North Country Academy
Chartered Public School
Chart Your Course

2026 - 2027

STUDENT/PARENT HANDBOOK







Littleton Campus
260 Cottage Street Suite A (Mt. Eustis Commons)
Littleton, New Hampshire
(603) 444-1535 (Administrative Office)
(603) 444-1671 (Classroom)

Lancaster Campus
4 Mayberry Lane
Lancaster, New Hampshire
(603) 444-1535 (Administrative Office)
(603) 788-2805 (Classroom)

Berlin Campus
26 Exchange Street
Berlin, New Hampshire
(603) 444-1535
(Administrative Office)
(603) 342-1031 (Classroom)

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NCACPS Student-Parent Handbook Signature Page

Section 1 Introduction

SUPERINTENDENT WELCOME LETTER

Dear Parents/Guardians/Students,

It is both an honor and a privilege to welcome your son or daughter to North Country Academy Chartered Public School (NCACPS). On behalf of the staff and myself, I would like to express our sincere gratitude for entrusting us with your child's education. In a time when school choice is more important than ever, we are proud to offer a learning environment that is dedicated to your child's success. We take great pride in everything we do, and we are guided by our mission, which is outlined on the following page.

I have had the privilege of serving as Principal and Superintendent since 2004. The continued success of our students, the strong support from parents/guardians and the community, and the thoughtful design of our school model are the key factors that motivate me to remain here and dedicate myself to North Country Academy Chartered Public School's mission.

Each day, we are committed to upholding our mission. We hold ourselves accountable for our actions, consistently meet or exceed high standards, and ensure that every decision we make is centered on the well-being and success of our students and families. NCACPS is dedicated to providing a safe and nurturing environment where students feel secure and valued, fostering both academic growth and personal fulfillment. It is our goal to help every student realize his/her full potential and pursue their dreams.

We are fully committed to complying with all federal and state civil rights laws concerning non-discrimination and equal opportunity for all students and staff.

This handbook is intended to be a helpful guide to the rules and regulations that govern our school. NCACPS may not be the right fit for every student, but for those who are prepared to meet the standards set forth here, it offers an exceptional learning experience. Please take the time to review this handbook carefully, and don't hesitate to reach out if you have any questions or need assistance. Open communication is vital to our success, and I want you to know that my door is always open to both students, parents and guardians.

I wish you all a wonderful year ahead, and I sincerely appreciate your continued support. It is truly a privilege to work alongside you and your family.

Sincerely,
Lisa Lavoie
Principal/Superintendent

MISSION

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

VISION

North Country Academy Chartered Public School will provide educational excellence in a safe, supportive and nurturing learning environment

GOALS

Organizational:

- Encourage parents/guardians 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 Academy Chartered Public School
- Develop an effective Board of Trustees and policies that focus on community stewardship and collaborative and democratic decision-making that advance the school's vision
- To support and retain highly committed and devoted teachers and SAU staff

Academic:

- Provide educational excellence through instruction that establishes high expectations for all students yet recognizes their unique individual learning needs
- Integrate technology and project-based programs into the curriculum
- All students will participate in extended learning activities outside of scheduled classroom time to support career readiness
- 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 school choice through open enrollment
- Provide educational opportunities in collaboration with school districts

COMMUNICATIONS

Effective communication between high schools and families is essential for student success. It helps foster stronger relationships, boosts academic performance, and promotes overall well-being. When parents/guardians are actively involved in their children's education, everyone benefits—students thrive, and the entire school community becomes stronger.

Strong parent/guardian-teacher communication plays a critical role in preventing misunderstandings, building trust, and creating a positive classroom environment. We prioritize respect, active listening, and clear, open communication to ensure that both families and educators work together effectively. We also recognize and respect the diverse family dynamics and cultural backgrounds within our community, striving to create an inclusive atmosphere where all voices are heard and valued.

By working together, we can support our students' growth and success both in and out of the classroom.

PARENT & STUDENT COMMITMENT

At NCACPS, both student and parents/guardians commitment to the school's rules and academic program is essential for creating a positive and successful learning environment. Students must be motivated and eager to learn, while parents/guardians must remain accessible and dedicated to supporting both the school and their child's educational journey.

The collaboration between parents/guardians and students in adhering to school expectations plays a vital role in improving student outcomes, enhancing school engagement, and fostering a stronger sense of community. Parent/Guardian involvement, paired with a student's own dedication, can significantly boost student motivation to learn and his/her engagement in school activities.

Parents/guardians are encouraged to reinforce the lessons and values taught at school by providing support, encouragement, and a positive learning environment at home. Together, we can ensure that students thrive academically and socially, helping them reach their full potential.

Section 2 General Information

SITE AND STAFFING INFORMATION

Administrative Office:

North Country Academy Chartered Public School
260 Cottage Street, Suite A
Littleton, NH 03561
(603) 444-1535
Fax: (603) 444-9843

Lisa Lavoie, Principal/Superintendent
Georgia Caron, Assistant Principal
Kimberlee Spaulding, Administrative Assistant
Katie Burgess, Business/Accounting Administrator
Annette Lucas, Data Entry Specialist

Littleton Campus:

Dr. Jennifer Mroczko, Center Director\Facilitator
Gregg Maydoney, Teacher\Facilitator
Classroom number: (603) 444-1671

260 Cottage Street, Suite A
Littleton, NH 03561
Fax: (603) 444-9843

Lancaster Campus:

