

**LITCHFIELD  
MIDDLE  
SCHOOL**

**STUDENT HANDBOOK 2009-2010**

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*Pages are not aligned in digital version; hyperlinks within this document provided for your convenience.*

September 2009

Dear Students and Parents,

I hope that as you begin a new school year, you have been able to find relaxation and fun this summer. In this handbook, you will find information to help you succeed at Litchfield Middle School. You are an important part of our "Raider" community.

Our enrollment continues to hover close to 530 students. We want each student to find a deep level of success at the middle school. Our Positive Behavior Intervention and Support (PBIS) program focuses on assuring that the climate of the middle school is one in which students want to be a part. You will find information in the handbook relating to the incentives students can earn by exhibiting positive behavior at LMS. Our slogan "Do Your Best" sums up our expectation for students to enter the building each day with a positive attitude toward their learning.

While all the information contained in the handbook is important, please take note of the newly detailed policies and procedure. This handbook will serve as a reference to help you understand our program at the middle school. In addition, I encourage you to frequently check our website, which is linked to the Litchfield School District site: [www.litchfieldsd.org](http://www.litchfieldsd.org). We, as a staff, expect that students will make consistent use of the agenda as a tool to keeping assignments organized.

Good luck in the new school year. Do your BEST!

Sincerely,

Thomas Lecklider  
Principal

September 2009

Dear Parents and Students:

This fall the words “Do your best” will take on a new significance for the students of Litchfield Middle School. Our goal is to create a positive school climate by teaching our students to **B**elieve in themselves, **E**xtend a helping hand, **S**how respect, and **T**ake responsibility. The mission of our school, along with focusing on the quality education your children should receive, is to teach the necessary skills and behaviors that will be instrumental to them as they develop into lifelong learners. With this in mind, students will be taught and encouraged to exhibit the positive social skills they learn on a daily basis.

This new program is a school-wide initiative. As a result, time will be allotted during the instructional day to have students work in small groups with members of our faculty. Teachers, administrators, specialists, and special educators will lead students in pertinent discussions and activities. Through this interaction, emphasis will be placed on defining how we can serve as examples to our peers exhibiting such attributes as confidence, pride, and open mindedness. Specific examples outlining helpfulness, encouragement, and possessing a friendly attitude will be “rolled out” so that all concerned will be clear on the behavioral expectations in our hallways, cafeteria, classrooms, during assemblies, and on the bus. While most students can define respect, respectful behavior will also be modeled and simulated throughout the process. In an effort to work with and help students identify appropriate behaviors and responses through exposure to various situations, it is our hope and objective to be able to reward and discipline student conduct more consistently school-wide. This consistency will encourage students to take responsibility for themselves, be honest, and to come to school prepared and ready to learn.

Through our combined efforts, we believe that students will see the value of working together and will benefit from our improved learning environment. Rewards and recognition will be given to those exhibiting positive behaviors during our academic day. We are aware, however, that there are some students at risk who consistently demonstrate negative behavior and that they will require additional intervention and support in order to help them achieve their own personal goals. A specialized team of educators will work more intensively with these specific individuals.

This initiative is being pursued because of the work done by the Special Education Improvement Committee and is being funded through a grant obtained by the Director of Special Education. Litchfield Middle School has a team of educators who are being trained through the New Hampshire Center for Effective Behavioral Interventions and Supports (NH CEBIS). This team meets regularly with a member of the NH CEBIS to identify behavioral expectations, determine, how positive behaviors will be taught, and how these behaviors will be recognized and positively acknowledged. The Superintendent and School Board support this initiative, and we hope you will too.

Sincerely,

Litchfield Middle School Faculty

**Principal**

Mr. Thomas Lecklider

**Assistant Principal**

Mrs. Kerry Finnegan

**Administrative Assistants**

Mrs. Andrea Hamilton

Mrs. Leslie Pearce

**Receptionist**

Victoria Provost

**Guidance**

Mrs. Mary Cummings

Ms. Lynne Ellis

**Nurse**

Mrs. Maureen Carr

**Foreign Language**

Mrs. Maria Simoneau

**Grade 5**

Mrs. Karen Bowie

Mrs. Karen Lefoley

Mrs. Holly Love

Mrs. Teresa Tarr

Mrs. Beth Zingales

**Grade 6**

Mrs. Heather Dwyer

Mrs. Cheryl Irving

Mrs. Debra Langton

Mrs. Audra McCollem

Mrs. Mary Ellen Medeiros

Mrs. Kathy Sidilau

**Grade 7**

Mrs. Amy Berube

Mrs. Nancy Brucker

Mrs. Jody Corbett

Mrs. Faye O'Blenis

**Grade 8**

Mr. Gabriel Falzarano

Mrs. Jessica Guerrette

Mrs. Sheila Huston

Mrs. Kim Nolan

**Grade 7 & 8 Split Teams**

Mrs. Jean Dodge

Mrs. Cathy McPhee

Mr. Andrew Plantz

Mrs. Martha Thayer

**Specialists**

Mrs. Robin Corbeil, Computer Literacy

Mrs. Kathy Garabedian, Art

Mr. Dave Gilmore, Physical Education

Mrs. Lisa Lasocki, Family & Consumer Sci

Mrs. Carolyn Leite, Music

Mrs. Christine Rooney, Health

Mrs. Yolanda Spearman, Music

Mrs. Yvonne Wallace, Librarian

Mrs. Karen Martin, Technology Education

### **Special Services**

Ms. Christine Tate, Reading Specialist  
Mrs. Donna Turco, Reading Specialist  
Mrs. Kelly Ardita (Gr. 8)  
TBD (Gr. 6)  
Mrs. Jeanne Henriquez (Gr. 7)  
Mrs. Stephanie Hoelzel (Gr. 5)  
Mrs. Jill DesLauriers, Speech Therapist  
Mrs. Karla Lees, Student Support Services

### **Paraprofessionals**

Mrs. Christine Dyac  
Mrs. Connie Fiasconaro, Program Para (Gr. 5)  
Mrs. Nancy Foster  
Mrs. Isabelle Hall  
Mrs. Sheryl Hartling, Program Para (Gr. 5)  
Mrs. Kathy McCue  
Mrs. Amy Paradise, Program Para (Gr. 7)  
Mrs. Sue Seiberg, Program Para (Gr. 6)  
Mrs. Jennifer Murdock-Smith (Gr. 8)

### **Maintenance Staff**

Mr. John Williams, Site Manager  
Ms. Jane Foster  
Mr. Anthony Kobelenz  
Mr. Walter Mills

### **Lunch Program**

Mrs. Hilda Lawrence, Food Service Director  
Mrs. Janice Barrett  
Mrs. Darlene Gymziak  
Mrs. Deborah Hayes  
Mrs. Kathy Snyder

### **Lunch Monitors**

Mrs. Kay Barrieau  
Mrs. Deborah Roketenetz

[2009-2010- Litchfield School District Calendar](#)

## **MISSION STATEMENT**

Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical and emotional growth.

