spaulding, Administrative Assistant
Janet Steinert, Data Clerk
Marcella Shamberger, Accounting/Business Manager

Littleton Site: Tim Carignan, Center Director
Richard Larcom, NCCA Teacher
Classroom number: (603) 444-1671

Lancaster Site: 4 Mayberry Lane
Lancaster, NH 03584

Kate Soroachak, Center Director
Gary Melanson, NCCA Teacher
Classroom number: (603) 788-2805
Fax: (603) 788-2729

***Parents & Students: Please call the classroom number when in need of speaking to Center Director/Teacher**

NORTH COUNTRY CHARTER ACADEMY IS A PUBLIC SCHOOL WHICH MEANS THAT ALL STATE AND FEDERAL LAWS, REQUIREMENTS AND RESTRICTIONS APPLY. BEING A "CHARTER SCHOOL" DOES NOT EXEMPT US FROM THESE.

ALL RULES AND POLICIES THAT APPLY TO STUDENT CONDUCT ON SCHOOL PROPERTY ALSO APPLY TO ANY VEHICLE USED FOR STUDENT TRANSPORTATION BY NORTH COUNTRY CHARTER ACADEMY WHETHER THESE VEHICLES ARE A VAN, BUS OR TAXI. TRANSPORTATION SERVICES ARE AN EXTENSION OF OUR SCHOOL.

NO SMOKING OR VAPING IS ALLOWED ANYWHERE ON SCHOOL GROUNDS OR IN SCHOOL TRANSPORTATION VEHICLES - ANY TIME FROM PICK UP TO DROP OFF.

ACADEMICS

Academic Progress: Academic progress is defined as steady progress toward the student's individual learning goals, consistent work toward earning credits, and participation in weekly progress reviews. In order to remain enrolled at the Academy, progress must be continuous.

- Students will be engaged for the entire three hours a day while in school. Students will set goals for work completion and attend meetings with the teacher or Center Director to review the attainment of goals as necessary.
- A minimum of 1.25 credits per quarter or 2.5 credits per semester must be earned in order to demonstrate satisfactory academic progress. Exceptions can only be considered at the Center Director's discretion.

If academic progress is not satisfactory, the following steps will be taken:

1st Progress review: Teacher and/or Center Director will review lack of progress with student.

2nd Progress review: If progress does not improve within a specified amount of time (usually within a week), the Center Director will update NCCA Administrators, and call parents and notify the sending district regarding concerns. Student and Center Director will set clear goals and a time within which the goals should be attained by the student.

3rd Progress review: If progress does not improve within the specified amount of time that was set during the second progress review, the Center Director will schedule a meeting with student and parent to discuss possible solutions. *A follow up meeting date with parent/guardian will be scheduled at that time.* Repeated lack of progress may lead to an academic progress contract and/or dismissal.

CHEATING AND PLAGIARISM

Cheating is defined as any form of copying written work without giving credit to the source; including, but not limited to another student's work, reference materials, information on the Internet or any other source. Additionally, cheating refers to a student's unauthorized access of Internet sources and sites, and skipping tutorials and applications before taking the Mastery test. Any student suspected of cheating will be disciplined by the Center Director.

Plagiarism is defined in *A Guide to MLA Documentation* by Joseph Trimmer as, *"Using someone else's words or ideas without giving proper credit or without giving any credit at all to the writer of the original."*

Plagiarism can be any or all of the following:

1. Incomplete paraphrasing. If you use substantive words or phrases from your source without documentation, you are plagiarizing.
2. Missing citation: If you use any ideas that are clearly not common knowledge without citing your source, or a whole page, you are plagiarizing.
3. Copying: If you simply copy from any source without quotation marks or attribution, you are plagiarizing.
4. Internet: Plagiarism through accessing internet sources and sites will not be tolerated.

Students should always cite their sources and, if ever in doubt, consult their teacher. Students who plagiarize will be subject to disciplinary action.

EXTENDED LEARNING ELECTIVE PROGRAM

As part of the NCCA curriculum, students are expected to participate in and complete an extended learning elective while in attendance at NCCA. The extended learning elective gives the student an opportunity to acquire elective credits in the classroom or outside the classroom in order to meet the needs of students with different talents, interests and development. (See attachments for a list of extended learning opportunities.)

Such opportunities may provide credit or supplement regular academic courses. Upon completion of requirements, credits can be granted for extended learning activities. NCCA may limit students to one credit per year or an equivalent to four in their high school career. Students or their parent/guardian shall be responsible for extended learning elective expenses, including tuition, text books and/or transportation. Credit for courses taken at Vocational Career and Technical Educational Centers and/or academic courses taken at home district school will only be accepted if given by the school. All extended learning activities that are credit bearing **MUST** be pre-approved by the Center Director.

PROGRESS REPORTS

Progress reports are issued to indicate a student's performance and will be mailed home at the end of each quarter. This year's dates are as follows:

- First Quarterly Progress Report: November 12, 2021
- Second Quarterly Progress Report: January 28, 2022
- Third Quarterly Progress Report: April 8, 2022
- Fourth Quarterly Progress Report: June 20, 2022

SAT and ASVAB TESTING

SAT: The Department of Education requires that all juniors take the SAT in the spring. This test will be given at their school site. The SATs are mandatory tests for all juniors. Information will be sent to the student's family during the second semester.