Jenny Hagen, Center Director\Facilitator
Dr. Anne Davis, Teacher\Facilitator
Classroom number: (603) 788-2805

4 Mayberry Lane
Lancaster, NH 03584

Berlin Campus:

Khaley Styles, Center Director\Facilitator
Kate Hickey, Teacher\Facilitator
Classroom number: (603) 342-1031

26 Exchange Street
Berlin, NH 03570

2026-2027 School Calendar

APPROVED 3/15/2026
North Country Academy Chartered Public School
Littleton/Lancaster/Berlin Centers 2026-2027

Teacher Day | School Closed | First & Last Day

August				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
			Days	3

September				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
			Days	20

October				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			Days	20

November				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
			Days	17

December				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
			Days	14

January				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			Days	19

February				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
			Days	15

March				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
			Days	23

April				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			Days	17

May				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
			Days	20

June				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
			Days	12

Total Days 180

August 19-August 26	Staff Development
August 27	First Day of School
September 4	Labor Day Weekend
September 7	Labor Day
October 9	Staff Development
October 12	Columbus Day
November 11	Veterans Day
November 25-27	Thanksgiving Recess
December 21-January 1	Holiday Recess
January 18	Martin Luther King Jr. Civil Rights Day
February 22-26	Winter Recess
April 26-30	Spring Recess
May 31	Memorial Day
June 16	Last Day of School *
June 17-18	Snow Days
June 17-18	Staff Post Planning
TBD	Graduation

Last day of school could change due to snow days

CLASSROOM SCHEDULES

Academic Instruction and Friday Expectations

Academic instruction is conducted in the classroom on scheduled school days. All required academic coursework must be completed during scheduled classroom sessions and may not be completed at home.

Student schedules and classroom sessions will remain unchanged Monday through Thursday. Students will not attend classroom instruction on Fridays. Instead, Fridays are designated as a required instructional day during which students must be actively engaged in one or more of the following:

- Participating in their approved Extended Learning Opportunity (ELO).
- Meeting with teachers at their ELO site.
- Working with teachers to develop and establish a meaningful ELO.
- Participating in approved educational field trips or other school-sponsored learning activities.
- Receiving additional academic support or instruction from teachers.

Although students are not physically present in the classroom on Fridays, Friday is a required school day and participation in approved educational activities is mandatory.

Students who are not actively engaged in an approved Friday activity will be required to return to the school for in-person instruction and assigned academic work. Parents/guardians are responsible for providing transportation for students who are required to attend school on Fridays.

EXTENDED LEARNING OPPORTUNITY REQUIREMENT (ELO)

All students are required to engage in an ELO throughout the school year and provide documentation for verification purposes. A variety of ELO activities can fulfill this NCACPS requirement. If necessary, the Center Directors and Teachers can help support students in their quest to find a meaningful ELO.

MEDICATIONS

Staff at NCACPS 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. NCACPS employees can not administer medications to students. An exception to this is if a student must self administer inhalers and/or such things as Epi-pens.

CONCURRENT ENROLLMENT

College preparatory courses (or others) not offered by NCACPS can be taken at a local community college for high school credit. Students are also allowed to enroll in courses at their resident high school. Course credit will be determined by the resident high school and official transcripts will be

sent to NCACPS. Should a student enroll in VLACS or any other online accredited program, NCACPS will accept credit upon receipt of the transcript. Students seeking concurrent enrollment must receive Center Director approval.

Section 3 Individual Course of Study and Credit Requirements

GRADUATION CREDIT REQUIREMENT PER NH DOE ADMINISTRATIVE RULE: Ed. 306.23

The 20 credits required for graduation shall be distributed as specified in table below:

Table: Required Subjects and Credits for High School Graduation

Required Subjects	Credit(s)
Arts education	½ credit
Digital literacy	½ credit
English	4 credits
Mathematics	3 credits, including algebra credit that can be earned through a sequential, integrated, or applied program
Physical sciences	1 credit
Biological sciences	1 credit
US and NH history	1 credit
US and NH government/civics	½ credit
Economics, including personal finance	½ credit
World history, global studies, or geography	½ credit
Health education	½ credit
Physical education	1 credit
Open electives	6 credits
Totals	20 credits

Beginning in the 2026-2027 school year for those students entering high school (9th Grade), the following credits in the table below shall be the minimum required for high school graduation:

Table: Required Credits for High School Graduation

Content Area	Credit(s)
Arts education	½ credit
Digital literacy	½ credit
English	3.5 credits, to include ½ credit in writing
Mathematics	3 credits, including algebraic concepts and at least ½ credit in statistics or data analysis
Physical sciences	1 credit
Biological sciences	1 credit
US History	½ credit
NH history	½ credit
Logic and Rhetoric	½ credit
Civics	½ credit
History, government and constitution of US and NH	1 credit
Economics	½ credit
Financial literacy	½ credit
World history, global studies, or geography	1 credit
Health and wellness education	½ credit
Physical education	1 credit
Open electives, to include an option for career connected learning	4 credits
Totals	20 credits

Civics Examination Requirement for Graduation

In accordance with New Hampshire law (RSA 189:11, II), all students must pass a civics examination as a graduation requirement.

The examination is based on the United States Citizenship and Immigration Services (USCIS) Test and includes 128 questions. To meet the graduation requirement, students must score a 70% or higher. Students who do not achieve a passing score will be provided opportunities to retake the examination until the requirement is met.