### ***LITCHFIELD SCHOOL DISTRICT GOALS***

- I. Increase achievement for all students.
- II. Ensure the development of confident, responsible and productive members in our community and global society with post-graduate aspirations.
- III. Maintain a safe, supportive and effective learning environment.
- IV. Increase community awareness of and involvement in the Litchfield School District.

## **A MIDDLE SCHOOL PRIMER**

### **What is middle school?**

A middle school is a school of some three to four grades between the elementary and high, focused on the educational needs of students in these in-between years and designed to promote continuous educational progress for all concerned.

### **Does that mean the middle school is more interested in attitude than academic achievement?**

No; the middle school program concerns itself with both. Middle school educators recognize that students with problems cannot learn effectively until they are able to cope with those problems. To be educationally effective, middle school programs must address themselves to the many forces of change during this period of life. It is important to note that middle schools are probably more devoted to the teaching of basic skills than were the traditional junior high school or the K-8 elementary school.

### **How does the middle school program differ from that of other organization plans?**

In general, effective middle schools use interdisciplinary teams and teach skills through exploration while elementary schools more often have self-contained classrooms where drill is emphasized and high schools are departmentalized and teach separate subject areas in depth. Similarly, elementary instruction is more teacher-directed, high school instruction is more student-directed, and middle school instruction is a balance between the two. Elementary teachers set time schedules in their self-contained classrooms, high school teachers operate according to set time periods, and middle school teachers prefer a block-of-time approach. At Litchfield Middle School, students in Grades 6-8 will change classes every 45-minutes while students in Grade 5 will remain in a self-contained setting.

### **What are interdisciplinary teams? Are they a necessary part of the middle school?**

The interdisciplinary team refers to a team of teachers from several content areas that share the responsibility for planning the instructional program for a group of students. A typical team includes Mathematics, English, Social Studies and Science teachers who plan instructional units involving as many of these disciplines as possible.

### **Does the team approach require teachers who are specifically trained?**

More and more teacher training institutions and state departments of education are seeing the necessity for separate training programs for middle school teachers. The key elements for successful teaching in the middle school are knowledge and humanness. Subject matter expertise is needed as is a knowledge and understanding of the physical, intellectual, emotional and social characteristics of this age group.

## MIDDLE SCHOOL STUDENT

At the core of the rationale for a middle school organization is the point of view that youngsters 10 to 14 years of age possess compatible characteristics. If this is not true, what possible reason can there be for segregating students between elementary and high school years other than for the convenience of operation?

Donald Eichorn gives a definition for the student who would be best served by the middle school and refers to him as a “transescent”. His stages of growth and development are then referred to as the period of “transescence”. The complete definition is as follows:

Transescence is the “stage of development which begins prior to the onset of puberty and extends through the early stages of adolescence. Since puberty does not occur precisely at the same time chronologically in the human development, the transescent designation is based on many social, physical, and intellectual changes that appear prior to puberty and continue to the time when the body gains a practical degree of stabilization over these complex changes”.

With this definition in mind, it might be helpful to look at some of the characteristics of the student of the middle school. This student is quite different from any other age group and has certain qualities peculiar to the group. It is felt by some that not enough is being done for this group of “in-between-agers” and that the plan for middle school might be a way in which the transescent can truly be helped to achieve self-identify, one of the aims of the middle school. You may recognize your transescent as you read the following list of student characteristics:

- o He/She is undergoing rapid and profound physical changes.
- o He/She undergoes almost daily changes – one day he is interested in childish affairs – the next day he may display adult attributes.
- o He/She is most interested in his peers and wants to be accepted by the group.
- o He/She is more concerned than previously about these relationships with other people.
- o He/She is attempting to understand his own and adult values; he searches for self-meaning; he is attempting to learn to accept himself.
- o He/She wants to participate in meaningful activities.
- o He/She has many ideas and tries to express both ideas and feelings.
- o He/She is trying to achieve independence and yet strives for security; he needs to develop more “self-direction.
- o He/She is very active – sometimes “fidgety”.
- o He/She is very idealistic.
- o He/She needs to find success, recognition, and acceptance.
- o He/She wants knowledge and skills; he/she is inquisitive.
- o He/She enjoys reading; he/she uses reading as a means of seeking reality and fantasy.
- o He/She wants to practice what he is learning.
- o He/She is able to better comprehend casual relationships.
- o He/She needs opportunities to be in situations where mistakes are admirable.
- o He/She needs a certain amount of routine; immediate goals are necessary.
- o He/She is an individual...

## ***SCHOOL CLIMATE***

At Litchfield Middle School, we strive to provide a school-wide climate, which is conducive to learning. We will seek to recognize students as they contribute to a positive school environment. Students who are not good school citizens will have to accept consequences for their actions.

We believe that every student at Litchfield Middle School has the right to enjoy and participate in all aspects of the academic and co-curricular programs, which are offered to that grade level. Along with these rights, it is our expectation that each student will exercise good citizenship by accepting the responsibility for his or her behavior.

## ***SCHOOL DAY***

Our students' school day begins at 7:30 a.m. and ends at 2:05 p.m. The late bus will pick up students at 3:30 p.m., Monday through Friday.

### Early Arrival

Students in Grades 5-8 who do not take a bus to school should not arrive prior to 7:30 a.m., as there is no supervision provided until then.

