



LEAF Charter School

An Innovative Public High School for 21st Century Learners

www.leafschoolnh.org

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STUDENT HANDBOOK

Revised Spring 2021

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Introduction

Our vision is a community of learners inspired to create, collaborate, and contribute, both in and out of school settings, for their entire lives. We hope to “cultivate the experimental mind,” as Piaget says, and “lead the child to construct for himself the tools that will transform him from the inside.” (To Understand is To Invent)

The mission of the LEAF Charter School is to provide expanded educational opportunities for all students, through an intellectually rigorous STEAM (Science-Technology-Engineering-Arts-Math) curriculum and strong partnerships with creative professionals. LEAF Charter School students will graduate prepared for 21st century careers and communities.

Our name embodies the major tenets of the charter:

Learning from Local Leaders

Experiential Education

Arts Integration & Academic Achievement

Freedom & Flexibility

Learning from Local Leaders includes a variety of opportunities for students and community members to learn from one another, such as:

- School visits – Creative professionals talk with students about their life’s work
- Tours of local businesses – May include studios, workshops, offices, job sites, etc.
- Job shadowing – Each student teams up with a professional for a workday
- Mentorships – Community members offering guidance & insight to like-minded students

Experiential Education will build on these community relationships, while also offering students the choice of pursuing interests independently:

- Internships – Students commit to a semester-long work-study relationship
- Apprenticeships – Long-term, mutually beneficial, training initiative
- Taking or leading a “Skills Intensive” workshop
- Individual or team participation in a variety of state or national design competitions
- Overlap and mutual support of existing programs such as the Scouts, 4-H, Interact, Habitat for Humanity, NH-VEX Robotics, Project Lead The Way, etc.

Engineering and Technology can be seen as real-world applications of Math and Science, while real-world application of the Arts often translates to essential, transformational design. (STEAM)

Arts Integration and Academic Achievement

“In my own philanthropy and business endeavors, I have seen the critical role that the arts play in stimulating creativity and in developing vital communities....the arts have a crucial impact on our economy and are an important catalyst for learning, discovery, and achievement in our country.”

-- Paul G. Allen, Co-Founder, Microsoft

Participation in the arts engenders confidence, curiosity, persistence, resourcefulness, and self discovery – all necessary for true academic achievement. The artist’s passion to develop his or her work leads to research and skill-building: for example, the playwright or filmmaker who seeks content and meaning in history or philosophy, the architect who relies on sound knowledge of physics and trigonometry, or the dancer who is fascinated by anatomy and physiology. Conversely, a deep understanding of academic subjects requires a means by which to

express that understanding. The LEAF Charter School celebrates and encourages divergent thinking.

Freedom & Flexibility

"...Children come into the world exquisitely designed, and strongly motivated, to educate themselves. They don't need to be forced to learn; in fact, coercion undermines their natural desire to learn. What they do need is opportunity." -- Peter Gray, author of *Freedom to Learn*

- Threads of inquiry, rather than conventional subject-specific classes, empower students to explore topics of personal interest and make important intellectual connections
- Online courses, including AP & foreign language classes and other distance learning options, allow a small school to offer a wide range of courses and credits
- Powerful educational resources, such as MIT's Media Lab, give students access to state-of-the-art technology and a global community of forward-thinking learners
- Fridays are "Flex Days," for guided independent work, open studio or lab access, online coursework, or external programming like museum, job-site, or library visits
- A school culture of respect, intellectual rigor, & high expectations means that flexible time is used productively by all staff and students.

Board of Trustees

LEAF is governed by a Board of Trustees that has general supervisory control and authority over operations. Trustee selection is based on personal and professional background and a commitment to the school's mission, support, and sustainability. The list of Board members and meeting minutes can be found at www.leafschoolnh.org. Parents, students, and community members are always encouraged to attend board meetings or committee meetings.

Notice of Implied Agreement

The registration of a student at LEAF is deemed to be an agreement on his or her part, and on the part of the parents or guardians, to comply fully with all policies, rules and regulations of the school. LEAF reserves the right to revise its policies, rules, and regulations at any time.

Section 1: Daily Operations

School Hours

Front Desk Hours:	7:00 am -- 3:00 pm
Instructional Hours:	8:00 am - 3:00 pm
Earliest Student Arrival:	7:00 am
Latest Dismissal:	3:00 pm
Latest Student Pickup:	4:00 pm
LEAF After-school Activities:	3:00 - 4:00 pm (except special events)

Anyone arriving outside of regular entry and dismissal times (7:00 to 8:30am, and again from 2:30 to 3:30pm) will need to press the buzzer to be let in.

2021-22 Calendar

The LEAF school year is broken into four quarters. The most up-to-date version of our academic calendar may be found on the school's website at this link: [2021-22 Academic Calendar](#).

Daily Schedule

Regular Schedule:

Monday - Thursday	Start time	End time		Fridays	Start time	End time
BLOCK 1:	8:00am	9:25am		MORNING MEETING:	8:00am	8:50am
BLOCK 2:	9:35am	11:00am		ELECTIVE BLOCK 1:	9:00am	11:00am
LUNCH:	11:00am	11:55am		LUNCH:	11:00am	11:55am
BLOCK 3:	12:00pm	1:25pm		ELECTIVE BLOCK 2:	12:00pm	2:00pm
BLOCK 4:	1:35pm	3:00pm		SCHOOL SERVICE:	2:10pm	3:00pm

Early Release Schedule:

Monday - Thursday	Start time	End time		Fridays	Start time	End time
BLOCK 1:	8:00am	8:55am		MORNING MEETING:	8:00am	8:55am
BLOCK 2:	9:00am	9:55am		ELECTIVE BLOCK 1:	9:00am	10:25am
BLOCK 3:	10:00am	10:55am		LUNCH:	10:30am	10:55am
LUNCH:	11:00am	11:55am		ELECTIVE BLOCK 2:	11:00am	12:25pm
BLOCK 4:	12:00pm	1:00pm		SCHOOL SERVICE:	12:30pm	1:00pm

Delayed Start Schedule:

Monday - Thursday	Start time	End time		Fridays	Start time	End time
BLOCK 1:	10:00am	10:55am		MORNING MEETING:	10:00am	10:55am
BLOCK 2:	11:00am	11:55am		ELECTIVE BLOCK 1:	11:00am	12:25am
LUNCH:	12:00pm	12:55pm		LUNCH:	12:30pm	12:55pm
BLOCK 3:	1:00pm	1:55pm		ELECTIVE BLOCK 2:	1:00pm	2:25pm
BLOCK 4:	2:00pm	3:00pm		SCHOOL SERVICE:	2:30pm	3:00pm

LEAF Electronic Accounts

LEAF Charter School provides a Google Account for every student. This account includes a LEAF email address (<first-initial><last-name>@leafschoolnh.org) and access to the LEAF G-Suite services, including Google Drive, Google Classroom, Google Calendar, etc.