OPEN ENROLLMENT

NCACPS is a public school. In addition to providing educational services to students residing within its attendance area or district, NCACPS chooses to accept students from other attendance areas within its district and from outside its district. NCACPS serves students in grade levels 7-12, ages 14-21 and students can apply at any time to NCACPS throughout the calendar year.

BLENDED CURRICULUM APPROACH

NCACPS uses the Edmentum Curriculum Platform for its web-based academic program. Edmentum is a learning acceleration company that embeds several learning strategies. It is self-paced, has adaptive lessons, and involves students in interactive activities. Edmentum is a progressive academic company that embeds rigor, and relevance, and meets NH academic standards. In addition, students have access to 16 career clusters offering over 50 career and technical education courses. Using the Course of Studies & Career & Technical Course list, students will work with center directors and teachers to establish an individualized learning plan.

In addition to Edmentum, students are given the opportunity to earn credit through project-based learning, in or out of the classroom. Project-based learning is aimed at addressing individual student needs and interests. It is focused on what motivates students and how it can relate to post high school career paths. NCACPS also collaborates with area businesses and organizations to provide learning opportunities with core educational competencies that are linked to a student's individualized learning plan.

COMPETENCY BASED

Students work independently and progress at their own pace using Edmentum, following a clearly defined instructional pathway. Upon acceptance into the program, students participate in an orientation designed to familiarize them with the platform, program expectations, and available support.

Each course begins with a content pre-assessment that allows students to demonstrate prior knowledge. Based on the assessment results, students may receive exemptions from specific course competencies, enabling them to focus on new or unfamiliar content.

To earn course credit, students must demonstrate mastery by achieving a minimum score of 80% on all required competencies. Because the program is competency-based, students are not required to follow a traditional course timeline. Once all required competencies have been successfully completed at the 80% mastery benchmark, the course is considered complete and credit is awarded.

SELF-PACED, NOT SEAT TIME

NCACPS utilizes a web-based, online curriculum platform that offers students the flexibility to work at their own pace. This student-centered approach empowers learners to take ownership of their educational journey, progressing through coursework based on their individual needs, schedules, and readiness.

Unlike traditional schools based on seat time, NCACPS operates on a mastery-based learning framework. Students earn course credit by successfully completing all required coursework with an overall score of 80%. This ensures that credit is awarded based on demonstrated understanding and proficiency, rather than time spent in class.

Section 4 Assessments and Career Preparations

New Hampshire Statewide Assessment System (NH SAS) and SAT Testing

North Country Academy Chartered Public School participates in the New Hampshire Statewide Assessment System (NH SAS) as required by the New Hampshire Department of Education. Eligible students will participate in state assessments administered annually according to state-established testing schedules and grade-level requirements.

Parents/guardians and students will receive timely information regarding assessment dates, testing requirements, and related procedures from the school's Assessment Coordinator. Assessment results will be shared with parents/guardians when they become available and may be used to help guide instructional planning and support student learning.

Scholastic Assessment Test (SAT)

The New Hampshire Department of Education requires all high school juniors to participate in the Scholastic Assessment Test (SAT) during the spring testing window. The SAT is administered at the student's NCACPS classroom site during the regular school day. Information regarding testing dates, requirements, and procedures will be provided to students and parents/guardians during the second semester of the school year. Results are made available to students and families following the completion of testing and reporting by the testing provider.

Northwest Evaluation Association (NWEA)

This test measures academic growth and proficiency. Upon entry into NCACPS, all students are tested in areas where academic credit is needed in math, language and reading. When students complete their programming at NCACPS, a post-test is given in the same areas in order to measure progress.

Career Assessments and College/Career Planning

Armed Services Vocational Aptitude Battery (ASVAB)

North Country Academy Chartered Public School administers the Armed Services Vocational Aptitude Battery (ASVAB) to all students each fall. The ASVAB is a nationally recognized career exploration and skills assessment that helps students identify their strengths, abilities, interests, and potential career pathways.

Students who take the ASVAB may choose not to have their information released to military recruiters and may opt out of military contact.

The New Hampshire Department of Education has identified the ASVAB as one of the indicators used to measure college and career readiness. NCACPS values this assessment because it provides students with meaningful information about their skills, aptitudes, and interests while helping them explore post-secondary education and career opportunities.

Additional Career Assessments

Students are encouraged to participate in additional career assessments designed to help them better understand their interests, abilities, values, and career goals. These assessments assist students in making informed decisions about future educational and career opportunities.

NCACPS utilizes a variety of career exploration tools, including, but not limited to:

- Harrington-O'Shea Career Assessment
- O*NET Career Exploration Tools
- Edmentum Career Connected Learning Program
- Other career and interest inventories as appropriate

It is the goal of NCACPS to support all students in developing a meaningful plan for employment, career training, college, military service, apprenticeships, or other post-secondary opportunities.

Free Application for Federal Student Aid (FAFSA)

Students planning to pursue college, technical training, or other post-secondary education are strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is the primary application used to determine eligibility for federal grants, loans, work-study programs, and many state and institutional financial aid programs.

Information about the FAFSA and the application process is available at studentaid.gov.

NCACPS staff are available to provide guidance and assistance to students and families with the FAFSA process and post-secondary planning. Students and parents/guardians are encouraged to contact the school with any questions regarding financial aid opportunities.