### Tardiness to Class

It is important that you report to your assigned classes on time. If you are tardy for class, you will receive a demerit from the classroom teacher. Tardiness is excused only if you have a pass from your previous teacher, the nurse, or the office.

### Dismissal

If it is necessary for you to leave school before the end of the school day, you must bring a note to your homeroom teacher requesting dismissal. This note should include the date and time you are to be dismissed and the person who will be picking you up. A parent or guardian must sign the note. The person picking you up must report to the main office to sign you out at the designated time.

### School Cancellation

If the weather conditions are judged hazardous to your safety, school will be canceled for the day. An Alert Now message will be sent out via telephone to all parents. In addition, a No School announcement will be made over the following FM and AM radio stations:

Nashua	WHOB (106.3) FM, WSMN (1590) AM, and WOTW (900) AM
Manchester	WKBR (1250), WFEA (1370), WZID (95.7)

### Early Release

If emergency conditions should occur during the school day, it may become necessary to dismiss you earlier than the scheduled dismissal time. Homeroom teachers must have a form signed by your parent or guardian stating where you are to go if this should occur.

## Attendance- [SEE ADDENDUM](#)

Regular school attendance is a critical factor for academic success. Consistent school attendance, academic success, and school completion have a positive correlation. Since school is a partnership, parents are expected to make sure their children attend school on a regular basis.

Every student has a right to educational opportunities that will enable the student to develop to his or her fullest potential. Research repeatedly demonstrates that there is a strong correlation between good attendance and success in school. The regular contact of students with one another in the classroom and their participation in well-planned instructional activities are vital to this purpose. Time lost from class for any reason represents a significant loss of educational opportunity for all students. Therefore, the Litchfield Middle School Attendance Policy establishes minimum attendance requirements for the granting of academic credit for courses taken. Successful implementation of this attendance policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and support staff. Absences/Tardies from school must be confirmed by a parent/guardian in order to be considered excused.

Absences/Tardies from school must be confirmed by a parent/guardian in order to be considered excused. To report your child's absence/tardy, please call 424-2133 and select option 2 for the absence line and leave a message.

Absent Notes: Students are required to bring an absence note on the day they return to school, but no later than five (5) days after the actual absence.

Truancy: This is a very serious violation of the state attendance laws. If you are reported truant, the attendance officer will be notified. You will receive an in-school suspension for the first time you are truant. Continued truancy will be handled in conjunction with the police department.

1. Students who are tardy (**unexcused**), ~~more than 15 minutes to school, for more than three days per quarter~~ will receive an office detention for every additional day tardy over 3. **Tardy is after 7:37 a.m.**
2. When the student reaches 9 days of parental excused absences, he/she will be mailed an absence notification letter. The student's guidance counselor will arrange a conference to include the student, the parent or legal guardian, and where appropriate the teacher/case manager. The purpose of this meeting is to educate the family of the school districts attendance policy and to develop a plan to assist the student in attendance school.
3. For students who have an excessive number of days absent or tardy, support services, i.e., guidance counselors, social workers, school psychologist(s), will try to identify the root causes and seek solutions to the problems. They will work with families and will look for ways to foster better family relationships and improve student attendance. Where necessary, they will help parents find ways to set appropriate limits for children.
4. For these students with excessive absences (more than 24 in a school year) they may be retained. This decision is to be made by the building principal and the superintendent of schools.

### Due Processes Hearings (Line #4)

- The principal or his/her designee will hear the appeal by the parent/guardian and the student. Only reasons for absence or record keeping can be questioned. The appeals hearing will involve

the principal or his/her designee, guidance counselor, classroom teacher, student, and parent or guardian. If so desired, the student may have additional representation at the appeals hearing.

- The appeal must be initiated by the parent/guardian and student, and submitted in writing to the principal no later than five school days after the student and parent have been notified of retention.
- The hearing will be convened within five school days of the receipt of the written appeal.

10 Days: Initial letter with call by counselor

18 Days: Stronger letter with meeting of all parties

24 Days: Letter that has been turned over to superintendent

**Student Attendance & Absences**  
**Litchfield School District Policy**  
**Policy Code: JH-R**  
**[Policy Section J- Pages 36- 37](#)**

**Student Attendance & Absences  
Procedures & Discipline  
Litchfield School District Policy  
Policy Code: JH  
[Policy Section J- Pages 38-39](#)**

## ***“DO YOUR BEST”***

Please see the following pages for Litchfield Middle School Teaching Matrix entitled “Do Your Best” and Litchfield Middle School Behavior Matrix.

### ***STUDENT EXPECTATIONS***

#### **BEING PREPARED FOR CLASS**

Being well prepared is a very important factor in a student’s ability to meet with success in every classroom situation. As part of our PBIS (Positive Behavior Intervention Strategies) Program, guidance counselors will assist students who exhibit difficulty being prepared for class. The following is a list of the steps that will be taken in order to provide support to students in this area.

1. Students are given a list of materials that they are required to have in each of their classes by the classroom teacher. Students post these lists in their lockers for easy reference.
2. If a student arrives for class without these needed items, he/she will receive a “Reminder” slip from his/her teacher.
3. A copy of the “Reminder” slip will be given to the front office, and the appropriate guidance counselor.
4. If a student accumulates five “Reminder” slips in any given quarter of the school year, his/her guidance counselor will intervene on his/her behalf. The counselor will meet with the student’s teacher(s) to determine an appropriate course of action, which may include:
  - Meeting with the guidance counselor for assistance in developing better organizational skills.
  - A phone call home to alert parents that there is an issue and to elicit their help with efforts the school is making.
  - Meeting after school with the guidance counselor for more extensive assistance with organizational skills.