All official school information is sent to these LEAF email addresses, which ensure privacy as per FERPA (Family Education Rights Privacy Act). Students are expected to use these email accounts for all school purposes and to check them at least weekly.

Communication with LEAF Charter School

Please use your LEAF email account to communicate with school. If you need to reach someone by phone, you may call the school at (603) 352-1829. Keep in mind that all communication between LEAF staff and students or families should be respectful and courteous in content and tone. Communications between students and faculty via social media is strongly discouraged.

Annual Forms

At the beginning of each academic year, it is important for all families to update the annual forms. These comprise the *General Permission Form*, which provides important emergency contact information, and the *Use of Technology at LEAF* form. Failure to complete annual forms may result in a student's inability to participate in LEAF activities. As per state law, immunization records must be updated with any new immunizations in order for students to attend school.

Notification of Absence or Tardiness

When parents contact the school, they should e-mail info@leafschoolnh.org, preferably before 8AM, with the following information:

- The student's name
- The parent's name
- The reason for the absence

Students arriving later than 8:30am should sign in on the sheet posted at the front desk.

School Access & Visitors

All parents, guardians, family members and guests of LEAF Charter School must access the building via the main entrance. All visitors, including family, must sign in if leaving the main entry area.

Early Dismissal

Parents planning to pick their student up early should notify the school in advance, by e-mailing info@leafschoolnh.org or calling (603) 352-1829. Calling or texting the student's phone is not adequate. Students leaving early must sign out before departure.

Students engaged in sports and other activities outside of LEAF that require a different release schedule should have this schedule on file with the office. Students are responsible for any missed classwork, and they must sign out each time they leave. Staff will attempt to accommodate students' schedules; however, respect for academic requirements must take precedence. There may be situations where LEAF cannot accommodate, and

a request for a scheduled early dismissal may be denied, or permission that has been granted may be rescinded based on academic performance. When approved, students are responsible to determine what they need to do to make up any class work they will miss.

If the student needs to leave early because he/she is ill, the student should report to our student support specialist, who will make arrangements for pick up. Students should not use their cell phones to contact their parents about dismissal due to illness. School staff must be made aware if a student is not well and when a student leaves the building. Parents, please speak directly with a staff member before picking up your child.

Dismissal at End of Day

LEAF dismisses students at 3:00 PM. Students and parents are advised to drive carefully and respectfully in the vicinity of the school, and to not leave cars idling nor blocking the entrance to the building.

Transportation

Student transportation options include parent drop-off / pick-up, student driving, carpooling, and the Fall Mountain School District morning bus for students who reside in that district. The LEAF bus transports students in the afternoon along the Alstead-to-Charlestown corridor. Additionally, an "early bus" option is usually available for students participating in co-curricular activities at Fall Mountain Regional High School. It stops at LEAF at approximately 1:20pm and arrives at FMRHS at approximately 2pm.

Any student riding with someone other than their own guardian must provide written parent permission. Student drivers must submit a copy of a valid driver's license, proof of insurance, parent permission to drive to school, and parent permission to transport others (if applicable).

Emergency School Closure

If inclement weather or another situation occurs during the day necessitating emergency closure, a notification will be posted on [WMUR](#) and the [LEAF Facebook page](#), and an email will be sent to all parents' e-mail addresses. Every effort will be made to reach all parents in a timely manner.

School Cancellations & Delayed Openings/Early Release

The LEAF Charter School generally follows the decisions made by the Fall Mountain School District regarding school cancellations or delays, as those decisions directly impact the buses relied on by some of our student population. There are instances, however, where Fall Mountain School District and LEAF will differ. This is largely due to the fact that we also have the unique circumstance of students who are commuting from a wider region, which may be impacted differently by a weather event.

All closings, delays, or early release decisions will be communicated in the following ways, as soon as possible:

- On the internet at wmur.com/weather/closings
- Announcement on LEAF Facebook page
- Email to students and parents

As safety is always the most important, parents and students are encouraged to use their own discretion when commuting to LEAF during inclement weather. Absences due to unsafe conditions are considered "excused" when upheld by a parent's note to the school.

Instruction Via the Internet

On days when LEAF Charter School is closed due to emergency conditions, the school may conduct instruction via the Internet. An announcement will be made in advance when possible. All students and teachers are expected to participate as if it were a regular school day.

Teachers will post work in Google Classroom, and some will schedule Google Meet videoconferences for their classes. Other means of connection may from time to time be utilized, but in any event, invites will be sent to student email addresses with a link or other instructions for joining the online class, which will be held at the regularly scheduled class time. It is each student's responsibility to check their school email accounts for communications and instructions from teachers. Work is to be submitted via the internet (or during the next class period, if applicable) (according to teacher instructions, and assignments will be assessed the same way teachers assess other assignments. During periods of internet instruction, attendance will be taken for each class by its teacher.

Section 2: Student Expectations

Standards of Conduct

It is a goal of LEAF Charter School to ensure every student acquires and demonstrates the skills, knowledge, and attitudes that are essential to becoming a responsible world citizen. Students will take responsibility for their actions and if their behavior interferes with the learning of others or is disrespectful of school property, they will be held accountable.

All students are expected to do the following:

- Demonstrate safe behavior and proper school conduct at all times.
- Arrive to class on time, ready to work, and stay on task to complete all assignments.
- Follow classroom rules as established by individual teachers.
- Follow the school rules as outlined in this handbook.
- Achieve to the best of their potential at all times.
- Demonstrate respect for the creativity and individuality of themselves and of others.
- Speak honestly and respectfully to faculty, staff and fellow students.
- Show respect for their community school by helping to keep the school clean.