If you are interested in taking the PSAT or SAT exams, please contact your home school district. SAT prep books are available at each North Country Charter Academy site. Also, NCCA offers the opportunity to take the SAT on-site. (Dates to be announced) If you need assistance, please contact the main office. For the test sites that may be closer to you or if you wish to request on-line please go to www.collegeboard.com.

ASVAB: The ASVAB (Armed Services Vocational Aptitude Battery) is an incredible Career and Skills Assessment that is administered to all students in the fall. **STUDENTS TAKING THE ASSESSMENT CAN CHOOSE NOT TO BE CONTACTED BY THE MILITARY.** The New Hampshire Department of Education has identified this assessment as one of the new indicators of students being "College and Career Ready." We at NCCA are very impressed with the assessment and will be using this to test all students and work with them on identifying their chosen college and/or career paths. This assessment helps students to identify their skills, abilities, aptitudes, values and interests while helping them to tie those characteristics into occupations.

ATTENDANCE / TRUANCY

The North Country Charter Academy expects 100% attendance.

- **Truancy: Defined as 10 half days (5 days) of unexcused absences, per HB0154**

Each time a student is absent, a teacher is required to call a parent/guardian to discuss the absence. This will be documented in the student's log. Students must adhere to our **attendance policy**:

Attendance Policy - Number of Unexcused Absences (AU) Allowed:

Students are given 5 days of unexcused absences per semester. If a student is enrolled full-time, the student's second semester will begin with a clean slate. Absences from the first semester do not carry over into the next semester. Following is the school procedure used for unexcused absences:

AU 1:	Phone call home by teacher or Center Director
AU 2:	Warning Letter Sent to Parent along with a phone call
AU 3 or AU 4:	Warning Letter Sent to Parent along with a phone call in which a meeting (at the discretion of CD) will be established to discuss the problem and possible solutions.
AU 5:	Parent will be called and Student will be put onto an attendance contract (meeting set up at CD discretion)
AU 6:	Student Dismissed (See "Due Process")

Any student dismissed due to a contract violation has the right to a fair hearing with the Principal/Superintendent (due process) and may appeal a dismissal.

Excused absenteeism must be documented and submitted to the Center Director within two days or as determined by the Center Director. If required documentation is not received, the absence will be recorded as an unexcused absence. Center Directors must record daily attendance to the main office as "absent unexcused" (AU) until the required documentation is submitted to the main office for reconciliation.

Excused Absence:

1. Illness
2. Court Appearance
3. Bereavement
4. College Visit
5. ROTC
6. Field Trip
7. Military
8. Special Circumstances

Required Documentation

- Doctor's note *
- Note from the court system
- Copy of obituary
- Documentation of Event
- Documentation of Event
- Documentation of Event
- Documentation of Event
- Principal Approval

***EXCESSIVE ABSENTEEISM RESULTING FROM DOCTORS' NOTES MAY RESULT IN AN EVALUATION OF APPROPRIATE ENROLLMENT / PLACEMENT AT NCCA WITH OTHER ALTERNATIVES TO BE EXPLORED**

ATTENDANCE RECOGNITION AT GRADUATION

Students participating in the Graduation Ceremony and who have the following attendance percentage rate during their senior year will be given a cord to be worn for recognition. Students interested in increasing attendance can do so by doing make-up days. However, if a student is under a contract, days may not be made up.

100%	Green Cord
95 – 99%	Red Cord
90 – 94%	Yellow Cord

TARDINESS / LEAVING EARLY POLICY

Tardiness is defined as not being present for the start of the session; and **leaving early** is defined as leaving before the end of the session. For a student who arrives late or must leave early, the Center Director will expect the student to make up the time missed within two days of it occurring or at the Center Director's discretion. Excessive tardiness can result in administrative action.

BEHAVIOR EXPECTATIONS

Behavior Expectations: Our expectation of all students who attend NCCA is that they are here to learn. Any behavior that disrupts the classroom and interferes with another student's ability to attend to their work is considered unacceptable. All students will treat each other and staff with respect. Obscene or inappropriate language at NCCA, during transportation, or on the surrounding grounds will not be tolerated. NCCA has a zero tolerance policy for bullying, intimidation, threatening or any physical violence; again this also includes transportation and the surrounding grounds of NCCA. Students exhibiting any of the above behavior will be referred to the Principal/Superintendent for disciplinary action including possible dismissal from NCCA.

MAJOR/ MINOR DISCIPLINE INCIDENTS

MAJOR: *Blatant disrespect, violent behavior, property damage, as identified by the Center Director.*

1-Center Director/Teacher will immediately place student on administrative leave and notify parent and NCCA Principal/Superintendent.

2-Center Director/Teacher will document the incident in the Google Log and submit a written incident report to Principal/Superintendent.

3-Principal/Superintendent will provide student with due process and arrange a meeting/hearing with student, parent, Center Director/Teacher within 5 days. The Principal/Superintendent will make a decision within two days.

4-Contract may be established or immediate dismissal.

5- If the contract is established and later violated, the student will be dismissed without appeal.