# Do Your Best!

## Believe in Yourself

- ❖ Be Confident
- ❖ Be Proud
- ❖ Be Open-Minded

## Extend a Helping Hand

- ❖ Be Helpful
- ❖ Be Encouraging
- ❖ Be a Friend

## Show Respect

- ❖ Be Polite
- ❖ Be Considerate
- ❖ Be Appropriate

## Take Responsibility

- ❖ Be Prepared
- ❖ Be Ready to Learn
- ❖ Be Honest

***See PBIS Matrix on pages 11-13 of the student agenda.***

## **DISCIPLINE CODE**

What follows is an identification of common misbehaviors of middle school youngsters and the kind of disciplinary measures, which can be taken by the school in response to these misbehaviors. The disciplinary measures are generally divided into these categories:

- Demerits
- Detentions (teacher or office)
- Office Referrals
- In-School Suspensions
- Out-of-School Suspensions

Please read the following for more detailed information. You will also note that in a few instances there is no distinction between first and additional consequences. These relate to offenses for which such distinction is not appropriate.

Please note that the Litchfield School District and the Litchfield Police Department have a letter of understanding concerning particular behaviors that must be reported to the police department.

### **DEMERITS**

Any staff member, in addressing general school behavior, can issue demerits to a student. Examples of demerit infractions are:

- Being tardy to class
- Chewing gum
- Exhibiting minor hallway misbehavior
- Wearing hats, carrying cell phones or carrying IPODS/Discmans after 7:50 a.m.
- Walking through hallways at non-passing times without a pass

Parental contact is made if a student receives three demerits within a quarter. If a student accumulates five demerits within a quarter, they will serve an in-school suspension.

### **DETENTIONS**

A detention is a consequence in which the student is required to remain after school until 2:50 p.m. A staff member or the office may issue detentions. If a teacher issues the detention, the student will stay with that teacher. If the office issues the detention, the student will stay with a member of the administration. Students who are serving a detention will not be permitted to take the late bus home; therefore, other arrangements must be made. Pickup can be no later than 2:50 p.m. Students who are issued detentions will receive a detention slip that must be signed by a parent/guardian and returned to the issuing staff member. Detentions are to be served promptly and can be issued for any day during the school week. Examples of detention infractions are:

Staff Member Detentions may be given for minor classroom disruptions such as:

- Inappropriate language
- Inappropriate physical contact

- Disrespect towards teacher or classmate
- Property misuse
- Defiance

Office Detentions may be given for:

- A second referral to the office
- Three unexcused tardies to school

Student with outstanding detentions may not participate in school activities including co-curricular activities; i.e., clubs, sporting events, etc.

### **OFFICE REFERRALS**

An office referral occurs when a student is exhibiting behavior, which must be handled by the administration.

*1<sup>st</sup> Referral* Discussion with the student and parent contact will be made.

*2<sup>nd</sup> Referral* Discussion with the student, parent contact will be made, and an office detention will be given.

*3<sup>rd</sup> Referral* Discussion with the student, parent contact will be made, an out-of-school suspension will be given and notification will be sent to the Target Team.

The following behaviors are examples of an office referral offense:

- Repeated classroom disruption, not remediated through teacher methods
- Inappropriate, abusive language and/or gestures
- Vandalism of school property or other's belongings
- Defiance/Disrespect/Insubordination
- Fighting or physical aggression
- Cheating/Forgery
- Theft
- Skipping class

Note: There are certain behaviors in which the above will not apply.

### **IN-SCHOOL SUSPENSION**

Serious misbehavior, which deserves more than light punishment, but does not warrant a suspension, or the accumulation of five demerits within a quarter, can be punished by imposition of an In-School Suspension.

The student remains in school but is isolated from his/her classmates and is assigned schoolwork, as well as behavioral based work, designed to allow the student to reflect on his/her behavior. He/She is also denied participation in all class activities including extra-curricular activities. In-School Suspensions normally run for one to three days. Parents will be notified whenever their child is placed on an In-School Suspension.

## OUT-OF-SCHOOL SUSPENSION

There are certain disciplinary problems, such as repeated fighting, violence towards another person, vandalism, gross insolence, or other forms of misbehavior, which are so serious that suspension from school may be necessary. In any major disciplinary incident, the principal will discuss the problem(s) with the parent and with the student. Students will not be permitted to make up homework or class work missed during Out-of-School Suspension. Major grades missed, however, may be made up, **but it is up to the student to make arrangements with his/her teacher(s).**

**Suspension and Expulsion of Students**  
**Litchfield School District Policy**  
**Policy Code: JKD**  
**[Policy Section J- Pages 71-72](#)**

## SEARCH AND SEIZURE

School officials being charged by the state with operating the school and safeguarding the health of students and school personnel, not only have the right, but the duty to conduct a thorough investigation in situations, which, in their judgment, could adversely affect the safety and welfare of the student(s), staff and school community.

In carrying out this responsibility, the students, staff and community should be aware that searches would be conducted when dangerous materials or illegal substances are suspected, and the administration has reasonable cause to conduct a search.

In the spirit of due process, the administration, whenever possible, will:

1. Attempt to contact parents before the search.
2. Have the student present when his/her locker or possessions are searched.
3. Will inform the student of the reason for the search and the possible penalty should the rules and regulations of the school or law be violated.
4. Permit the student to explain the circumstances should the rules, regulations or law be violated.
5. Inform the parents of the action taken by the school and the reason for the same.

**Student Searches**  
**Litchfield School District Policy**  
**Policy Code: JIH**  
**[Policy Section J- Pages 63-65](#)**

**Student Searches Procedures**  
**Litchfield School District Policy**  
**Policy Code: JIH-R**  
**[Policy Section J- Pages 66-67](#)**

**Student Dress Code**  
**Litchfield School District Policy**  
**Policy Code: JICA**  
**[Policy Section J- Pages 44-45](#)**

## STUDENT INFORMATION

### ACADEMIC HONESTY

Students at Litchfield Middle School should take pride in their work. They should feel that any test, quiz, or project is representative of their own efforts. Cheating and plagiarism are dishonest. A student determined to be using the work of others (plagiarism) will receive a grade of "0" for the work. Plagiarism is defined as taking the words or ideas of someone else and using them as your own.

### HOMEWORK

Homework is given on a daily basis in the middle school and *will count as a significant part of the grade in each subject area*. Homework helps to develop and strengthen organizational skills and requires self-discipline.

It is important to you to recognize that not all homework is written. Often, reading and study assignments are given. These must be completed regularly to ensure success in any subject area.