Attendance

Students are expected to attend school during the days and hours that school is in session, except that the Director may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

Reasons for excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of religious holidays
7. Such other good cause as may be acceptable to the Director or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. Please review the full Board approved Attendance Policy in Appendix B and for information about truancy and school interventions.

The Director may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the

student will be absent. The Director will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents of the decision.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school Director or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. Students are required to complete all work assigned during any special approved absence. Supplemental instruction is not to be expected.

Rules and Regulations

Alcohol, Drug and Tobacco Use

LEAF Charter School has a zero tolerance policy regarding the use, possession, storage, sale, distribution or manufacturing of alcohol, drugs and tobacco on school grounds. Drugs are defined to include, but not limited to:

- Any controlled substance prohibited by law
- Any beverage containing alcohol
- Any prescription or over-the-counter drug, with the exception of those authorized by parents/guardians
- Hallucinogenic substances of any kind
- Inhalants
- Tobacco or vaping products

The Director or designee and/or Board of Trustees will deal directly with students responsible for violating this policy and appropriate disciplinary action will be administered. Student discipline may include suspension and/or expulsion. All cases will also be referred to the proper authorities.

Please see Appendix E for Policy and RSA information about Drug and Alcohol Education.

Bullying

LEAF Charter School will not tolerate any form of bullying. The Board of Trustees outlines the definition of bullying as well as the procedure that is followed by administration for investigations and interventions. Please read the full Board approved Bullying Policy in Appendix A. Yearly, parents and students will be required to fill out a form acknowledging they have read and understand the policy.

"Bullying" is defined as 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:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) 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, or beliefs.

"Cyberbullying" is any conduct that is defined as "bullying" within this policy, which is undertaken through the use of electronic devices which include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

LEAF Charter School reserves the right to address bullying and/or cyberbullying, and impose discipline for bullying and/or cyberbullying that: occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Cell Phones, iPods, MP3's, etc.

Students are allowed to carry cell phones on their person; however, these devices must be turned off during class unless the device is being used for educational/academic purposes (ie, taking a picture of teachers notes, with the teachers permission, or as required by an IEP or 504 plan, for example). Devices for listening to music (with earphones) may be used during free time or in class when permitted by individual instructors. The volume **MUST** be inaudible to surrounding students and school staff. Faculty or staff may confiscate any of these devices from students, after an initial verbal warning, if they are misused, to be returned at the end of the day. In some cases, the devices may only be returned to parents. **Due to privacy and safety issues, at no time are students allowed to use the camera function on their cell phones to photograph or record other students or faculty.** Note: LEAF Charter School is not responsible for items which are lost, stolen, or damaged

Cheating and Plagiarism-Academic Dishonesty

With ready access to many potential sources of research and ideas, the LEAF Charter School will address the issues of plagiarism and academic integrity, by teaching students that use of another's research, words, work, or ideas without credit is plagiarism, and that plagiarism is unacceptable. LEAF staff will take responsibility to explain academic expectations and ways to avoid dishonesty.

Students will be responsible for understanding the expectations of academic honesty by engaging with lessons on the subject. Students will be expected to sign an academic honesty contract. Parents will be responsible for holding their students accountable and supporting LEAF School's policies.

If a student does not adhere to the academic honesty policy, disciplinary action will be taken. Any consequences will be given for the purpose of discouraging and preventing future cheating, lying, and plagiarism.

LEAF Charter School defines cheating as:

- intentionally copying another student's work and presenting it as their own; providing a fellow student with advance information or answers to questions for a test or quiz; or allowing a fellow student to copy their work;
- unauthorized use of any form of "cheat sheet" during a test or quiz (accessing information on paper, with electronic device, written on body, etc.);
- plagiarism, which is the use of another person's words or ideas without properly indicating the source or paraphrasing indirect quotations without citation.
- use of online language translator for world language classes

Should behavioral issues arise which adversely impact the learning of others, school personnel will convene a parent/student/administration conference to discuss the options for the student's educational future.

Consequences will occur in the following sequence:

First offense: Student receives a warning and must redo the assignments. Parents will be notified.

Second offense: Student receives a zero grade on the assignment. The student will meet with school administrators and parents to discuss consequences beyond the classroom, and will be asked to write a letter of apology to the source from whom they cheated.

Additional offenses: Consequences will be determined by school administrators on a case-by-case basis.

Students who receive a consequence for academic dishonesty may be ineligible for extracurricular activities in sending districts.

Computer and Internet Use

Students are expected to use technology to assist and further their educational experience at LEAF Charter School. Please read the full Acceptable Computer Use Agreement and School Board Policy JICL in Appendix C. Yearly, parents and students will be required to fill out a form acknowledging they have read and understand this agreement.

UNACCEPTABLE USE

The following actions are outlined to explain unacceptable use:

1. Neglecting or misusing school computers
2. Sending or displaying messages or pictures that are offensive or intimidating
3. Using another individual's passwords, changing school passwords, or attempting to manipulate the system
4. Removing, altering, defacing, or exchanging any hardware or software components from any laptop, desktop, or other equipment
5. Tampering with installed software and files-deleting, renaming, moving, copying, or changing any file or its properties, other than the student's personal document files
6. Tampering with network computer equipment or any school hardware related to the school's system for using technology
7. Accessing or attempting to gain access to unauthorized or blocked files and websites
8. Installing software
9. Violating copyright laws by unauthorized copying of software, e.g. pirated software
10. Knowingly infecting a computer system with a virus
11. Using the school's network system for personal commercial purposes
12. Trespassing in someone else's folders, work, or files
13. Intentionally wasting resources, bandwidth, or computer processing
14. Not abiding by school guidelines
15. Using another student's personal device without their permission

LEAF Charter School does not permit computer gaming during class time or independent study time. Students are permitted to play games during their lunch breaks, before and after school, if those games do not use the school network. Students are not permitted to play "first person shooter games" or games with violent content during school hours.

LEAF Charter School administration will determine consequences appropriate for the violations listed above ranging from loss of privileges/restriction, removal of device to be picked up by a parent, to suspension.