Section 5 Academic

ACADEMIC PROGRESS is defined as continuous progress toward the student's individual learning goals and consistent work toward earning credits. Progress is specifically measured by the following:

- Students remain engaged for the entire three hours a day while in school.
- Students set daily academic goals and attend meetings as needed to review progress toward the goals with the teacher or center director.
- **Satisfactory academic progress is earning a minimum of 1.25 credits per quarter or 2.5 credits per semester.** All required credits must be earned through the completion of coursework within the Edmentum curriculum platform and/or through approved educational

activities directly aligned with NCACPS's program, such as White Mountain Science, Inc., (WMSI), Extended Learning Opportunities (ELOs), and project-based learning experiences.

- **Credits awarded by outside schools, agencies, or organizations**—including, but not limited, to Career and Technical Education (CTE) programs, VLACS, or traditional high school courses—**do not fulfill this requirement** for quarterly or semester progress. In the event that academic progress does not meet the above criteria, the following steps will be taken and documented:

1. **Teacher/Student Meeting:** The center director and/or teacher will review the lack of progress with the student, discuss solutions and set goals for improvement. The center director and/or teacher will call the parent/guardian and inform them.

2. **Parent/Guardian/Administration Notification:** If progress does not improve within a specified amount of time, the center director will update NCACPS administration and call the parent. The student and center director will set another timeline within which the goals should be attained by the student.

3. **Parent/Guardian Meeting:** 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 face-to-face meeting with the student and parent/guardian to discuss concerns and possible solutions.

4. **Assess Student Gains & Progress.** The center director will continue to work with the student and parent/guardian to discuss academic progress, solutions and alternatives.

ACADEMIC HONESTY

North Country Academy Chartered Public School is strongly committed to nurturing academic excellence, truth, responsibility, and integrity. Our online-based platform expects all students to maintain a high standard of ethics in their academic pursuits. Academic dishonesty is considered a serious matter and will not be tolerated. Academic dishonesty (in course work) includes but is not limited to the following:

Cheating: is 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 before taking the Mastery test in Edmentum. 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 If you access Internet sources or sites without providing quotation marks or attribution, you are plagiarizing.

Students should always cite their sources and, if ever in doubt, consult their teacher. Students who plagiarize will be subject to disciplinary action including but not limited to long term suspension.

ARTIFICIAL INTELLIGENCE (AI)

The integration of Artificial Intelligence (AI) into the classroom is an exciting opportunity to enhance student learning and support educational goals. However, before any AI system is introduced into the classroom, it will be carefully evaluated to ensure that it aligns with student learning outcomes. School districts will determine the types of data that can be collected, and there will be strict oversight to ensure that student privacy is maintained.

Educators may use AI tools for teaching, grading, and classroom management to support and enhance the learning experience. However, it is important to note that AI usage in the classroom will only occur with the explicit permission of the teacher, who will guide students in its appropriate use. Students will never be permitted to use AI without prior approval from the teacher.

This approach ensures that AI tools are used responsibly, with student privacy and educational integrity at the forefront of every decision.

PROGRESS REPORTS & TRANSCRIPTS

Progress reports indicate a student's performance by providing the **percentage of completed course(s)** at the end of each quarter. Academic year 2026-2027 progress reports are mailed to the student's home one week after the end of the each quarter:

First Quarter:	Tuesday, November 3, 2026
Second Quarter:	Tuesday, January 26, 2027
Third Quarter:	Tuesday, April 6, 2027
Fourth Quarter:	Wednesday, June 16, 2027

NCACPS requires a minimum of a 48 hour notice for official transcript requests.

SPECIAL EDUCATION

Special education in NH charter schools are governed by NH RSA 194-B Chartered Public Schools. Specifically addressed in RSA 194-B:11, III (a), "In accordance with current Department of Education

standards, the funding and educational decision-making process for children with disabilities attending a chartered public school **shall be the responsibility of the resident district** and shall retain all current options available to the parent and to the school district."

North Country Academy Chartered Public School is not a special education placement; nor does it employ special educators for the sole purpose of providing special education support and services. It is designed to serve students who are seeking an alternative pathway to earn a high school diploma.

Enrolled students who are on an IEP or 504 must be able to comply with our 4 basic school model components: 3 hours a day, make daily progress, meet courseware expectations, and follow the code of conduct listed in NCACPS's Student-Parent Handbook. We do not allow 1 to 1 individualized paraprofessional assistance nor do we allow the accommodation of listening to music while studying. NCACPS's educational model, environment, and practices naturally meet many accommodations outlined in a student's IEP.
Upon enrollment of a student with an active IEP, the resident district is required to

- Convene an IEP meeting to determine if the student's IEP accommodations can be successfully implemented at NCACPS
- meet its responsibilities as outlined in special education law
- Determine how to ensure a FAPE is provided

Students who have special education services and supports delineated in their IEP can access these services delivered by the sending district at NCACPS outside of the 3 hour scheduled session (if space permits) or the student and parent can choose to go to a space at the resident district to access their services.

Section 6 Attendance/Truancy

DAILY ATTENDANCE TRACKING

Classrooms will provide a sign in/out sheet to document attendance. 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 subject to disciplinary action.

NH Law (RSA 193:1) states that parents/guardians of children ages 6-18 must send their children to school or a district-approved home school, full time. In accordance with this law, North Country Academy Chartered Public School expects 100% attendance from all students and seeks to support parents/guardians by addressing attendance issues as they happen. However, once all procedures and supports are exhausted, it may be necessary to report the case to the district truancy officer. Because the law holds the parent responsible, the parent may face criminal charges. The following policy lays out the procedure for addressing attendance issues at NCACPS and information parents/guardians need to know to avoid truancy.