It is strongly recommended that you use this agenda to list the daily assignments and that you keep this faithfully. It is important that homework is completed as it is assigned. You will not usually receive full credit for homework not passed in on time.

### LOCKERS

You will be assigned a locker on the first day of school and a combination for its lock. This is your home base for the year. To be sure that your belongings remain safe, there are some general rules that you should follow:

1. Do not give your combination to anyone else – not even your best friend.
2. Do not share your locker with anyone else; they have their own.
3. Be sure your locker is closed and locked each time you use it.
4. Personal locks are not to be used on lockers.

If you should have a problem with your locker or lock at any time during the year, you should first notify your homeroom teacher. You will then be told what to do. Although your locker is for your personal use, it is considered school property and must be treated as such. There will be periodic cleanings and locker checks. You will be responsible for any damage done to your locker.

### LOST AND FOUND

Articles of clothing and personal belongings as well as books and notebooks are frequently left in various parts of the building. If you are missing something, check first at the Lost & Found station, which is located outside the gym doors.

### MAKE-UP WORK

When you are absent, whether from one class or from several days of classes, it is your responsibility to obtain any work that you missed. You should plan to see your teachers before or after school to

arrange for make-up. This is usually scheduled on an individual basis depending on the amount of work missed. Teachers will not interrupt regular classes to arrange for make-up.

If you receive an “Incomplete” on your report card because of absence, you will have a maximum of two weeks to complete the work you missed. After that time, you will be given a grade based on what has been completed.

### SKATEBOARDS

To ensure the safety and well being of all students, skateboards and roller blades are not to be brought to school nor are they to be used on school property between the hours of 7:00 a.m., and 4:00 p.m., when school is in session.

### TELEPHONE

NO STUDENT will be allowed to come to the office to make any calls during the day without a permission slip from the teacher. Office telephones are to be used by pupils only for urgent reasons; namely, advising parents of makeup sessions or detentions, canceled or planned trips, or other urgent needs as approved by the office. NO STUDENT phone calls are to be made to request permission to attend sporting events or to go to friends’ homes. The pay telephones located near the office are only to be used after school has been dismissed for the day.

### TEXTBOOKS

When you are issued a textbook, you must cover it to prevent it from being damaged. You may be given a detention if your books are not covered. You should write your name and homeroom number in the front cover of your books – in ink – so that it can be returned to you if you leave it behind. If you lose or damage any books or equipment, you will have to pay to replace them. You will not be given a new book until you have paid for the lost or damaged one. If your book is found at a later time, the money will be returned to you.

## ***PARENT INFORMATION***

### **STUDENT AND PARENTS HAVE RIGHT TO SEE EDUCATIONAL RECORDS**

Recent state and federal legislation has guaranteed parents access to student educational record information and control over the release of this information to others. Since federal statutes require that the educational institutions shall annually inform the parents and eligible students of the rights accorded to them, this announcement serves as this year's notice to parents and students.

The revised FAMILY RIGHTS AND PRIVACY ACT became a federal law in November 1974. The intent of the law is to protect the accuracy and privacy of educational records. Without your prior consent, only you and authorized individuals who have a legitimate educational interest will have access to your child's education records.

If there is agreement, the necessary steps to amend or correct the information contained in the record will be taken. If the agreement is not reached, a hearing will be scheduled by the building principal. The hearing will provide you the opportunity to present your views and reasons for the challenge. You may bring with you, at your expense, any individual who may be of assistance. Following the hearing, should we fail to reach an agreement, you have the right to appeal the decision to the superintendent and, subsequently to the school board. In the event that your appeal fails at any level of the hearing procedure, you have the right to have entered into the record the statement of the issue as you see it.

The rights pertaining to access and challenge described herein are transferred to your child on the attainment of his or her 18<sup>th</sup> birthday or admission to an institution of post secondary education. Directory information which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation of officially recognized activities and sports, weight, height and sex, membership on an athletic team, degrees and awards received, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. All such requests shall lapse on the first day of October, immediately following the request, except that requests received in September shall remain effective until the first day of October on the following calendar year. This information will be released only in accordance with the guidelines established by the Litchfield Public Schools.

You have the right to file a complaint with the Family Rights and Privacy Act Office, Department of HEW, Washington, D.C. 20201, if you think the school district is not in compliance with the law. You may obtain a copy of the official Litchfield School District Policy relative to this act at the Office of the Superintendent of Schools.

If you have any further questions, please contact the Office of the Superintendent of Schools.

### **ATHLETIC ELIGIBILITY- SEE ADDENDUM**

Interscholastic sports are offered to students in Grades 5-8 during each season of the school year. Players are chosen on the basis of individual abilities to play particular sports. Litchfield Middle School sponsors the following teams: soccer, cross-country, basketball, baseball, softball and cheerleading. In order to participate in interscholastic sports, you must meet the following requirements:

1. You must have a signed permission slip from your parents.
2. You must have a signed slip from your doctor stating that you are able to participate in the particular sport.
3. You may not have failing grades in any class at the time of tryouts or at any time during the playing season.
  - Before trying out for a sport, you must have a **grade eligibility card** signed off by all your teachers at grade reporting time during the season.
  - If you have a failing grade, you will be suspended from playing in games for two weeks and from practice for one week from the issued report. ~~If at the conclusion of the two-week period, the grade is still in the failing range, you will be removed from the team.~~ **Edline reports are updated biweekly. Updates for the 2009-2010 school year will happen on the following dates: 10/23, 11/6, 11/20, 12/4, 12/18, 1/8, 1/22, 2/5, 2/19, 3/12, 3/26, 4/9, 4/23, 5/14, 5/28, and 6/11.**
4. The principal will make all final decisions as to eligibility when special circumstances are involved. Students who exhibit deportment problems during the school day may be declared ineligible by the principal.

#### EDLINE

All student grades are posted online via a program called Edline. Grades are updated bi-weekly. More information will follow on this program. Information posted can only be accessed by a parent or guardian who has logged in with a user name and password.

#### HEALTH – PERSONNEL AND POLICIES

Litchfield Middle School has a full-time nurse on duty throughout the school day. Any health related questions should be referred to her. Children should be in good physical health before they attend school.