Dress Code

Students shall dress themselves in an appropriate manner. When there is evidence that a student's choice of clothing or appearance interferes with the educational process and mission of the school, the school will exercise its rights and responsibilities to intervene and take corrective action. If a student's general attire or appearance represents a danger to his or her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in school, the administration will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administration or his/her designee will prescribe the necessary action to be taken by the school.

1. Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, proper foot protection, or other similar requirements.
2. In all matters relating to individual dress, students are required to exercise discretion, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, and their community.
3. The wearing of clothing, insignia, symbols or adornments worn or carried on or about a student which may promote the use of any controlled substance, including but not limited to drugs, alcohol, or tobacco, is unacceptable.
4. The wearing of clothing which features offensive and/or vulgar words, pictures or drawings, or, for the sake of humor, includes phrases of a sexual nature or phrases that have derogatory language regarding a person's ethnic background, national origin, religious belief, sexual orientation, or disability is unacceptable.
5. The wearing of clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school is unacceptable.

Food in Classrooms

Due to increasing numbers of students with serious or life threatening food allergies, LEAF is working to manage potential site contamination.

All students will participate in cleaning their spaces of food trash and wiping the tables down at the end of lunch.

Students will be permitted to eat lunch in classrooms with permission from individual teachers. If a student eats in class they are responsible for cleaning the area. Any surfaces potentially contaminated by food or hands, such as tables and doorknobs, must be wiped down. Students are responsible for this cleanup. Water is permitted in the classrooms.

Leaving School Grounds

Students are not to leave school property during school hours, without express parent or administrative permission. Violation of this will result in disciplinary action which may include loss of privileges, restriction, and parents will be notified.

Students who drive themselves to school may sign out at the main office for medical appointments, internships, employment, etc. with written permission from a parent or guardian. The student must sign out at

the main entrance office and exit out the main entrance office door. Upon return, the student must re-enter through the main office door and sign in.

Students who do not return to school, return late to class, or abuse this privilege may have this privilege revoked by school administration or the student's parents.

Physical Contact

Students are expected to use common sense and good judgment regarding their personal boundaries and actions. Rough physical contact and/or unwanted physical contact are not acceptable, and judgments related to unacceptable behavior shall be made by the administration. Behavioral redirection from faculty or staff will be given to students as needed. For repeat offenses or those that are dangerous and disruptive to others or the learning environment, LEAF administration will determine consequences appropriate for the violations listed above ranging from loss of privileges, restriction to suspension.

Public Displays of Affection

Students are expected to use common sense, decency and good judgment regarding their personal boundaries and actions. Students are also expected to consider the feelings of other students and school staff. Inappropriate displays of affection are those which make the people around you feel uncomfortable. Initially students will be verbally redirected. For repeat offenses disciplinary actions may occur such as loss of privileges or restrictions. If the behavior remains unresolved a parent meeting will be scheduled.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. Any student, faculty member or advisor who believes that he or she has been the victim of sexual harassment should report such incident or incidents to a school staff member. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged harassment and the context in which the alleged incidents occurred will be investigated promptly. Please read the full Board approved Sexual Harassment and Violence Policy in Appendix D.

Skiping Class

Class attendance is mandatory. If a student is out of class for longer than ten minutes it constitutes skipping class. The student must offer the teacher a reasonable explanation for missing class or further disciplinary action will be taken. Repeat offenses will result in a parent conference, loss of school privileges, restriction, or other disciplinary action.

Student Reporting of Incidents

Students should report abuse of fellow students to any staff member, such as bullying or teasing, when they witness it. Students may report other inappropriate behaviors as they see fit. Student identity will be kept confidential unless mediation is deemed necessary.

Theft/Vandalism

Acts of theft and vandalism should be reported to any staff member. Students who commit acts of vandalism will be expected to repair damages during their lunch period or pay to have it repaired if unable to do it themselves. Acts of intentional theft will require notification of the director and student's guardian. If necessary, further legal action will be taken.

Weapons

Weapons of any type such as, but not limited to, firearms, explosives, knives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are prohibited on school property, on vehicles used for the transportation of students, or at school sponsored off site activities. Students violating this policy will receive school disciplinary action and parents will be notified. Police may be notified. Violation of this policy will require notification of the school director.

Violence or Fighting

Any acts of violence or physical fighting will not be tolerated. Students engaging in violent behaviors, threats of violence or physical fighting will face disciplinary actions that will include mediation, student self-reflection, suspension and/or possible expulsion. All cases will also be referred to the proper authorities. (as defined in RSA 193-D Safe School Zones)

Disciplinary Actions/Consequences

While there will be differences in classroom management styles, teachers and administrators will take the following actions when students make choices that are detrimental to the educational environment. Disruptive behavior and refusal to participate will not be tolerated at LEAF Charter School. In general, each repeated offense will result in stronger disciplinary actions.

- **Faculty Redirection:** Faculty, staff and volunteers can give a verbal behavioral cue for students to stop disruptive or inappropriate behavior.
- **Removal from Classroom:** When a student's behavior is disruptive to the rest of the class, the student will be asked to leave the classroom and sent to the office. Depending on the circumstances, removal from the classroom could be followed with lunch detention, loss of privileges, or any of the following measures outlined below.
- **Detention:** If students fail to respond to redirection issued for inappropriate behavior, detention may be assigned. Detentions are assigned during lunch periods. A conference with parents/guardians will be scheduled for students who fail to report to detention.
- **Loss of Privileges/Restriction:** Students demonstrating behavior that is detrimental to the LEAF Charter School community may be placed on restriction, which equates to the loss of privileges outlined by administration. Restriction includes but is not limited to the following: school dances, school events, community field trips, or participating in clubs or other activities that take place at LEAF Charter School.
- **Out-of-School Suspension:** Serious or repeated violations of school rules may merit out-of-school suspension. Parents will be required to remove the student from school grounds, and students will not be allowed to participate in or attend school sponsored activities during the time of suspension. A parent meeting may accompany an out of school suspension. Students are responsible for making up all assignments missed during suspension.
- **Expulsion:** Expulsion is reserved for the most extreme circumstances and is determined by the Board of Trustees after review of the infraction(s) and consultation with the Director and appropriate LEAF Charter School staff. The student will be under an out-of-school suspension during the time frame expulsion is under consideration. The student and his or her parents/ guardians will be granted a hearing by the Director. If expulsion is determined to be necessary and appropriate, the Board of Trustees (or their designee) shall notify the parents/guardians in writing of the reason(s) for expulsion and shall file a copy of the notification in the student's permanent school record.

