



2022-2023

**STUDENT - PARENT
HANDBOOK**



LITTLETON

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



LANCASTER

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

(Revised August 19, 2022)

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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 19th 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, your family, your district and the passionate and dedicated team we have here at the North Country Charter Academy.

We take great pride in every aspect of what we do, and we live by our mission which is on the following page.

We strive every day to provide an environment where students feel safe, secure, and have a sense of belonging. This fosters academic growth and 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 and Equal Opportunity for all students and staff.

I hope you will find this handbook a useful tool for understanding the 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,

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 and added-value programs 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
Jean Adie, Data Clerk
Marcella Shamberger, Accounting/Business Manager

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

Lancaster Site: Kate Sorochak, Center Director
Gary Melanson, NCCA Teacher
Classroom number: (603) 788-2805

Mayberry Lane
Lancaster, NH 03584
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 and consistent work toward earning credits. 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 and attend meetings with the teacher or Center Director to review as needed.
- **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: The teacher and/or Center Director will review the lack of progress with the student and set a goal for improvement.

2nd Progress review: If progress does not improve within a specified amount of time (usually within a week), the Center Director will update NCCA administration, call home, and notify the sending district principal and guidance counselor regarding concerns. The student and Center Director will set a timeline 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 face-to-face meeting with student and parent to discuss possible solutions. *A follow-up meeting date with parent/guardian will be scheduled at that time in case solutions are not followed through.* Repeated lack of progress may lead to an academic progress contract and/or dismissal.

4th Progress review: If progress does not improve, Center Director will again call home to advise that a meeting is needed. Student may be placed on a contract or face possible 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 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.

EXTENDED LEARNING OPPORTUNITIES (ELO)

As part of the NCCA curriculum, students are expected to participate in and complete an extended learning opportunity (ELO) while in attendance at NCCA. The extended learning opportunity gives the student a hands-on chance to acquire elective credits in the classroom or outside the classroom. The NH Department of Education requires that all schools provide ELOs in order to meet the needs of students with different talents, interests, and development. (See attachment for a list of examples of extended learning opportunities.)

Such opportunities may provide credit or supplement regular academic courses. NCCA may limit students to one credit per year or an equivalent to four credits within their high school career. Students or their parent/guardian shall be responsible for extended learning elective expenses, including tuition, textbooks, and/or transportation. Students may check with their teacher for possible scholarship funds to assist in costs. Credit for courses taken at a Vocational Center, a Career and Technical Educational Center, and/or academic courses taken at one's home district school will only be accepted if credit for that work has been given by the student's sending school. **All extended learning opportunities that are credit-bearing MUST be pre-approved by the Center Director and monitored 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. Each grading period will reflect the **percentage of the course completed**. The end of each quarter occurs on the following dates:

- First Quarter: November 10, 2022
- Second Quarter: January 27, 2023
- Third Quarter: April 7, 2023
- Fourth Quarter: June 19, 2023

TESTING

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 indicators of students being "College and Career Ready." We at NCCA are very impressed with the ASVAB assessment and use the results to identify possible 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 future occupations.

NWEA: In the fall of each year or upon entry into NCCA, all students are tested in areas where academic credit is needed in Math, Language and Reading. At the end of the year, or when students complete their programming at NCCA, all students are given a post-test in the same areas in order to measure their progress.

SAS: (Science Assessment) The Department of Education tests all juniors in the spring, and this assessment is administered at NCCA.

SAT: The Department of Education mandates that all juniors take the SAT in the spring. This test will be given at their NCCA classroom site. Information will be sent to the student's family during the second semester.

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. **NOTE: If a parent cannot be contacted to set up a meeting, the student will be placed on administrative leave until the meeting takes place.**

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 will 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:	Warning Letter Sent to Parent along with a phone call in which a face-to-face meeting with a parent will be set up.
AU 4:	Phone call home to warn of contract possibility
AU 5:	The parent will be called and a face-to-face meeting will be set up in order to place a student on an attendance contract
AU 6:	Student Dismissed

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. After an appeal, the decision of the Principal/Superintendent is final.