All cold symptoms should be regarded as contagious (sneezing, sore throat, runny nose, cough, headache, temperature) and a child should remain at home. Any child with a rash, fever, vomiting, temperature, or general malaise should remain at home. Any child in school with a fever of 100 or above will be required to go home.

Children will remain home for **any** and **all** communicable diseases. If in doubt, check with the school nurse.

**Medications:** *According to state law, medications can only be administered* if written permission is obtained from a doctor and the parents. Any pills brought in by the students without this documentation will be taken away. Students are not allowed to have medications on their person other than inhalers.

A parent, guardian or a parent/guardian-designated-responsible-adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:

1. The medication shall be in a pharmacy or manufacturer labeled container;
2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered; and
3. Other person(s) may deliver the medication, provided that the parent notifies the nurse in advance or guardian of the delivery and the quantity of medication being delivered to school are specified.

### INFORMATION DAY

Parents should be aware that Tuesdays will be **Information Day**, and you can expect pertinent information on these days, including progress reports, notice of events, etc. Report cards will be mailed home at the end of each quarter.

### INSURANCE

School insurance is made available to each student in September of each school year. This service is made available to the student at a reasonable cost and will provide accident/injury insurance in several plan options. This insurance is not required but does provide coverage for the student who may not have other kinds of family insurance coverage.

**ALL** students who participate in athletics **MUST** prove proof of insurance protection. Insurance purchased through the school will meet this requirement. Students who are injured and have the school insurance must report the school nurse, who will assist in the completion of the claim forms.

### PARENT CONFERENCES

If at any time during the year you would like a conference with your child's teacher(s), please contact the teacher or the main office. An appointment will be made for you.

### WHAT IS P.T.O.?

It is the name of our Parent/Teacher group, which meets for approximately one hour **every month**. The purpose of this group is to enhance the educational program at Litchfield Middle School. Please join us. A P.T.O. Newsletter will be distributed to the students periodically.

### SCHOOL VOLUNTEERS

We encourage members of the community, parents/guardians, and grandparents to volunteer their time at Litchfield Middle School. We are in need of volunteers in the library and in the classroom. We hope you will consider helping us in our volunteer program. Please contact the main office should you wish further information.

### SCHOOL BOARD MEETINGS

The Litchfield School Board meets on the second and fourth Wednesday of the month. Meetings commence at 6:30 p.m. The public is encouraged to attend these meetings. Location and agendas are posted at Litchfield Middle School and Griffin Memorial School.

### PERSONAL PROPERTY

Students are responsible for all their personal property. All radios, Walkman radios, tape players, cameras, hand-held electronic games, squirt guns, toys, or skateboards are not allowed to be used in school and are subject to confiscation when used. In the event that an item is confiscated, parents will be notified to pick up the item in the main office. Students should not be allowed to bring large sums of money to school. If a valuable item is needed for a class project, the student should report immediately to the office at the beginning of the school day to place the item for safe keeping. Any item in possession of a student, which may be used as a weapon or deemed inappropriate for a school environment, will be confiscated and appropriate disciplinary action will be taken.

### PROGRESS REPORTS

In an attempt to keep your parents informed of your progress at school, reports are sent home midway through each marking term. All students will receive a progress report which must be signed by a parent and returned to the teacher or guidance counselor. If you find that your work is unsatisfactory at the time of progress reports, you should see the teacher to make a plan for improving the grades.

### PROMOTION

Students who earn passing grades (D or better) in their current grade level will be promoted. Students who fail three or more of their major subject areas (Math, Science, Social Studies, Reading, Language Arts) will be required to attend summer school at their expense. These students will not be eligible to participate in the eighth grade promotion ceremony. Upon the receipt of a passing grade in summer school, this student will be promoted to the next grade. Should the student not attend or not receive passing grades in summer school, he/she may be required to repeat their current grade the next year. In addition those students who fail Math or English will be recommended for summer school.

## REPORT CARDS

Report cards are issued four times each year. They will be mailed home at the end of each quarter.

## **ACADEMIC SCHEDULE**

### End Of Quarters

First Quarter	November 6, 2009
Second Quarter	January 29, 2010
Third Quarter	April 9, 2010
Fourth Quarter	June 16, 2010*

### Unified Arts – Trimester Schedule

First Trimester	December 4, 2009
Second Trimester	March 12, 2010
Third Trimester	June 16, 2010*

### Progress Reports Issues

First Quarter	September 29, 2009
Second Quarter	December 15, 2009
Third Quarter	March 9, 2010
Fourth Quarter	May 18, 2010

### Unified Arts – Progress Reports Issued

First Trimester	October 13, 2009
Second Trimester	January 26, 2010
Third Trimester	May 4, 2010

### Report Card Mailed Home

First Quarter	November 13, 2009
Second Quarter	February 5, 2010
Third Quarter	April 16, 2010
Fourth Quarter	June 18, 2010*

### Unified Arts – Grade Reporting

First Trimester	February 5, 2010
Second Trimester	April 16, 2010
Third Trimester	June 18, 2010*

## **HONOR ROLL**

The goal of our Honor Roll recognition program is to recognize those students who are successful at the middle school. Our program attempts to be inclusive as much as possible and still set appropriate standards for the achievement of honors. All students in Grades 5-8 will receive a letter grade in each subject area.

To attain *High Honors*, a student must receive grades of all A's in all subject areas. To attain *Honors*, a student must receive all A's and B's in all subject areas.

The assessment of students in the Unified Arts area is very difficult. These classes do not meet as frequently as the others and evaluations are more subjective. By no means should students or parents

think that because of this, they are not important components to our program. Every subject at the middle school is important and all have great value.

### *Certification of Commendation*

Students who have a strong work ethic, good behavior, and exhibit school spirit, may be given a letter of commendation at the end of each grading period.

### ***Grading System***

The following is the grading system we are using this school year.