Section 3: Academic Guidelines

Achieving Mastery

LEAF Charter School expects students to take advantage of their educational opportunities. Students need to meet Proficiency (P) or higher to move onto classes of the next level. Please see the Program of Studies for specific information.

Advisory Program

An advisory group is composed of a faculty member and 8-10 students with the objective of assisting students' personal and academic growth. The group will have structured activities surrounding the following topics:

- College Research, planning, workshops
- Career Exploration
- Pupil Safety and Bullying Prevention
- Personality Inventories, skills assessments, interest inventories
- Goal Setting
- Organization and study skills
- Classroom Guidance Workshops: health and wellness, communication skills, conflict resolution
- School wide chores or community activities
- Team building
- Academic advising

Advisory meets twice monthly during the Friday Morning Meeting block, and occasionally at other scheduled times.

Grade Reporting

The academic year is divided into two semesters; each semester is divided into two quarters. Report cards will be issued approximately one week after the end of each academic quarter.

Grade Level Assignment

Each student is admitted to LEAF Charter School at the grade level assigned by the student's former school district. However, student placement in each subject area is based on their ability, and not necessarily by age or grade level. Student's placement will be determined on a case-by-case basis. .

Homework and Class Work

Homework provides opportunities to practice, invent, and create beyond the school day in order to extend the students' understanding of concepts and content. At LEAF Charter School, a student will be expected to meet the criteria and deadlines set by their individual teachers. Expectations about late-work and make-up assignments will be made at each teacher's discretion.

It is the student's responsibility to inquire about missed work after any absences, including both homework and class work. Most work will be posted on Google Classroom, which students can access from any device with internet.

Schedule Changes

Once a student's class schedule has been planned, changes will only be made to create a more appropriate match with the student's academic level and goals. Courses that meet Monday-Thursday will require a full week's attendance before transferring out. Courses that meet only on Friday will require two weeks attendance before transferring out. Class schedules cannot be changed after the third week of a quarter, unless approved by a school administrator. Students must complete a Change of Program form, signed by all relevant staff, to make any official schedule changes.

Standardized Testing

11th grade students at LEAF Charter School will participate in the school-based SAT exam as their NH state assessment. This is of no cost to the family. Some SAT preparation will occur in school prior to the SAT assigned date. In addition, students are encouraged to prepare on their own, and LEAF will provide resources both in print and online.

Academic Support

Academic Support time is provided to students who require added opportunities to complete their work and/or to gain clarification on a subject. Qualified support staff are available during this time to assist students with homework, time management, study skills, and other aspects of executive functioning and work completion.

Independent Study

Independent Studies are provided to students who want to build their knowledge in a particular field or subject. Independent Studies must be specific projects or online courses approved by staff and administration. All Independent Studies require an advisor, who will check in with the student weekly. Independent Studies require a form to be approved by school administration. Students can participate in Independent Studies throughout the week.

Textbooks/Materials

LEAF Charter School provides books and other instructional materials to students according to their course enrollment. These materials are on loan to students, and all efforts must be made to keep them in good condition. Staff will track all materials loaned to students. Students need to report any concerns with books and materials to staff immediately. All items checked out to students must be returned at the conclusion of a class, or any return date specified prior to the end of the class. In cases where books and other instructional materials are lost, damaged, or destroyed in excess of reasonable wear and tear, the student will be assessed an amount sufficient to cover replacement cost(s). This includes all technology as well.

Transcripts

An official transcript may be requested by emailing info@leafschoolnh.org. Transcript requests will be fulfilled within 10 business days. College applications including transcripts, student records and recommendations require a minimum of two weeks notice for teachers and administration.

Section 4: School Community

Leaf Kitchen/Food in the School

Leaf Kitchen Use

Students are allowed access to the kitchen during lunch time. Students may use the stovetop and oven to make a meal. They must clean all dishes used in the process and wipe down counters. **This practice is suspended during the COVID-19 pandemic.**

Students may eat inside or outside the building. Students are required to wash hands or use hand sanitizer before approaching the lunch line. This is to be respectful of keeping our community healthy at all times of the year. Students are required to participate in 2 kitchen services sessions a quarter. Absent shifts will be rescheduled or reassigned by Staff. Expectations for behavior during lunch are consistent with behavior at other times in all areas of the school. General school rules with regard to internet usage, device usage, and conduct apply during lunch. Students who wish to go for a walk off campus or to the student parking lot during this time will need a staff member to accompany them.

Cleanliness

- Anything dropped should be picked up. Alert a teacher when you need a broom or have a large spill.
- Keep aisles and hallways clear. Backpacks should be against walls or tucked under tables.
- Clean your table at the end of lunch. Tables should be clean and the floor reasonably clean for the next class to use the space.

Respect

- Touch only those items and food which belong to you.
- No yelling or playing audio without headphones. Speak in a conversational tone to limit the total noise in the cafeteria.

School Service

Students will sign up for tasks in specific school responsibility areas. Tasks will be completed during weekly time allotted for School Service. A supervising teacher will sign off on each task before the student leaves at the end of the day.

Field Trips

Students must adhere to all school policies and regulations while on LEAF sponsored field trips. LEAF reserves the right to refuse permission to any student to participate in a field trip if it is felt that his or her conduct would reflect unfavorably on the school. Permission slips must be signed by a parent/guardian and verified by the advisor planning the trip. A trip is not considered to be school sponsored if prior permission for the trip has not been given by the Director. Students who fail to submit the proper form by the designated return date will be excluded from participation in the field trip, but must still attend the full school day.

Lockers

Students will be assigned a locker and will be notified of their locker number during check in on the first day of school. Students may not change these assignments without permission from the school office. Students must never leave food or beverages in their lockers overnight. Inappropriate pictures and/or signs should not be attached to lockers or desks. Students may use magnets to attach mirrors and other personal items. The school is not responsible for lost, stolen, or damaged articles; students who store valuables in their lockers do so at their own risk.