Excused absenteeism must be documented and submitted to the Center Director within two days or as determined by the Center Director. Until required documentation is received, the absence will be recorded as an unexcused absence (AU).

Excused Absence (AE):

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, EVEN IF EXCUSED, MAY RESULT IN AN EVALUATION OF APPROPRIATE ENROLLMENT/PLACEMENT AT NCCA**

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

Should a family decide to plan a vacation outside of the scheduled school vacation periods, families are highly encouraged to inform the school with as much advance notice as possible. Upon notification, NCCA and the family will work out a "make-ahead" plan to counter the impacts of future missed academic days during the family vacations. Every effort should be taken by the family to ensure their student makes up as much time as possible prior to leaving for vacation. This proactive approach helps prevent students from getting into attendance trouble.

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. 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. Students are expected to arrive on time at the start of their session and to stay for the full three hours of their session. For a student who arrives late or must leave early, the student must make up the time missed. Excessive tardiness can result in administrative action.

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 Center Director for disciplinary action including possible dismissal from NCCA.

NCCA superintendent/principal, sending district principals and counselors will be notified prior to placing a student on contract, administrative leave, or facing dismissal. Additionally, Center Directors will contact sending district personnel prior to these stated thresholds.

MINOR/MAJOR BEHAVIORS DEFINED AND PROTOCOLS FOR DISCIPLINE

MINOR: *Lingering or foul language, as identified by the Center Director. Disciplinary actions taken for each cumulative incident committed by a student are as follows:*

- **First Offense:** A warning will be given to the student with a phone call to the parents. The Incident will be documented in the logbook.
- **Second Offense:** Center Director will set up a face-to-face meeting with the parent. Behavioral goals will be discussed.
- **Third Offense:** Center Director will set up a face-to-face meeting with the parent. Behavioral goals will be discussed and a behavior contract will be set up.
- **Fourth Offense:** Center Director will call home to set up meeting. Student may face dismissal.
- **NOTE:** If a parent cannot be contacted to set up a meeting, the student will be placed on administrative leave until the meeting takes place.

MAJOR: Bullying, *blatant disrespect, violent behavior, and property damage, as identified by the Center Director. Disciplinary **steps to be taken each time** a student commits a major behavior violation are as follows:*

1-After consultation with the Principal/Superintendent the Center Director/Teacher will immediately place student on administrative leave and notify the parent and NCCA Principal/Superintendent. The student and/or parent will have 24 hours to request an appeal with the Principal/Superintendent. The Principal/Superintendent/Principal will provide due process and schedule a meeting with the student, parent, and Center/Director.

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

3-The Principal/Superintendent will make a decision within two days. Decision by the Principal/Superintendent made after due process is final.

4-Contract may be established or immediate dismissal.

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

Cell Phones

Cell phone use is prohibited during instructional time at the North Country Charter Academy. Parents, if you must call students for an emergency, please call them on the classroom phone. Thank you.

Policy Violations:

- **First Offense:** A warning will be given to the student with a phone call to the parents. The Incident will be documented in the logbook.
- **Second Offense:** Center Director will set up a face-to-face parental meeting.
- **Third Offense:** Center Director will set up a face-to-face meeting with the student and parent. A student contract will be established by the Center Director. Violation of the contract may lead to immediate dismissal.
- **Fourth Offense:** The student may be dismissed.

COMPUTER AND INTERNET ACCESS: ACCEPTABLE USE, CODE OF CONDUCT, AND PROCEDURES FOR POLICY VIOLATIONS

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 expectations set in the Code of Conduct.

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 thereto, 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.

1. Acceptable Use: The use of your NCCA account must be consistent with the educational and operational policies and procedures of NCCA. 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 NCCA's network, including email.

3. Liability: NCCA 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: 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 the applicable policies of NCCA.