100 – 98	A+
97 – 93	A
92 – 90	A-
89 – 87	B+
86 – 83	B
82 – 80	B-
79 – 77	C+
76 – 73	C
72 – 70	C-
69 – 67	D+
66 – 63	D
62 – 60	D-
59 – 0	F

***Please see Unified Arts Assessment Rubric on pages 35-36 of the student agenda.***

LITCHFIELD SCHOOL DISTRICT NOTICE OF RIGHTS PURSUANT TO RSA 186-C: 16b - THE STATUTE OF  
LIMITATIONS FOR SPECIAL EDUCATION CASES

The state and federal special education laws (New Hampshire Revised Statutes Annotated Chapter 186-C and title 20, United States Code, Sections 1400-1415) require that the school district offer a “free appropriate public education” to all educationally disabled children.

These statutes define educationally disabled children as children suffering from certain enumerated disabilities who are between the ages of three and twenty-one and who have not yet obtained a high school diploma.

A “free appropriate public education” consists of specially designed instruction and educationally related services in accordance with an “individualized education program” developed by the school district in consultation with the student’s parents.

If you suspect that your child is educationally disabled and qualifies for such special services, you may make a written referral requesting that the school district determine your child’s eligibility. Such referrals can be obtained through the Litchfield Middle School.

The special education laws confer many rights and obligations upon parents and school districts regarding educationally disabled children. These include, but are not limited to the following, which are listed in Title 20, United States code, Section 1415(b):

1. Parents may examine all relevant records with respect to the identification, evaluation, and educational placement of the child, and the provision of a free appropriate public education.
2. Parents may obtain an independent educational evaluation if they disagree with the school district’s evaluation.
3. The school district must adopt procedures to protect the rights of the child whenever the parents of the child are unknown or unavailable or whenever the child is a ward of the state. Such procedures may include the assignment of an individual who is not an employee of the school district or the State Department of Education, to act as a surrogate for the child’s parents or guardian.
4. The school district must give the child’s parents or guardian prior written notice whenever the district proposes to initiate or change, or refuses to initiate or change the identification, evaluation or educational placement of the child or the provision of a free appropriate public education. The school district must adopt procedures designed to assure that this notice fully informs the parents or legal guardian in their native language of all procedures available under Section 1415, unless it is clearly not feasible to do so.
5. The school district must adopt procedures, which include the opportunity to present complaints with respect to any matter relating to the identification, evaluation, or educational placement of the child, or the provision of free appropriate public education to such child.
6. Whenever a school district receives such a complaint, the child’s parent or guardian shall have the opportunity for an impartial due process hearing, which shall be conducted by an administrative

hearing officer appointed by the State Department of Education. The hearing officer shall not be an employee of any agency involved with education or care of the child.

For additional information regarding special education and special education laws, please contact Ronda Gregg at the SAU office at 578-3570 Ext. 3350.

## ***SCHOOL PROCEDURES***

### **CAFETERIA**

#### **School Lunch Program**

The Litchfield School District has implemented a computerized debit meal payment program for our students in the school cafeterias called the Point of Sale System (P.O.S.). Each student in our school system will have a "prepaid debit account" set up in his/her name that they can deposit funds into to purchase meals. At the middle school, each student will be assigned a personal identification number (PIN) that they will be required to memorize.

The system allows students to deposit money into a prepaid debit account, by cash or check, and will automatically deduct funds from this account as cafeteria purchases are made. Deposits made can be accepted at the cashier station(s) during lunch.

The P.O.S. Program allows the purchase of one lunch per day at the cost set up for full price, reduced price, or free qualifying status meals. If a student purchases only milk or other ala carte items, he/she will be charged at the per item price, regardless of eligibility. Payments into the account may be split between siblings within the same school. Again, payments can be made by cash or check.

To purchase meals at the middle school, students will enter their assigned PIN number into a keypad located at each cashier station and the cost of the meal or item(s) will be automatically deducted from their prepaid debit account. This system protects the anonymity and confidentiality of students who qualify for free or reduced price meals, and it alerts the cashier(s) to students with special diets, food allergies, or diet restrictions.

Since this is a debit system that requires sufficient funds in a prepaid account, students will not be allowed to charge the cost of meals. If the funds in the P.O.S. account are depleted, the student will be required to either pay cash for their meal or deposit more money into their account. Depositing funds on a monthly basis will keep lost and/or stolen money at a minimum. Students will be advised by the cashier(s) to inform parents of low balances whenever necessary. Notices will also be sent home when the account is delinquent.

Commonly asked questions are:

#### ***What Is Point Of Sale?***

A Point of Sale (P.O.S.) System is similar to a debit card system. The software allows us to provide a debit card account for student and staff meals and allows parents and staff the convenience of prepaying for lunch and ala carte items with cash or check for up to six months. The computerized system also offers accurate reimbursable meal reporting for districts participating in the free or reduced lunch program and eliminates the overt identification of students who are eligible for free or reduced price meal benefits. It is also used to eliminate the need for cash on a daily basis, thereby expediting meal service.

#### ***How Does It Work?***

A prepaid debit account is set up for each student and staff member and money is placed into the account. The student or staff member selects the meal or ala carte food items they wish to purchase,

proceeds to the cashier where he/she selects the lunch or ala carte food and will give the PIN number to the cashier. This will bring up the student's picture, account information, and any other pertinent information. The P.O.S. System automatically deducts the cost of the items from the account balance.

*What Are The Benefits Of This System To Students, Parents And Staff?*

You can pay by check (weekly, monthly, quarterly, or twice a year). Setting up prepaid debit accounts will relieve many of the cash transactions in the serving line resulting in increased security and faster lines giving students more time to eat, converse, and enjoy their lunch period. Students who receive free or reduced price meals cannot be distinguished from one another. The system will discretely alert the cashier of any food allergies, restrictions, or special diets the student may have. In these cases, prior documentation is required from the student's physician and must be on file in the school nurse's office. Also, a balance transfer function will flow funds from one sibling's account to another to ensure that the student will eat in the event of a zero balance.

*Is There A Limit To The Amount Of Money I Can Deposit To The Account?*

No. You may put as much money in your account as you would like. Any remaining balance at the end of the school year will be transferred to the next school year. Cash cannot be removed from the account. Only food items may be purchased.