Students will be held financially responsible for damage done to lockers. Lockers remain the property of the school; therefore, LEAF reserves the right to examine their contents, including personal belongings, when there is reasonable cause to believe that the contents of a locker threaten the health, safety, or welfare of the students, faculty and/or staff. LEAF reserves the right to restrict locker privileges if they are abused.

LEAF reserves the right to remove locks without approval of the student or parent if the school needs access to the lockers and may cut the locks off, if necessary. Students must provide the Main Office with a key or combination to any lock installed on a locker.

Parking

Staff and students should not park in the spots along the front of the building (north side) during school hours. These spaces are reserved for pick up, drop off, and short-term visitors.

Student drivers should park beyond the building in the designated student parking area (east side). Staff may park in the student lot or in the rear lot by the barn (south side).

Publicity

Photos, articles, awards, etc. may be posted on the school's website and released to news publications. At the beginning of the school year, parents must sign a release which explicitly informs the school whether or not their child can appear in materials used for publicity.

Skills Intensive Week

Quarters 1 & 3 end with student-led "portfolio reviews" of their work (October & March). Quarters 2 & 4 culminate with a school-wide "Exhibit Night" in which student-led exhibitions (presentations, displays, performances, etc.) showcase their work (January & June). The following quarter then begins with a weeklong "Skills Intensive," with a different focus for each quarter.

LEAF Students are invited to propose a presentation or workshop during our Skills Intensive Week. Presentations can be in any format necessary— workshops, labs, lectures, round-table discussions, panel-discussions, field trips etc. Individuals who present at Skills Week include surrounding community members, relatives of current students, LEAF faculty members, individuals from higher educational institutions, admissions counselors, and many industry professionals. Skills Intensive Days are considered instructional days at LEAF and all school policies and procedures apply during these days.

Video Surveillance

The LEAF Charter School building and premises are monitored by video surveillance.

Section 5: Other Information

Non-Discrimination Policy

LEAF admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Please refer to the [Board Non-Discrimination Policy](#).

Access to Student Records

In 1974, the Federal Government passed the Family Educational and Privacy Act (FERPA). The intention of this law is to protect the accuracy and privacy of student educational records. Without prior written permission, only parents, legal guardians and authorized school staff, who have a legitimate educational purpose, have access to the records of public school students. Under this law and Board policy, parents and legal guardians are entitled to the following rights:

- The right to inspect and review their child's educational records
- The right to seek to correct parts of this record if they believe it to be inaccurate or misleading
- The right to limit disclosure of the information contained in the record
- The right to file a complaint if there is a violation of this law.

Also, as permitted under the Family Educational and Privacy Act, the following information has been designated by LEAF as "directory information." This permits LEAF to use this information without prior written consent if, and only if, it is used to publish school yearbooks, programs for performing groups, and graduation ceremonies, as well as to publicize the academic awards and honors of individual students:

- The student's name and class (i.e. seventh, ninth, etc.)
- The student's extracurricular activities
- Achievement awards and honors
- The name of the school the student currently attends

*The rights and protections given to parents under [FERPA](#) and this policy transfer to the student when he/she reaches the age of 18 or enrolls in an institution of postsecondary education.

Transfer of Students and Records

LEAF Charter School complies with RSA 193-D:8 and will, upon formal request, furnish a complete school record for a student transferring to a new school system. When LEAF Charter School receives this records request, your student is unenrolled. Your student cannot be enrolled at LEAF Charter School and another NH public school simultaneously. In compliance with RSA 194-B, students can transfer out of a Public Charter School at any time, and cannot transfer back within the same year without superintendent permission. Students wishing to return to LEAF Charter School must go through the application process. No transfer students will be considered unless enrollment is under the 112 student enrollment capacity.

Fire Drills

LEAF Charter School is required to have at least 10 fire drills per year following New Hampshire state public school safety laws.

When the fire alarm is sounded, students will move quickly and carefully out the nearest lighted exit door in an orderly fashion. Students should remain silent while leaving the building in case instructions need to be issued by school staff. Students will report to the designated areas in the parking lot away from the building, with their class advisors and will remain there until given the signal to re-enter the building.

First Aid, Medical, and Emergency Procedures

Students and families are asked to assist with emergency planning as follows:

1. By completing the Emergency Response and Medical Forms that are part of the annual required school forms.
2. By making backup plans with other students and parents for transportation.
3. By participating in emergency evacuation drills when in school.
4. By guaranteeing no implements (for example, knives) which could be used harmfully are transported with

students. (See below for procedure for carrying medications.)

If a student requires emergency care due to illness or injury, someone in authority (classroom teacher, study teacher, office staff, etc.) must be notified immediately. The administration will then be notified and appropriate emergency response measures will be initiated. **Students who are ill are not to use cell phones to contact parents directly.** They are to inform a teacher or administrator who will notify the main office staff who will contact parents.

Emergency Response Forms

At the beginning of each year, Emergency Response Forms must be completed by the student's first day of classes. It is important that parents promptly fill out and sign emergency forms. These forms are kept on file in the school office. In the event of an emergency, this information provides the authorization and guidance for proper notification and care. It is important the parents submit updated emergency response information in the event of any changes (address, phone, change to insurance carrier, etc.).

Medications

All medication should be delivered to appropriate school personnel by the parent/guardian. **All prescription medication must be delivered and contained in its original pharmacy container.** The medications are to be kept in a locked cabinet or locked refrigerator. No more than a 30-day supply will be kept and maintained by the school. Parents/guardians will be contacted regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, it will be disposed of and recorded as such in the student's health record file.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report after its use to the nearest supervising adult. The school may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location.

Parents may also give the school written permission to allow their child to take over-the-counter medications such as ibuprofen (Advil) or acetaminophen (Tylenol). In these cases, the student would be allowed to receive such medications from LEAF Charter School staff if the need should arise.

Students shall not share any prescription or over-the counter medication with another student. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

First Aid

If a student hurts him or herself, band aids and other first aid remedies will be made available to the student. Depending on the severity of the problem, the student may go back to class, have a staff member contact their parent or guardian, or be taken to the nearest hospital via ambulance.