MINOR: *Neglecting to sign in or out, lingering, language, as identified by the Center Director.*

First Offense: Center Director/Teacher will give a warning to student, call parent, and document in student log.

Second Offense: Center Director/Teacher will give the student a second warning, call parent, send letter home detailing incident and seriousness, and document in student log.

Third Offense: Center Director/Teacher will place student on administrative leave and arrange for a meeting to discuss matter. Contract may be established with clear expectations

Fourth Offense: If on contract, dismissed. If not on contract, repeat procedures in the third offense but this time put the student on contract.

Cell Phones: Cell phone use is prohibited during instructional time at the North Country Charter Academy. Use at other times (ie: breaks) will be at the discretion of the Center Director. If academic progress is at risk as a result of misuse of cell phone, disciplinary action will be taken. Parents, if you must call students for an emergency, please call them on the school phone. Thank you.

Policy Violations:

- **First Offense:** Warning will be given to the student with a phone call to the parents. Incident will be documented in log book.
- **Second Offense:** Student will be placed on administrative leave with parental meeting and contract established with Center Director. Violation of contract will lead to immediate dismissal.
- **Third Offense:** Student will be dismissed

COMPUTER AND INTERNET ACCESS: ACCEPTABLE USE PROCEDURES AND CODE OF CONDUCT

Use of NCCA computers and networks by students of NCCA shall be in support of education and research that is consistent with the mission of NCCA. Network access is limited to those students who have been issued NCCA-approved accounts. Use will be in accordance with the NCCA's Acceptable Use and Code of Conduct.

1. **Privileges:** The use of the NCCA Network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrators will determine what is appropriate use based upon the guidelines established in this document, any subsequent modification hereto, and the NCCA policies and procedures. NCCA reserves the right to terminate, suspend, or otherwise limit network access at any time and to inspect or review accounts and files for security purposes.

2. **Acceptable Use:** The use of your NCCA account must be consistent with the educational and operational policies and procedures of NCCA. The use of other organizations' networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of any material in violation of any United States or state statute or regulation is strictly prohibited. This includes, but is not limited to: copyrighted or trade secret material, threatening or obscene material, and criminal activity. The use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to the responsible authorities.

3. **Etiquette:** You are expected to comply with the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Comply with all school rules regarding behavior and personal conduct.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language. Be polite.
- Do not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.
- Do not reveal personal addresses or phone numbers.
- Electronic mail(E-mail) is not guaranteed to be private. System administrators have access to all accounts and reserve the right to monitor the use of NCCA's network, including E-mail.

4. **Liability:** NCCA cannot be held responsible for any lost resources or damages incurred through the use of this account.
5. **Security:** Users of the system agree not to violate or attempt to violate the system security or intentionally interfere with the system performance, or access to another person's account, files, or password. Individuals may be denied access to the system (based upon security violations of other computer systems) and/or immediately be dismissed.
6. **Fee Service:** Without express permission of a sponsoring teacher, you may not use the network to access any database, service, or download data or software which charges a fee for such services of access. If you do any of the foregoing, you are liable for any and all charges.
7. **Terms and Conditions:** These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements. NCCA reserves the right to modify these terms and conditions at any time. These terms and conditions shall be governed by the laws of the State of New Hampshire and applicable policies of NCCA.
8. **Computer Use:** The Center Director may place students who break the computer use policy on administrative leave. Violation of this policy will be taken seriously, and disciplinary action will be taken.
 - **First Offense*:** Warning will be given to student with a phone call to the parents. Incident will be documented in log book.
 - **Second Offense*:** Student will be placed on administrative leave with parental meeting, and a contract established with the Center Director. Violation of contract will lead to immediate dismissal.
 - **Third Offense:** Student will be dismissed

*(*Note: These offenses are based on severity of misuse.)*

DANGEROUS WEAPONS ON SCHOOL PROPERTY

Dangerous weapons, such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or container containing chemicals such as pepper spray or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Principal/Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under the control of law enforcement personnel are permitted.

Legal Ref: RSA 193-D
RSA 193-13
Ed.317

Dress Code: Apparel disruptive to the classroom may not be worn; Prohibited apparel includes hoodies, hats, pajamas, sunglasses, as well as any apparel displaying or referencing alcohol, tobacco, drugs or inappropriate language. Students should dress for success!

Due Process: Due Process means that students will be treated fairly, according to the rules and regulations of the state and school, given the right to appeal and to receive a fair and impartial hearing. All students will be provided with due process when facing disciplinary actions. Steps to follow in order to appeal disciplinary action:

- a. The student must contact the Principal/Superintendent **within 24 hours** stating intent and reason for wanting to appeal.
- b. The Principal/Superintendent will review the request, research student history and circumstances, and set up a meeting with student and parent(s) within five (5) days.
- c. The Principal will make a decision within two (2) days following the meeting.
- d. The decision of Principal/Superintendent is **final**.

Leaving School Grounds: The North Country Charter Academy is considered a "closed" campus. Therefore, any student leaving school grounds for any purpose during their session time must be excused by the Center Director. Parents and the police department will be notified when a student leaves school without permission. Students who need to be released during their session time must have a note signed by a parent or legal guardian. In an emergency, a parent or guardian may call the school to request a student to be released. It is highly recommended that all appointments or other personal business be scheduled before or after the student's session time.