PARENTS ARE REQUIRED TO CALL THE CENTER DIRECTOR WITHIN A HALF HOUR OF THE

BEGINNING OF THE SESSION WHEN A STUDENT IS NOT COMING TO SCHOOL.

Excused Absence Requirement and Procedure

Excused absences are expected to be documented and submitted to the Center Director within two (2) days.

Excused Absence (AE):	Required Documentation
1. Illness	Doctor's or Parent note
2. Court Appearance	Note from the court system
3. Bereavement	Copy of obituary
4. College Visit	Documentation of Event
5. ROTC	Documentation of Event
6. Field Trip	Documentation of Event
7. Military	Documentation of Event
8. Special Circumstances	Center Director Discretion

It is highly recommended that all appointments or other personal business be scheduled before or after the student's session.

Unexcused Absence (AU)/Truancy Procedure:

The following is the school procedure steps that the center director and teachers will take to avoid truancy:

1. Parent/Guardian will be called each day the student is absent if we do not hear from the parent/guardian.
2. A warning letter will be sent home
3. A face to face meeting with the center director will be scheduled to continue identifying the root cause and applicable solutions.

TRUANCY

Per RSA 189:35-a , any time a student has an unexcused absence, they are truant. **"Habitual Truancy" is defined as 10 half days (5 Charter school days) of unexcused absences.**

Each time a student is absent, a teacher is required to call a parent/guardian ,if they have not contacted the school, to discuss the absence. This call, along with who was spoken to and the reason for the absence, is documented.

NOTE: Should there be a need to set up a meeting with the parent/guardian due to truancy and the parent/guardian cannot be reached, the center director will call the emergency contacts listed on the student information form. Should that not be successful, the center director will send a certified letter to the parent/guardian's known address. Should the center director NOT reach the emergency contacts or NOT hear back from the parents after the certified letter is sent, the center director will notify NCACPS's truancy officer. The truancy officer will initiate proceedings to file an Education Neglect

case with the law enforcement and Department of Health and Human Services office.

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. Students are expected to arrive on time at the start of their session and to stay for the full three hours of their session. The following steps will be taken to address tardiness/leaving early:

1. Verbal warning to the student, call to parent/guardian, and documentation
2. A written warning letter will be sent home
3. The center director will schedule a face to face meeting with the parent/guardian to continue identifying the root cause and applicable solutions

All warnings and calls to the parents/guardians, along with who was spoken to/the contents of the discussion, meetings and meeting notes will be documented. The student may be required to make up missed time, should it not improve and further disciplinary action may be taken.

FAMILY VACATIONS (or other voluntary extended periods away from NCACPS)

Should a family decide to plan a vacation outside of the scheduled school vacation periods, families must inform the school with as much advance notice as possible. Upon notification, NCACPS and the family will work out a "**make-ahead**" plan to counter the impacts of future missed academic days during the family vacation. Students are required to make up time **prior** to leaving for vacation or the days will be unexcused.

MAKE UP DAYS

Students are strongly encouraged to make up days missed, if there is room in the classroom, and with the prior approval of the center director. Make up days are by session, not minutes or hours.

ATTENDANCE RECOGNITION AT GRADUATION

Students participating in the graduation ceremony and who have the following attendance percentage rate during their year of graduation will be given a cord to be worn for recognition. Students interested in increasing their attendance percentage can make up days by session, not minutes or hours.

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

Section 7 Code of Conduct and Behavior Expectations

CODE OF CONDUCT

Our expectation of all students who attend NCACPS is that they are here to learn. All students will

treat each other and staff with respect. Students shall maintain respect for the school property; pride in one's work, exemplary personal standards of courtesy, decency, and honesty. Wholesome attitudes shall be maintained. Any behavior that disrupts the classroom and interferes with another student's ability to attend to their work is considered unacceptable. Minor and major behavioral violations at NCACPS, during transportation, in the classroom, or on the surrounding grounds will not be tolerated. Students who violate NCACPS code of conduct will be disciplined by the center director. (Board Policy JICD)

Personal Electronic Devices/Cell Phones

All personal electronic devices, to include, but not limited to cell phones, tablets, laptops and smart watches are prohibited during session/instructional time at the North Country Academy Chartered Public School per RSA 189:1-a, V**.** Students will be required to place cell phones in a wall cell phone pocket upon entering. Upon the end of instruction, students can retrieve their phones. Should a student need to make a call during instruction time, they may seek permission from the center director and use the classroom phone. Parents/Guardians, if you must call students for any reason, please call the classroom phone.

MUSIC

Students' instruction time is three hours. During these three hours, all students will work steadily on their academic program without listening to music.

DRESS CODE

Apparel disruptive to the classroom **may not be worn**; prohibited apparel includes revealing clothing, midriffs, **hoodies, hats**, **pajamas**, costumes, sunglasses, as well as any apparel displaying or referencing alcohol, tobacco, drugs or inappropriate language/symbols. **Students should dress for success!**

Computer And Internet Access: Acceptable Use, Code Of Conduct, And Procedures For Policy Violations

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

The use of the NCACPS 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 thereto, and the NCACPS policies and procedures. NCACPS 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.

1. **Acceptable Use:** The use of your NCACPS account must be consistent with the educational and operational policies and procedures of NCACPS. Transmission of any

material in violation of any United States or any NH state statute or regulation is strictly prohibited. This includes, but is not limited to copyrighted or trade secret material, threatening or obscene material, or any criminal activity. The use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to either local or state police.