Appendices

A: Bullying Policy

B: Attendance Policy

C: Acceptable Computer Use Agreement

D: Sexual Harassment

E: Drug & Alcohol Use

Appendix A

JZB - PUPIL SAFETY AND VIOLENCE PREVENTION

Category J

LEAF Charter School is committed to providing a safe and secure school environment for all pupils. Conduct constituting bullying or cyberbullying will not be tolerated, and is prohibited by this policy in accordance with RSA 193-F. This policy applies to, and is intended to protect all pupils.

Our model for addressing bullying shall include:

- Primary prevention which will focus on protection and prevention of bullying.
- Secondary prevention strategies which will focus on targeting intervention efforts to those students who have been identified as at-risk for being a bully or victim.
- Tertiary prevention which will target students with severe needs, including individuals who are perpetual bullies or victims, and those that have threatened violence to peers and/or teachers and staff.

This policy also applies to activities that take place off-campus if the activities cause emotional distress to an individual that substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

The LEAF Charter School Director or his/her designee is responsible for ensuring that this policy is implemented.

Definitions

"Bullying" is defined as 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:

- (1) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) 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, or beliefs.

"Cyberbullying" is any conduct that is defined as "bullying" within this policy, which is undertaken through the use of electronic devices which include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

LEAF Charter School reserves the right to address bullying and/or cyberbullying, and impose discipline for bullying and/or cyberbullying that:

- occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Reporting Procedure

1. Any student who believes they have been a victim of bullying may report the alleged act to the Director or his designee. If a student is more comfortable reporting the alleged act to a person other than the Director or his designee, the student may contact any faculty or staff member at LEAF Charter School.
2. Students or parents who have witnessed or who have reliable information that a pupil has been subjected to bullying or cyberbullying should report the same to the Director or his designee. If the student or parent is more comfortable reporting the alleged act to a person other than the Director, the student or parent may tell any employee at LEAF Charter School.
3. Any school employee who has witnessed or has reliable information that a student has been subjected to bullying shall report the incident to the Director or his designee. The report made by a school employee or employee of a company under contract with the District who witnesses, receives a report of, or has knowledge or belief that bullying or cyberbullying may have occurred shall inform the Director as soon as possible, but no later than the end of that school day. The Director will request in writing a summary of the event within two school days of the oral report.
4. Although a report may be done anonymously, disciplinary action may not be based solely on an anonymous report. Verification of the anonymous report shall be necessary in order for any disciplinary action to be taken.
5. The Director or designee, shall notify the parent or legal guardian of all pupils involved by phone within 48 hours that a bullying incident has been reported. All notifications shall be consistent with the student privacy rights under the Family Educational Rights and Privacy Act of 1974 (FERPA).
6. Within the 48 hour time period, the Director may grant a written waiver from the notification requirement if the Director deems such waiver to be in the best interest of the child.

Investigation and Remedial Action

1. The Director or designee shall initiate an investigation within 5 school days of the reported incident. The Director and/or his designee shall complete the investigation within 10 school days of receiving the initial report.
2. The Director or designee may grant in writing an extension of the time period of the completion of the investigation by up to an additional 7 school days. The superintendent or superintendent's designee shall notify in writing all parties involved of the granting of an extension.
3. Within 2 school days of completing an investigation, the Director or designee will notify the students involved in person of the findings and the result of the investigation.
4. Within 2 days of the completion of the investigation, the Director or designee will notify the parents of the students involved via telephone of the results of the investigation. The Director or designee will also send a letter to the parents within 24 hours after the phone call, again notifying them of the result of the investigation.

5. In accordance with the Family Educational Rights and Privacy Act, LEAF Charter School will not disclose educational records of students, including any record of discipline and/or remedial action.
6. The Director and/or his designee is responsible for determining the scope of the investigation, which may include documented interviews with alleged victim, alleged bully, and any witnesses. All interviews shall be conducted privately, separately, and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and bully be interviewed together during the investigation.
7. If the alleged bullying was in whole or in part cyberbullying, the Director or his designee may ask students and/or parents to provide LEAF Charter School with printed copies of emails, text messages, website pages, or other similar electronic communications.
8. The Director or his designee will take such disciplinary action deemed necessary and appropriate for an actual incident of bullying or cyberbullying, or a false accusation including but not limited to detention, in-school suspension, out-of-school suspension or referral to the Board of Trustees to consider long-term suspension or expulsion, and/or referral to law enforcement in order to end bullying and prevent retaliation.
9. The procedures under RSA 193:13, Ed 317 and LEAF Charter School's discipline policies establish the due process and appeal rights for students disciplined for acts of bullying.
10. The Director or designee shall maintain a written report of all substantiated incidents.

Reprisal or Retaliation

LEAF Charter School shall discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee, including employees of a company under contract with the school, who retaliates against any person who makes a good faith report of alleged bullying or cyberbullying, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or cyberbullying. All allegations shall be investigated and any substantiated cases will be subject to disciplinary measures up to and including suspension, expulsion, termination of employment, and/or exclusion from school grounds.

Distribution and Notice of The Policy

Copies of this policy shall be given to all employees, students and parents annually by publishing it in the student handbook. Whenever new employees or students begin during the school year, they shall receive a copy of the handbook before commencing work or school attendance.

The bullying policy will be included in the beginning of the year packet and will require parent/student signatures, returned to the school, and kept on file in the office. The bullying policy will be added to the "new student enrollment" packet.

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying and cyberbullying of students, and LEAF Charter School's prohibition of such conduct. Students shall also be informed of the consequences of engaging in bullying and cyberbullying.

Immunity

A school administrative unit employee, school employee, regular school volunteer, pupil, parent, legal guardian, or employee of a company under contract to a school, school district, school administrative unit, shall be immune from civil liability for good faith conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response under this policy.

Appendix B

JH- ATTENDANCE, ABSENTEEISM AND TRUANCY

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Director may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of religious holidays
7. Such other good cause as may be acceptable to the Director or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must contact the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Director may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Director or his/her designee will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Director determines that good cause does not exist, the parents may request a conference with the Director to again explain the reasons for non-attendance. The Director may then reconsider the initial determination. However, at this juncture, the Director's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school director or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Students are required to complete all work assigned during any special approved absence. Supplemental instruction is not to be expected.