Property Damage/Vandalism: Parents will be billed for any costs for repair or replacement for any school property that is damaged by the student. Any student suspected of this violation will be referred to the Principal/Superintendent for disciplinary action including possible dismissal.

Sign In/Out: All students must sign in and sign out by using the classroom clock. A student whose time does not accurately reflect the actual time in or time out will be referred to the Principal/Superintendent for disciplinary action, including possible dismissal.

Tobacco, Drugs, E-Cigarettes/Vaping, Alcohol or Weapons: It is illegal for a student attending NCCA or while using NCCA transportation to possess or use tobacco, e-cigarettes, drugs, vaping paraphernalia, drug paraphernalia, alcohol or weapons. Any student SUSPECTED of being in possession of any of these OR under the influence will be removed immediately from the classroom and **will be searched by NCCA staff**. Local police authorities will be called to take over. Once police authority is notified, the Center Director will call the parents. **NCCA IS A SAFE SCHOOL DRUG-FREE ZONE.**

PROHIBITION OF BULLYING/CYBER BULLYING, HARASSMENT, HAZING AND INTIMIDATION

The North Country Charter Academy is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, hazing, intimidation or bullying/cyber bullying.

Bullying/cyber bullying means a single significant incident or a pattern of incidents involving a

written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

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

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

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, hazing, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Disciplinary consequences or interventions, or both will be taken for a pupil who commits an act of bullying or cyberbullying, or **falsely accuses** another of the same as a means of retaliation or reprisal.

Students must report suspected incident(s) to the Center Director. The Center Director will immediately conduct an investigation.

COVID PLANNING

In the event of a return to remote or hybrid learning, students, parents and guardians will be notified through the One-Call system. At a designated time (to be announced), Chromebooks will be picked up by students at their school site, and a contract for the use of the Chromebook will be signed. We will then follow the attached "School Operations in Three Learning Environments." NCCA follows recommendations by the State of NH government and DOE as well as guidelines by the CDC.

FAMILY EDUCATION RIGHTS AND PROTECTION ACT (FERPA)

Under FERPA, families have certain rights under State and Federal laws. Parents may inspect and review their child's education records and may seek to correct parts of the record if believed to be inaccurate, misleading or in violation of student rights. This includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the request.

Additionally, it is the intent of the District to limit the disclosure of information in a student's record *except by*: prior written consent of the parent; as directory information; or under certain, limited circumstances, as permitted by law. On the "Required Forms & Signatures" form, parents and students may choose to authorize or deny the school permission to use student names and photos on the school website, in news releases, social media, educational and financial reports, public relations or for local public television stations. Also, parents are asked for permission to videotape their child while involved in classroom activities and school projects. This information will be used for school purposes only.

STUDENT MEDICATION

Staff at NCCA are not responsible for administering any medication to students. This includes over-the-counter-medications such as Tylenol, Ibuprofen, etc. Students are asked to take prescribed medication before or after attending their school session. If a prescription requires that a student take medication during school hours, the medication must be kept in a locked cabinet at school in a marked container and accompanied by a dated doctor's note specifying the time of administration.

SUICIDE PREVENTION AND RESPONSE

North Country Charter Academy Board of Trustees and staff are committed to protecting the health, safety and welfare of all students and school community. We support federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to community resources. Students and parents may contact the administrative assistant/SAP at the main office at the Littleton site--(603) 444-1535.

If a staff member becomes informed of a student's intention regarding suicide, the staff member will inform the Center Director who will take appropriate action required by the district's policy, including, but not limited to, parent contact, referral to the District Student Assistance representative; and provision of additional resources. In the Attachments section of this handbook is a list of resources for additional support and community resources. **NATIONAL SUICIDE PREVENTION LIFELINE: 1-800-273-8255**

TRANSPORTATION

North Country Charter Academy is not obligated to provide transportation. However, we want all of you to succeed and we recognize that transportation is a challenge in the North Country due to rural communities and the scope of our geographical area. Using North Country Charter Academy transportation to and from school is a privilege.

Student Automobile Use: Both North Country Charter Academy sites have public parking lots that are shared by other businesses. We expect that all students will behave responsibly when driving themselves. Any student caught driving in a reckless manner will be referred to the Center Director or Principal/Superintendent to determine whether or not the student will be allowed to self-transport or be subject to dismissal. All vehicles must be registered with the North Country Charter Academy main office. Students with vehicles must sign the "Vehicle Description and Release of Liability" on the *Required Forms and Signatures form*.

North Country Charter Academy Transportation: North Country Charter Academy contracts its transportation services. Four main routes of pupil transportation have been established and include the following areas: for the Lancaster Site: AM Routes – Colebrook and Groveton; PM Routes-- Berlin and Gorham. Littleton Site: AM session – Lin-Wood, PM session – Woodsville.

*NCCA is able to provide transportation in these areas only. Pick ups must be along major routes.