2. **Code of Conduct:**

   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 (email) is not guaranteed to be private. System administrators have access to all accounts and reserve the right to monitor the use of NCACPS's network, including email.

3. **Liability:** NCACPS cannot be held responsible for any lost resources or damages incurred through the use of this account.

4. **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.

5. **Fee for Service:** Without the 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.

6. **Terms and Conditions:** NCACPS 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 the applicable policies of NCACPS.

Tobacco, Drugs, E-Cigarettes/Vaping, Alcohol, and Drug Paraphernalia

It is prohibited for a student attending NCACPS or while using NCACPS transportation or a NCACPS sponsored event to possess or use tobacco, e-cigarettes, drugs, vaping paraphernalia, drug paraphernalia, or alcohol. Any student SUSPECTED of being in possession of any of these OR under the influence will be:

- removed immediately from the classroom

- searched by NCACPS staff.
- Local police authorities will be called to take over. Once police authorities are notified,
- The center director will call the parents/guardians.

Leaving School Grounds

North Country Academy Chartered Public School is considered a "closed" campus. Therefore, any student leaving school grounds for any purpose during that student's session time must be first excused by the center director. Parents/guardians 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 that a student be released.

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Property Damage/Vandalism

Parents/guardians will be billed for any costs for repair or for the replacement of 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 and a report will be submitted to local police authorities .

Safe School & Drug Free School Zone

NCACPS complies with the Safe Schools & Drug-Free School Zone (RSA 193-D & RSA193-B:2). In compliance with the law, NCACPS will report any acts of violence, theft, or destruction against other students, visitors, volunteers, and staff. It shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense, or compound any controlled drug or its analog, within a drug-free school zone at any time of the year. The zone is an area inclusive of any property used for school purposes by any school, whether or not owned by such school, within 1,000 feet of any such property, and within or immediately adjacent to school buses.

Dangerous Weapons On School Property

Dangerous weapons including, 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, any form of knife, metallic knuckles or any container containing chemicals such as pepper spray or mace, or the use of any object as a weapon are not permitted on school property, in school vehicles or at school-sponsored activities. Student violation of this policy will result in both school disciplinary action and notification of the police. 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 laws.

Student Search and Seizure Policy:

NCACPS administrative and teaching staff have the authority to detain and search any student while on NCACPS property—including school grounds, buses, parking areas, or during transit to and from school-sponsored activities—when there is **reasonable suspicion** that the student may be in possession of prohibited items.

Searches may be conducted if there is reasonable suspicion that a student is carrying or has stored on their person or property any of the following:

- Alcohol or controlled dangerous substances (as defined by law)
- Dangerous weapons
- Prohibited electronic devices
- Stolen property reasonably believed to have been taken during school activities
- Any other items that may be disruptive to the educational environment or in violation of school policies or the student handbook

Students are **not permitted to use any school area or property to store prohibited items**. Authorized NCACPS staff may search a student's person and/or belongings when justified by reasonable suspicion.

If a student refuses to comply with a search, NCACPS will contact the student's parent/guardian. The student will be required to leave school grounds, and the parent/guardian will be asked to pick them up. Disciplinary action by the center director may follow.

Prohibition Of Bullying/Cyberbullying, Harassment, Hazing, And Intimidation

North Country Academy Chartered Public School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons; free from harassment, hazing, intimidation or bullying/cyberbullying. Bullying/cyberbullying 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 student or damages the student's property;
- Causes emotional distress to a student;
- Interferes with a student'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 student'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 which may include a formal police report.

Reporting Child Abuse or Neglect

Under New Hampshire law (RSA 169-C:29), every person who has "reason to suspect" that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report "shall be made immediately via telephone or otherwise."

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a "credential holder", as defined in New Hampshire Department ofEducationRule 501.02(h), who fails to report suspected abuse or neglect risks having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

Discipline & Due Process Procedures

NCACPS teaching and administrative staff will work closely with students and parents/guardians in a timely manner when a concern arises whether it be academically or in violation of rules within this handbook. NCACPS aims to establish clear expectations for student behavior, address misconduct, and ensure a safe and positive learning environment for all students, staff and visitors. Disruption of the learning of others will not be tolerated.

Demonstration of commitment to NCACPS by following the rules and policies outlined in the handbook is one eligibility requirement for acceptance. Once enrolled, students are expected to consistently demonstrate their commitment to these standards. However, when a lack of

commitment is observed, the following interventions will be implemented to support students and parents/guardians in reestablishing that commitment.

Graduated and age-appropriate system of supports and intervention strategies, will include but are not limited to the following:

- Verbal warning
- One on one teacher-student meeting to address concerns and identify strategies for improvement
- Immediate phone call to parent/guardian to notify of concern and meeting outcome with student
- Referral to Student Assistant Program Coordinator
- Referral to the main office to provide support and collaborate with the student and the teacher to develop solutions to concern.
- Teaching and administrative staff meetings to address concerns and identify creative solutions.
- In person meeting with teaching staff, students and Parents/Guardians/guardians.
- Warning letters
- Move students seat around if applicable
- Change session time if applicable & available
- Modify entrance into and and out of sessions

Graduated and age-appropriate disciplinary consequences, will include but not limited to the following:

- Restriction from NCACPS privileges or sponsored activities
- Removal from class or activity requiring a parent or guardian to pick student up
- Out of school suspension
- Dismissal from NCACPS
- Expulsion

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

Short-Term & Long-Term Suspension Policy

At North Country Charter Academy (NCACPS), we strive to maintain a safe and respectful school environment. When necessary, we enforce discipline in alignment with New Hampshire state laws (RSA 193:13 and Ed 317 rules).