Repetitive Tardiness

If a student's repeated tardiness impacts classroom instruction, the teacher shall report this to the Director. The Director has the authority to devise a remedial plan. Such plan may allow for a certain number of tardy incidents to equal an unexcused ½ day absence.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused or any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Director or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Director shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Director identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Director will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Director to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Parental Notification of Truancy Policy

The Director shall ensure that this policy is included in or referenced in the student handbook and is emailed to parents annually at the beginning of each school year.

Appendix C

JICL INTERNET ACCESS FOR STUDENTS

Internet access will be made available to students in the District for the purposes of communication, research, and education. Internet access by students will be monitored by LEAF school personnel.

SAFETY PROCEDURES AND GUIDELINES

The Director shall develop and implement appropriate procedures to provide guidance for access and use of electronic media. See LEAF Acceptable Use of technology

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other school technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

1. Implementation of a LEAF School Internet Acceptable Use Procedure.
2. Implementation of a LEAF School Internet Code of Conduct.
3. Rules for Internet use to be included in all student handbooks.
4. Requirement that all student Internet users obtain an Internet account that includes parent Permission.
 - a. Compliance with the LEAF School Acceptable Use Procedures are conditions for the account.
 - b. Internet training will be provided, including training on personal responsibility, ethical and courteous behavior, and the Acceptable Use Procedures and the Code of Conduct.
 - c. Parents or guardians are asked to review the Code of Conduct and the Acceptable Use Procedures with their children. Parent or guardian permission is required for student access. All students and staff must have a signed use of technology authorization form for an account.
5. Training for staff to increase their skills in working with students on the internet.
6. Methods of controlling access by minors to inappropriate matter on the Internet and World Wide Web.
7. Measures designed to address safety and security of minors when they are using electronic mail, chat rooms, and other forms of electronic communications.
8. Rules to prevent unauthorized access, including "hacking" and other unlawful activities by students.
9. Rules to prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors.
10. Measures designed to restrict minors' access to materials harmful to them.

AUDIT OF USE

The Director Or their designee shall establish a process to determine whether the LEAF Schools education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. This process shall include:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.
2. Maintaining and securing a usage log.
3. Monitoring on-line activities of minors.

PUBLIC HEARING

The LEAF School shall provide reasonable public notice of, and hold at least one (1) public hearing or meeting to address and communicate its internet safety policy prior to adoption of said policy.

Appendix D

JBAA - SEXUAL HARASSMENT AND VIOLENCE -- STUDENTS Category P; See also GBAA

I. PURPOSE

The purpose of this policy is to maintain a learning environment that is free from sexual harassment and violence, or other improper or inappropriate behavior that may constitute harassment as defined below. Any form of sexual harassment or violence is strictly prohibited. It is a violation of this policy for any student or employee to harass another student or employee through conduct or communication of a sexual nature as defined by this policy. It is a violation of this policy for any employee or student to be sexually violent toward another employee or student.

The Director will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any student who sexually harasses or is sexually violent toward another student.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against a student's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

III. REPORTING PROCEDURES

Any student who believes he or she has been the victim of sexual harassment or sexual violence should report the alleged act(s) immediately to a school employee. That employee shall then report the allegation

immediately to the Leaf Charter School Director, the school's Wellness Coordinator , or if an alternative to the Director is necessary, a Board Officer, as designated by this policy. The Board encourages the reporter to document in writing.

- A. The Wellness Coordinator is the person responsible for receiving oral or written reports of sexual harassment or sexual violence. Upon receipt of the report, the Wellness Coordinator must notify the Director immediately without screening or investigating the report. If the report was given verbally, the Wellness Coordinator shall reduce it to written form within 24 hours. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the Director, the complaint shall be filed directly with a Board Officer.
- B. The school shall post the name of the Wellness Coordinator in a conspicuous place and will include a telephone number, email and mailing address.
- C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the student's standing in school, grades, assignments, or right to attend school and receive an education, or an employee's conditions of employment.
- D. The use of formal reporting forms provided by LEAF is voluntary. The Director will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with LEAF's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

Th LEAF Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by the Director or by a third party designated by the Board, if the complaint involves the Director. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Director. If the Director is the subject of the complaint, the report shall be submitted to the Board.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the Director should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent present during the interview. In addition, the Director may take immediate steps, at his/her discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

V. SCHOOL ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the Director will take such action as appropriate based on the results of the investigation.
- B. The complainant may appeal the investigation recommendations to the Director (if Director is under investigation, appeal is made to the Board).
- C. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Director. The report will document any disciplinary action taken as a result of the complaint.

VI. REPRISAL

The Director will discipline any individual who retaliates against any student or employee who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the Director shall comply with said law. Nothing in this policy will prohibit the Director from taking immediate action to protect victims of alleged sexual abuse.

IX. DISCIPLINE

The Director will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

Appendix E

USE OF DRUGS & ALCOHOL

LEAF Charter School recognizes that abuse of alcohol and other drugs is a treatable health problem which at times involves conditions and violations of law, and that involvement with alcohol and other drugs can interfere with a student's academic, physical, emotional, and social development. Further, LEAF recognizes that the school, families, and the community at large have a responsibility for this important matter.

Accordingly, LEAF makes a commitment to the health and well being of its students through age-appropriate programs and procedures and to an environment free from alcohol and other drugs.

LEAF acknowledges the following school roles:

1. Educating students about alcohol and other drugs;
2. Responding supportively to those whose use of alcohol and/or other drugs interferes with school performance;
3. Promoting a climate in which students can seek help if they are in distress from their own or use by others of alcohol and other drugs;
4. Helping students recovering from dependency on alcohol and/or other drugs;
5. Developing and implementing guidelines and sanctions in each school which
 - a. define violations and their consequences, both disciplinary and supportive;
 - b. define immediate procedures for handling incidents;
 - c. describe a support and referral system which includes response to self-referrals and suspected users, and
 - d. are clear and articulated to staff, parents and students.
6. Training all personnel in school guidelines related to alcohol and other drugs;
7. Ensuring no less than a biannual evaluation of the above efforts