Student Transportation Code of Conduct: The transportation contractors and drivers have the responsibility to maintain orderly behavior of students in the transportation vehicle. The drivers will notify the Principal/Superintendent of any misconduct and submit a written report of the incident. The Principal will contact the parent when an incident is reported. The student may be placed on administrative leave for up to five days so an investigation can be completed. Parents will be notified in writing the findings of the investigation and of the disciplinary actions, if any, are taken.

All students will be expected to abide by the rules and regulations set forth by the transportation contractor. The Principal/Superintendent will have the authority to suspend the riding privileges of students who are disciplinary problems and fail to conform to the rules. Parents of students whose pattern of behavior and conduct in the transportation vehicle endangers the health, safety and welfare of other riders will be notified that their children will lose school transportation privileges in accordance with the student discipline codes.

Student Transportation Rules:

- The wearing of masks is required on the bus
- Eating and drinking in the vehicle will be at the discretion of the driver
- No smoking or vaping is allowed on the bus
- All students will be assigned seating
- Students must remain seated until the vehicle reaches either the school or the student's stop
- Students are not allowed to have their hands or heads out of the vehicle at any time
- Students must cooperate and not distract the driver either while the vehicle is in motion or standing still
- Swearing, abusive language, loud shouting, whistling, or any major disturbances will not be tolerated
- Students must be ready to board the bus 10-15 minutes before the bus arrives. As a result of tight schedules, drivers have been instructed not to wait for students who are not ready.
- The driver is in complete charge of all students while he/she is taking them to and from the school
- Strict attention must be paid to the driver's instructions at all times so as to ensure the safety and welfare of our students
- Students must keep the vehicle as clean as possible.
- Students will be held responsible for any damages to the vehicle which is caused by them
- When the vehicle stops at a railroad crossing, all students should stop talking and remain quiet while the driver checks the crossing

- Once a student has boarded the vehicle, he/she may not get off except at his/her designation.
- Students will be picked up and dropped off at designated locations only
- Any behavior considered disruptive or that could interfere with the safe transportation of students could result in the loss of transportation privileges.

Offenses: (based on severity of offense)

- **First Offense:** Written Warning
- **Second Offense:** Suspension of transportation privileges up to five days.
- **Third Offense:** Student will be placed on administrative leave with a possibility of dismissal by the Principal/Superintendent.

STUFF YOU WANT TO KNOW ABOUT

FUNDRAISING

A variety of fundraising events will be planned throughout the year. All the proceeds raised will go directly towards the graduation ceremony. This will help us to provide the graduating students with the best graduation ceremony possible. Proceeds left over after graduation expenses are covered will be carried over to the following year. Each year, both the students and parents have worked hard to raise money. We encourage everyone to participate! The students need all the help they can get, so parents please **GET INVOLVED!**

GRADUATION

Participation in the graduation ceremony is a privilege and all students wanting to participate are **REQUIRED** to fulfill 2 requirements:

1. Attend one of the March Graduation Information Meetings listed:

- Littleton Site: March 9, 2022 5:30 PM to 7:00 PM (subject to change)
- Lancaster Site: March 10, 2022 5:30 PM to 7:00 PM (subject to change)

2. Attend Graduation Rehearsal - To Be Announced at the March Meetings

*** If you enroll in NCCA after the March Meetings, YOU are responsible for contacting the main office to schedule an appointment to receive the information. Should the student not comply with the graduation ceremony participation requirements as outlined above, the student will not be allowed to participate in the ceremony. The decision of the Principa/Superintendentl is Final.

MILITARY RELEASE

As part of the **No Child Left Behind Act of 2002**, North Country Charter Academy, as a public secondary school, is required by a provision of this act to release student directory information to military recruiters. Parents wishing to keep their son's/daughter's personal information private must actively opt-out of the information. If you choose **not** to give permission for NCCA to release information to the military recruiters, please fill out the required form stating this, otherwise you are giving us permission to release the information.

ONE CALL

NCCA uses the One Call System to send phone messages and texts to communicate important announcements that address the status of school closings and other important announcements. It is very important for you to be aware of this as it is a communication system we use. Please notify the Main Office of any changes in your phone number or address.

PUBLICITY RELEASE

Student names and/or photos for public relations purposes are used with the permission of students and parents/guardians. Throughout the year, NCCA prepares news releases, educational and financial reports to meet state reporting requirements and for public relations. Students are asked to fill out a release on the "Required Forms and Signatures" form.

SCHOOL CLOSING POLICY

North Country Charter Academy is an independent public school. All decisions related to DELAYS, EARLY DISMISSALS and CANCELLATIONS will be made at the discretion of the school Principal/Superintendent. ***NCCA is its own school district. Your student will follow the NCCA school calendar and school closings, not those of the sending school districts.**

Weather Related: If NCCA is canceled due to the weather, the school building will be closed and students will not attend school that day. Students will receive notification of the cancellation and that the school building is closed.

If NCCA is open, it is expected that all students from all districts will attend school, even if the district where they live has closed school. Students attending NCCA must abide by NCCA policies.

School Delays: North Country Charter Academy does not have delayed openings. It will cancel its morning session rather than having a delay and leave the afternoon session open.