Short-Term Suspension

A short-term suspension is defined as an out-of-school suspension for ten (10) consecutive school days or fewer (Ed 317.04, RSA 193:13, I (a)). The NCACPS center director is the designated official authorized by the principal/superintendent to issue a short-term suspension. Short-term suspension may only be imposed for:

- Behavior that detrimental to the health, safety, or welfare of students or staff (e.g., theft, destruction, or violence as defined in RSA 193-D:1); or
- Repeated and willful disregard for school rules, not corrected through NCACPS's progressive discipline system outlined in this handbook.

Additional requirements:

1. If the short-term suspension is more than five (5) days, it must comply with the NCACPS Code of Conduct standards, pursuant to RSA 193:13, XI(b): Such standards shall make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action.
2. Due Process:
    a. The center director will schedule a meeting with the student and inform the student of the meeting's purpose, including the possibility of a short-term suspension.
    b. The center director will provide an oral or written notice of the charges and an explanation of the evidence against the student, which may be at or before the meeting.
    c. The students will be given the opportunity to present his or her side of the story.
    d. The center director will provide a written statement to the student and a copy will be given to the student's parent/guardian explaining any disciplinary action taken against the students.

Long-Term Suspension

A long-term suspension is defined as the extension of a short-term suspension for an additional ten (10) school days, for a total of up to twenty (20) school days (Ed 317.04, RSA 193:13, I (a)). The Principal is authorized to issue a long-term suspension. Long-term suspensions may be imposed for:

- Acts of theft, destruction, or violence as defined in RSA 193-D;
- Bullying, when previous interventions have failed and the student presents an ongoing threat to another's safety (per Board Policy JICK);
- Possession of a firearm, BB gun, or paintball gun on school grounds or at school events.

<u>Due Process for Long-Term Suspension</u>

1. A hearing will be held by the principal. Student, parent/guardian may waive the right to the hearing and admit to the charges made by the principal & center director.
2. The principal will provide written notice to the student, parent/guardian, delivered in person or by mail to the student's address, prior to the hearing, of the charges and an explanation of the evidence against the student.
3. The principal will provide a written decision which includes the factual basis for the conclusion that the student should be suspended.
4. The decision may be appealed to the Board of Trustees. The appeal must be submitted in writing within ten (10) days of receiving the written decision. The suspension remains in effect during the appeal process unless the Board of Trustees specifically

agrees to pause the suspension. A request to pause the suspension should be included in the written appeal.

Expulsion

The NCACPS Board of Trustees may expel a student in accordance with New Hampshire law. The Board shall determine, in writing, the length of the expulsion, which may be imposed for a period of up to 12 months.

Expulsion means the complete denial of a student's attendance at school for any of the reasons set forth in **RSA 193:13, II and IV**.

Grounds for Expulsion

An expulsion may be imposed for conduct that poses an ongoing threat to the safety of students or school personnel and constitutes one or more of the following:

- A repeated act for which a long-term suspension was previously imposed.
- Any act of physical or sexual assault that would constitute a felony if committed by an adult.
- Any act of violence as defined in **RSA 651:5, XIII**.
- Criminal threatening as defined in **RSA 631:4, II(a)**.
- Bringing or possessing a firearm, as defined in **18 U.S.C. § 921**, within a safe school zone in violation of **RSA 193-D:1** or the **Gun-Free School Zones Act**.

Due Process: Before a student may be expelled, the NCACPS Board of Trustees shall ensure that the due process requirements set forth in the administrative rules are followed. Unless otherwise specified in writing by the Board, a student who has been expelled is prohibited from attending classes, participating in school-sponsored activities or events, or being present on school property for the duration of the expulsion.

Educational Assignments: As required by RSA 193:13, V, The school shall continue its educational services to suspended students whether it is a short term or long term suspension. The alternative educational service shall be designed to enable the student to advance from grade to grade.

Re-entry Meetings and Intervention Plans: Prior to returning to regular classes, a suspended student, and parent/guardian shall meet with the center director and or principal to assist the student in smoothly returning to the NCACPS setting. Any time a student is suspended more than 10 school days in any school year, upon the student's return to school NCACPS shall develop an intervention plan designed to proactively address the student's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

Disciplinary Removal of Students with Disabilities: If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special

rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

Withdrawal From Program

1. Voluntarily: Should a student with the support of the parent/guardian want to voluntarily withdraw from NCACPS, the parent will complete NCACPS's exit form which also states the reason for withdrawing. If the student is under the age of 18 and remains a resident of New Hampshire, it will be the responsibility of the parent/guardian to immediately re-enroll the student into another high school.

2. Homeschool Policy: Should a student with the support of the parent/guardian want to withdraw the student to a homeschooling program, it will be the responsibility of the parent/guardian to immediately provide its resident district of homeschool or the NH Department of Education with a written note of homeschool.

Section 8 Family Education Rights and Protection Act

Under FERPA, families have certain rights under state and federal laws. Parents/guardians 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/guardian; as directory information; or under certain, limited circumstances, as permitted by law. On the "Release Forms", parents/guardians and students may choose to authorize or deny the school any 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. Parents/guardians are asked for permission to videotape their children while involved in classroom activities and school projects. This information will be used for school purposes only.

Section 9 Transportation

North Country Academy Chartered Public School is not obligated to provide transportation. However, we want all students to succeed and 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.