Policy Violations:

- **First Offense*:** A warning will be given to the student with a phone call to the parents. The Incident will be documented in the student's log book.
- **Second Offense*:** Center Director will set up a face-to-face meeting with parent and student
- **Third Offense:** Center Director will set up a face-to-face meeting with the student and parent. A student contract will be established by the Center Director. Violation of the contract may lead to immediate dismissal.
- **Fourth Offense:** The student may 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 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. 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 laws.

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 revealing clothing, midriffs, 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 a 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 the 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 the 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 that student's session time must be first 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 that a student be released. It is highly recommended that all appointments or other personal business be scheduled before or after the student's session.

Property Damage/Vandalism

Parents 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 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 subject to 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**. Any student found to be in possession of drugs will be dismissed.

PROHIBITION OF BULLYING/CYBERBULLYING, 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/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 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 which includes a formal police report.

PANDEMIC 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. NCCA follows recommendations by the State of NH Department of Health and Human Services and NH Department of Education. The guidelines published by the CDC are also consulted.

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 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. Also, parents 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.

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 the school community. We support federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and promote access to community resources. If a staff member becomes informed of a student's intention regarding suicide, the staff member will inform the Center Director who will take the 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. **NATIONAL SUICIDE PREVENTION LIFELINE: 1-800-273-8255 or dial 811 for counseling.**

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 Bus Transportation Routes: North Country Charter Academy contracts its transportation services. Three main routes of pupil transportation have been established as follows:

Lancaster Site:

AM Routes – Colebrook and Groveton

PM Routes – Berlin and Gorham

Littleton Site:

AM Routes – Woodsville

No PM Routes

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

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 Principal/Superintendent of any misconduct and submit a written report of the incident. The Principal/Superintendent 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, 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 Principal/Superintendent 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 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**
- 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
- 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 the severity of the offense)

- **First Offense:** Written Warning by driver and phone call to parent by Center Director.
- **Second Offense:** Suspension of transportation privileges up to five days.
- **Third Offense:** Loss of transportation privileges.

THINGS TO NOTE

FUNDRAISING

A variety of fundraising events will be planned throughout the year. All proceeds raised will go directly toward the graduation ceremony. This will help us to provide our 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 two requirements:

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

- Littleton Site: March 14, 2023 5:30 PM to 7:00 PM (subject to change)
- Lancaster Site: March 15, 2023 5:30 PM to 7:00 PM (subject to change)

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

*** If a student enrolls in NCCA 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.

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 providing this information. If you choose **not** to give permission for NCCA to release information to the military recruiters, please fill out the section on the "Required Forms and Signature" form stating this. Otherwise, you are giving us permission to release the information.

ONECALL SYSTEM

NCCA 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.**

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 Principal/Superintendent. ***NCCA is its own school district. All NCCA students 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 via the OneCall system and notification will be posted on WMUR–Channel 9 and WCAX–Channel 3. 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 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.
- NCCA 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 NCCA'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: Last day of school may change on the school calendar due to school cancellations.**

ATTACHMENTS

**North Country Charter Academy
2022-2023
EXTENDED LEARNING OPPORTUNITIES**

North Country Charter Academy requires that students obtain six elective credits toward graduation. Extended Learning Opportunities (ELOs) give students an opportunity to acquire some of their elective credits in the classroom or outside the classroom. Following is a list of some examples of Extended Learning Opportunities available to students that can be used to fulfill elective credit requirements. Students may also design their own ELO in collaboration with their teacher.

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, and 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, and 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 the Center Director. Students must document their hours as well as provide proof of their learning as set up by the Center Director.

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 papers and oral presentations are 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. Written work is 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 as well as expectations outlined with their Center Director. Examples of possible places to volunteer include NH Fish and Game, Fire Dept., church, and others.

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. Internship-- 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 in collaboration with the business leader and a teacher/CD.

16. 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.



WELCOME ABOARD!!!

North Country Charter Academy
Student-Parent Handbook Signature Page
2022-2023 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 understood the information provided in this handbook.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Student Signature

Date