Early Dismissals or Afternoon Session Cancellations

- Early dismissals or afternoon session cancellations due to inclement weather will be made solely at the discretion of the school Principal/Superintendent.
- NCCA staff will call students who are in the afternoon session to inform them of the cancellation.

Cancellation Announcements:

- Students, Parents/Guardian will be notified through NCCA's **One-Call system**.
- If sessions at either the Lancaster or Littleton sites are canceled due to weather-related conditions or nonweather-related conditions, the announcement will be placed on the following television and radio stations:
 - **Television Stations:** WMUR TV-Channel 9, WCAX-Channel 3
 - **Online:** WMUR – www.wmur.com & NECN – www.necn.com
 - **Radio Stations:** WLTN, WPKQ, WYKR & WMTK
- **Note: Last day of school may change on the school calendar due to school cancellations.**

ATTACHMENTS

<p style="text-align: center;">North Country Charter Academy 2021-2022 EXTENDED LEARNING OPPORTUNITIES/ ELECTIVES</p>
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North Country Charter Academy requires that students obtain 6 elective credits toward graduation. The ELO gives students an opportunity to acquire elective credits in the classroom or outside the classroom in order to meet the needs of students with different talents, interests and development. Following is a list of some of the Extended Learning Opportunities/ Electives available to students that can be used to fulfill elective credit requirements.

1. College Research-- .50 credit

Students who are interested in attending college will be given the opportunity to actively engage in the entire process of college choice from researching colleges, completing applications, taking the SAT, writing a college essay, seeking recommendation letters, scholarships, etc.

2. Academic or Vocational Class-- .50 to 2.0 CTE

Students may choose to take a class at their home district or CTE Center.

3. Job/Career/Life Exploration-- 1.0 credit

Students will explore job skills and life choices that are needed to be successful. Understanding of government agencies and skills such as banking, credit cards, money management, taxes will be explored. An independent project will be assigned by the Center Director.

4. Online Course/Correspondence-- .50 to 1.0 credit

Students may take a course that provides certification and is provided by a certified school or organization, ie: Hunter Education, VLACS

5. Military Research-- .50 credit

Students interested in pursuing a military career upon completion of graduation requirements may research branches of the military and admission requirements.

6. Work Study-- .25 to 1.0 credit

Students may use their paid employment by setting up work study with their employer and documenting their hours.

7. Community Service/ Public Service-- 1.0 credit

Students are given the opportunity to give back to their community through community service activities/projects that are identified by the students themselves.

8. Independent Study-- 1.0 credit

Students can expand their knowledge on a subject of their choice. Research paper and oral presentation is required.

9. Psychological Development (Behavioral)--1.0 to 2.0 credits

Students will explore human behavior and why they behave a certain way. PSYTREK 3.0 CD is an interactive learning module providing content in Introductory Psychology.

10. Investing in Your Future-- .50 credit

Students will research and develop an investment philosophy for their future earnings.

11. Current Events-- .50 credit

Students will review recent events in the world, country, state or local area. Essays and writing are required.

12. Volunteer Project-- .25 to 1.0 credit

Students who volunteer as part of a learning experience may earn credit based on their time and documentation of hours; ie, NH Fish and Game, Fire Dept., church

13. Human Development-- .50 to 1.0 credit

Students will research human development from birth to end of life in a computer-based program. Self-exploration of their own behavior will be required in written offlines, researching the causes of human behavior.

14. Film Studies-- 1.0 credit

Students will review films from a given list and interpret the meaning of the films through critical thinking and writing.

15. Electricity Exploration-- 1.0 credit

In a study of electricity and electronics, students will examine the laws, principles, rules and formulas needed to understand electrical concepts and theories.

16. Music Appreciation and History--1.0 credit

Students will review music theory and will explore different genres of music from Classical to Rap as well as their concepts and development.

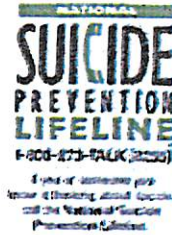
17. Internship--North Country Workplace Education Program-- 1.0 to 2.0 credits

Students will engage in a real-world internship experience, exploring different careers while working on-site at an area business.

18. Summer Credits-- 1.0 credit

Students will submit a written request to the Principal/Superintendent with an outline of a summer program they would like to complete.

Mental Health Resources



National Suicide Prevention Lifeline

1-800-273-8255

NAMI (National Alliance on Mental Illness)

(800) 242-6263

Support groups, 1:1 support, and education programs/resources for families who have a loved one with mental illness.

www.namih.org

info@namih.org (Email a specific question or need)

Center for New Beginnings

(603) 444-6465 or (888) 999-5009

offers individual, family and group psychotherapy to clients of all ages, ethnic backgrounds, socioeconomic status and orientations. Offers the following services: Child and adolescent, adult counseling, substance abuse treatment, victim services for children, adult and families, domestic violence offender program, emergency services

White Mountain Mental Health

(603) 444-5358

Provides outpatient counseling to adults, children and families; substance abuse counseling; community, workplace and school-based supports; case management and crisis intervention.

Bright Day Psychology Services

(603) 444-1512

Dr Deborah Warner

School Operations in Three Learning Environments

*Phase 1 or 2 will be used only If warranted by data or Executive Orders.

Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
School Calendar	Students will follow NCCA calendar, not the calendar from their sending schools	Students will follow NCCA calendar, not the calendar from their sending schools	Students will follow NCCA calendar, not the calendar from their sending schools
Student Schedules	Students must follow the schedule established by the teacher.	Students must follow the schedule established by the teacher. Students are required to attend onsite on Monday, Wednesday and Friday. Students will transition to remote learning on Tuesday and Thursday.	Students will attend a morning or afternoon session for all five days.
Daily Attendance	Remote check-ins: Student must check in daily as required by Teacher	<i>In building</i> , see next box. <i>Remote check-ins</i> : Student must check in daily as required by Teacher	Students enter classroom while wearing masks and social distancing. At end of day, students will disinfect computers and sitting area.
Attendance --Present	Students must check in with teacher at assigned time and present acceptable online verification of work completed as required by teacher.	<i>In building</i> : Student will be marked Present when present in building. If student is too ill to come in on building days, student must work remotely. <i>If remote</i> : Student must check in and present acceptable online verification of work completed as required by teacher.	See Attendance/Tuancy Policy in Student-Parent Handbook
--Unexcused Absence	1. Lack of satisfactorily completed verification of work OR 2. No check-in OR 3. No acceptable documentation listed in handbook	1. Lack of satisfactorily completed verification of work OR 2. No check-in OR 3. No acceptable documentation listed in handbook	See Attendance/Tuancy Policy in Student-Parent Handbook
--Excused Absence	If student is unable to work remotely, student must submit required documentation within two days of absence. (See Excused absenteeism in Student Handbook)	1. <i>In building</i> : Refer to "Excused absenteeism" in Handbook. 2. If student is too ill to come in on building days, student must call in and work remotely. 3. When working remotely but too sick to do required work, student must present required documentation as listed in handbook within two days of absence.	See Attendance/Tuancy Policy in Student-Parent Handbook
Google Classroom	Delivery of Instruction of Edmentum - Core Curriculum Instruction	Delivery of Instruction of Edmentum - Core Curriculum Instruction	Delivery of Instruction of Edmentum - Core Curriculum Instruction

Student Progress & Accountability	All students have a baseline expectation of earning 1.25 credits per quarter or 2.5 credits per semester. If students do not show adequate progress, the Center Director will use the process outlined in the Student-Parent Handbook under "Academics/ Program Components." Conferences will be conducted through Zoom meetings or other form of technology where all members are present.	All students have a baseline expectation of earning 1.25 credits per quarter or 2.5 credits per semester. If students do not show adequate progress, the Center Director will use the process outlined in the Student-Parent Handbook under "Academics/ Program Components." If necessary, conferences will be conducted through Zoom meetings or other form of technology where all members are present.	All students have a baseline expectation of earning 1.25 credits per quarter or 2.5 credits per semester. If students do not show adequate progress, the Center Director will use the process outlined in the Student-Parent Handbook under "Academics/ Program Components."
Student Progress & Accountability--Weekly check-ins/Goal setting	Teachers and students will meet at the same day and time each week to review progress of past week and to set goals of academic completion/progress for the next week. Conferences will be conducted through Zoom meetings or other form of technology and are required..	Teachers and students will meet at the same day and time each week to review progress of past week and to set goals of academic completion/progress for the next week. If necessary, conferences will be conducted through Zoom meetings or other form of technology and are required	Teachers and students will meet at the same day and time each week to review progress of past week and to set goals of academic completion/progress for the next week and are required
Student Progress & Accountability--Incentives and Futures Planning	Students who meet weekly goals may access an incentive from a menu of possibilities (ie: coupon from Subway, Dunkin' Donuts, McD's) Students who earn 15 credits total will be able to meet with the registrar to build a futures plan for college and/or career.	Students who meet weekly goals may access an incentive from a menu of possibilities (ie: coupon from Subway, Dunkin' Donuts, McD's) Students who earn 15 credits total will be able to meet with the registrar to build a futures plan for college and/or career.	Students who meet weekly goals may access an incentive from a menu of possibilities (ie: coupon from Subway, Dunkin' Donuts, McD's) Students who earn 15 credits total will be able to meet with the registrar to build a futures plan for college and/or career.
Extended Learning Opportunities	Students will be expected to select at least one ELO. See "Extended Learning Electives" in addendum.	Students will be expected to select at least one ELO. See "Extended Learning Electives" in addendum.	Students will be expected to select at least one ELO. See "Extended Learning Electives" in addendum.
Pre-screening for Symptoms At Home		Parents will screen their child each morning using the procedures outlined in the "Daily Home Screening Agreement" signed during the intake interview	

Student Computer Use	Each child that needs a laptop will be loaned a Chrome Book upon availability. Students must abide by conditions for computer use as outlined in the handbook.	Each child that needs a laptop will be loaned a Chrome Book. Students must abide by conditions for computer use as outlined in the handbook.	Refer to expectations outlined under "Student Computer Use" in the Student-Parent Handbook. If a student must be quarantined due to COVID, a Chrome Book will be loaned.
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Facilities

Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
Cleaning Schedules		Before leaving for the day, students will wipe down their computers and computer station.	Before leaving for the day, students will wipe down their computers and computer station.