NCACPS Bus Transportation Routes

North Country Academy Chartered Public School contracts its transportation services. Transportation is as follows:

Lancaster Site:

AM Routes – Colebrook, Stratford and Groveton
No PM Routes

Littleton Site:

AM Routes – Woodsville, Lisbon and Bath
No PM Routes

***NCACPS is able to provide transportation on these predesignated routes only. Pick-up and drop-off locations CANNOT CHANGE without permission from center director**

Contact the center director with any questions or concerns regarding transportation.

Student Automobile Use

Both North Country Academy Chartered Public School sites have public parking lots that are shared by other businesses. Students will behave responsibly when driving themselves. Any student 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 Academy Chartered Public School main office. Students with vehicles must sign a "Student Vehicle Registration and Release of Liability" on the "Release Forms".

Student Transportation Code of Conduct

The transportation contractors and drivers have the responsibility to maintain the orderly behavior of students in the transportation vehicle. The drivers will notify the Center Directors of any misconduct and submit a written report of the incident. The center director will contact the parent/guardian when an incident is reported. The student may be suspended for up to five days so an investigation can be completed. Parents/guardians will be notified in writing the findings of the investigation and of the disciplinary actions, if any, will be taken.

All students will be expected to be on time and waiting at the designated areas for their bus. Any absence due to a student missing the bus pick-up will be counted as an unexcused absence. All students are expected to abide by the rules and regulations set forth by the transportation contractor. The center director will have the authority to suspend the riding privileges of students who are having disciplinary problems and who fail to conform to the rules. Parents/Guardians 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 child will lose school transportation privileges in accordance with the student discipline codes.

All students who use school transportation are expected to abide by the rules set by the transportation company:

- Eating and drinking in the vehicle will be at the discretion of the driver
- No smoking or vaping is allowed on the bus
- 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 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
- 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

Section 10 Communications & School Closings

ONECALL SYSTEM

NCACPS uses the OneCall system to send phone messages and texts to communicate 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 and/or contact information by calling 603-444-1535.**

SCHOOL CLOSING POLICY: School Calendar, Delays, and Closings

North Country Academy Chartered Public School (NCACPS) is its own public school district. All NCACPS students are required to follow the NCACPS school calendar, including scheduled school days, vacations, and school closings. Students do not follow the calendar or school closing decisions of their sending or resident ("home") school district.

As an independent chartered public school district, all decisions regarding delayed openings, early dismissals, and school cancellations due to weather or other emergencies are made solely at the discretion of the NCACPS Principal/Superintendent.

Weather-Related: If NCACPS 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 via the

OneCall system and notification will be posted on WMUR–Channel 9 and WCAX–Channel 3. If NCACPS 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 NCACPS must abide by NCACPS policies.

School Delays: North Country Academy Chartered Public School does not have delayed openings. It will cancel its morning session 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 Principal/Superintendent.
- NCACPS staff will call students who are in the afternoon session to inform them of the cancellation.

Cancellation Announcements:

- Students and parents/guardians will be notified through NCACPS's **OneCall system**.
- Cancellations and delays also will be placed on the following television stations and online:
  - **Television Stations**: WMUR TV-Channel 9, WCAX-Channel 3
  - **Online:** WMUR – www.wmur.com
- **Note: The last day of school may change on the school calendar due to school cancellations.**

REMOTE LEARNING POLICY

When a classroom session or the entire school is closed due to inclement weather or another emergency, instruction will continue remotely and will not be canceled. Students are expected to participate in remote learning during their regularly scheduled three-hour session.

Students will be notified when a **Remote Learning Day** has been declared. During the scheduled session, students are required to participate in remote instruction and complete all assigned coursework.

Students who fail to participate in remote instruction or complete the required work during their scheduled three-hour session will be marked **Absent Unexcused (AU)** unless the absence is excused in accordance with school attendance policies.

Section 11 Graduation

GRADUATION CEREMONY

A graduation ceremony will take place near the end of the school year for all students even though students graduate throughout the year.

MANDATORY GRADUATION MEETING AND REHEARSAL

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

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

    - Littleton Site: Wednesday, March 3, 2027 4:30 PM to 5:30 PM
    - Lancaster Site: Wednesday, March 10, 2027 4:30 PM to 5:30 PM
    - Berlin Site: Thursday, March 11, 2027 4:30 PM to 5:30 PM
      (Date subject to change)

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

***If a student enrolls in NCACPS after the March Meetings, that student is 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 Principal/Superintendent is final.

DIPLOMAS

Students have the option of receiving NCACPS's diploma or resident district diploma which is dependent upon approval from the resident district. It will be the student and parent's responsibility to seek resident district approval. It is recommended that any student seeking a district diploma do so prior to acceptance.

ATTENDANCE RECOGNITION - MENTIONED ABOVE

Students participating in the graduation ceremony and who have the following attendance percentage rate during their year of graduation will be given a cord to be worn for recognition. Students interested in increasing their attendance percentage can make up days by session, not minutes or hours.

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

SCHOLARSHIP RECIPIENT RECOGNITIONS

Students receiving scholarships will be recognized at the graduation ceremony.

ACADEMIC RECOGNITIONS

Recognitions for students at each site will be awarded as following, but not limited to:

President's Academic Excellence
President's Academic Achievement
Chairperson's Award

WELCOME!

North Country Academy Chartered Public School

Student-Parent Handbook Signature Page

2026-2027 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 and students.

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

8.6.26