Referrals/Enrollments - Registrar's Office

Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
Intake Interviews	All interviews will take place onsite in an area that has been set up with barriers and meets the CDC recommendations.	All interviews will take place onsite in an area that has been set up with barriers and meets the CDC recommendations.	All interviews will take place onsite in an area that has been set up with barriers and wearing masks.
Referrals	Process remains the same. Students will be referred by their sending school.	Process remains the same. Students will be referred by their sending school.	Process remains the same. Students will be referred by their sending school.
Acceptance	Process remains the same. Students will attend an intake interview to determine whether they will be accepted or not accepted. Students must agree to the expectations and requirements of NCCA as outlined in the Student-Parent Handbook	Process remains the same. Students will attend an intake interview to determine whether they will be accepted or not accepted. Students must agree to the expectations and requirements of NCCA as outlined in the Student-Parent Handbook	Process remains the same. Students will attend an intake interview to determine whether they will be accepted or not accepted. Students must agree to the expectations and requirements of NCCA as outlined in the Student-Parent Handbook
Dismissal	Upon dismissal, student will be expected to re-enroll in his/her sending school.	Upon dismissal, student will be expected to re-enroll in his/her sending school.	Upon dismissal, student will be expected to re-enroll in his/her sending school.

Communication with Sending Schools	All communication protocols will remain the same. Sending districts will regularly receive enrollment reports, progress reports, and any relevant information regarding their students, including concerns.	All communication protocols will remain the same. Sending districts will regularly receive enrollment reports, progress reports, and any relevant information regarding their students, including concerns.	All communication protocols will remain the same. Sending districts will regularly receive enrollment reports, progress reports, and any relevant information regarding their students, including concerns.
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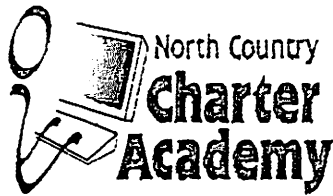
Classroom Procedures - Students

Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
Temperature Taking		All students will maintain social distancing while waiting to be admitted to classroom. Before entering, students will have their temperature taken. If a student's temperature is 100.4 degrees or higher, the student will be sent home, and the student will be expected to participate remotely.	All students will maintain social distancing while waiting to be admitted to classroom. As of 8/12/21, the task force decided that temperature-taking will be at the discretion of the Center Director. If a student comes to school sick, the student's temperature will be taken. If a student's temperature is 100.4 degrees or higher, the student will be sent home.
Personal Items		Individual School Bags to hold everything	Individual School Bags to hold everything
Social Distancing		Computer Stations will all have shields as barriers	Computer Stations will all have shields as barriers
Computer Station Cleaning		Assigned computer to students, hand sanitizer at each station	Assigned computer to students, hand sanitizer at each station
Student Cleaning Protocols		Upon leaving, students will use a disinfecting wipe to clean chair, desk, keyboard, computer screen. Use an AMMONIA-FREE wipe to clean the Lexon screen.	Upon leaving, Students will use a disinfecting wipe to clean chair, desk, keyboard, computer screen. Use an AMMONIA-FREE wipe to clean the Lexon screen.
Masks/Shields		Students will be required to wear a mask while waiting to enter the classroom, upon entering the classroom, and during any movement within the classroom. Face shields will be provided upon request.	Students will be required to wear a mask while waiting to enter the classroom, upon entering the classroom, and during any movement within the classroom. Face shields will be provided upon request.

Isolation Plan for student who exhibits symptoms/ fever in school		At the intake interview, parents must provide the names of reliable individuals who can pick up their child if their child becomes ill in school.	At the intake interview, parents must provide the names of reliable individuals who can pick up their child if their child becomes ill in school.
		Any student who becomes ill while in attendance onsite will be removed to an isolated area until pickup.	Any student who becomes ill while in attendance onsite will be removed to an isolated area until pickup.
All students must follow these requirements as a condition of using bus transportation	Transportation		
Category	Phase 1 - Fully Remote	Phase 2 - Hybrid Model	Phase 3 - Fully On-Site
Seating		Students will sit in the same assigned seat with the same person each day. Two students per seat.	Students will sit in the same assigned seat with the same person each day. Two students per seat.
Masks		All students will be required to wear a mask upon entering the bus, while riding the bus and upon entering the school building	All students will be required to wear a mask upon entering the bus, while riding the bus and upon entering the school building
Hand Sanitation		All students will use hand sanitizer upon entering and exiting the bus	All students will use hand sanitizer upon entering and exiting the bus
Student becomes ill with COVID-19 symptoms while in the classroom		Student will NOT be allowed to use bus for return transportation. Parents will be called and will be responsible for arranging pick up from school	Student will NOT be allowed to use bus for return transportation. Parents will be called and will be responsible for arranging pick up from school

*See next page

Revised: 8/17/2021



WELCOME ABOARD!!!

***North Country Charter Academy
Student-Parent Handbook Signature Page
2021-2022 School Year***

The information provided in this handbook is intended to notify the student and the parent(s)/guardian(s) of specific rules and regulations that must be abided by for the continued success of our school. We, the names signed below, have read, acknowledged, and understand the information provided in this handbook.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Student Signature

Date