*What If The Student Or Staff Member Forgot His/Her PIN #?*

To protect the account, all purchases require a PIN number. We do understand that the PIN can be forgotten. In such a case, the cashier will ask for the student or staff member's name to utilize the account.

*What Is The Procedure For Sending In Lunch Money?*

Checks will be accepted at the cashier station(s) during lunch. Daily cash payments will continue to be accepted.

*How Will I Know When To Replenish My Account?*

The P.O.S. System has set low balance limits that alert the cashier when a student account gets down to a critical level. When the cashier sees this alert, they will verbally notify the student that the account will need to be replenished. A notice will be sent home when the account is delinquent and sandwich and milk will be given to the student until payment is received.

*How Do I Know That The Student Is The Only One Using The Account?*

The student enters his/her PIN on the keypad at the cashier station. This will bring up the student's picture and account information on the screen. The computer records what is purchased and will prompt the cashier if the PIN number was entered more than once.

*What If I Choose Not To Participate In The Point Of Sale?*

Even those students paying cash on a daily basis will need to enter a PIN number for accounting purposes. If you opt to pay cash on a daily basis the system will still operate.

If you have any further questions or concerns about our P.O.S. System, please contact Hilda Lawrence, Director of Food Service, at 546-0300 Ext. 3112, or by email at [hlawrence@litchfieldsd.org](mailto:hlawrence@litchfieldsd.org).

### *Cafeteria Regulations*

1. All food must be eaten in the cafeteria. Food is not to be taken from the cafeteria without written permission.
2. When you are waiting to purchase food, stand in a single line. Do not cut in front of others already in line.
3. Keep your lunch area clean. If you make a mess, you will be required to clean it up.
4. You must remain in the cafeteria until you are dismissed. If you need to leave the cafeteria for any reason, you must get permission from the person in charge.
5. Inappropriate conduct in the cafeteria may result in a demerit, an office detention or loss of cafeteria privilege.

### **GUIDANCE SERVICES**

School guidance counselors work with students, parents, teachers, administrators, and community members on an as-needed, confidential basis. The Guidance Department respects the confidentiality of students and families following the 'best practice' guidelines of the American School Counselors Association. (<http://www.schoolcounselor.org>)

The goal of the school counselors is to promote a positive school environment and assist students in reaching their full personal educational potential. This is accomplished through individual and group counseling, classroom guidance activities, and by being an integral part of the school community.

Guidance counselors work to provide a safe and secure environment for students to talk about issues of concern. Students may report to the guidance area at any time during the school day with the permission of the classroom teacher. As well, counselors try to be out and about interacting with students in the halls, classrooms, and cafeteria, in an attempt to become familiar faces and be easily accessible.

All school employees are required to report suspected child abuse or neglect to state authorities. Parents will be promptly notified when any child poses a threat to him/herself, others, or property.

### ***Being Prepared for Class***

Being well prepared is a very important factor in a student's ability to meet with success in every classroom situation. As part of our PBIS (Positive Behavior Intervention Strategies) Program, guidance counselors will assist students who exhibit difficulty being prepared for class. The following is a list of the steps that will be taken in order to provide support to students in this area:

1. Students are given a list of materials that they are required to have in each of their classes by the classroom teacher. Students post these lists in their lockers for easy reference.

2. If a student arrives for class without these needed items, he/she will receive a "Reminder" slip from this/her teacher.
3. A copy of the "Reminder" slip will be given to the front office, and the appropriate guidance counselor.
4. If a student accumulates five (5) "Reminder" slips in any given quarter of the school year, his/her guidance counselor will intervene on his/her behalf. The counselor will meet with the student's teachers(s) to determine an appropriate course of action, which may include:
  - Meeting with the guidance counselor for assistance in developing better organizational skills.
  - A phone call home to alert parents that there is an issue, and to illicit their help with efforts the school is making.
  - Meeting after school with the guidance counselor for more extensive assistance with organizational skills.

### **STANDARDIZED TESTING PROGRAM**

- All students will take the New England Comprehensive Assessment Program (NECAP) test in October. Results will be mailed home to student.
- All students will be taking the NWEA (North West Evaluation Association) test. These tests are a computerized adaptive assessment program that is used to measure the academic progress (MAP) of the students. The test will be administered twice in the 2007-2008 school year. There will be testing in the fall, winter and spring.

### **FIELD TRIPS**

During the school year, there are some daily field trips as well as our annual trips. These trips are meant to enhance our academic programs, and it should be considered a privilege to attend. When evaluating whether a student should go on a trip, the staff will look at various factors including behavior at school, as well as other social considerations.

### **EMERGENCY DRILLS**

Law requires periodic fire drills. You must be familiar with the procedures and exits for each classroom and area of the building. You are expected to consider fire drills as serious and important practices designed to save lives.

In leaving a classroom, you are expected to be quiet, follow the teacher's directions and walk in a single-file line to the designated area. Fire drill procedures will be posted near the door in each classroom.

### ***Building Evacuation***

Upon sounding of the fire alarm or intercom announcement of an evacuation, students will exit the building through designated fire exits in a quiet and orderly line.

1. Students will report to grade-level meeting areas in homerooms. All students will report to the grassy area north of the portable classrooms.
2. Teachers will take attendance. Students are to remain orderly and quiet.
3. When signaled, teachers and students will re-enter the building in an orderly manner.

### ***Lockdown***

This emergency mode is used when it is necessary to secure students in a closed location.

1. All students should remain in the classroom.
2. Students out of the classroom should report to the closest classroom.
3. Doors will be shut and lights will be turned off.
4. If Drop and Cover is also announced, students should get down on the floor away from windows. Everyone must be quiet.
5. Wait for further instructions.

### **LIBRARY**

The Litchfield Middle School is a shared resource available to all students and staff. The atmosphere encourages study, research and reading for enjoyment. In order to achieve this atmosphere, students are expected to follow standards set by the school and the library staff. Please note these standards apply whether you are assigned there with a class or using the resource independently.

Before students can use the middle school library, they must have a borrower's contract on file at the school. This contract is given to all students on their first day and needs to be signed by the student and a parent or guardian. The contract states an agreement to be responsible for materials borrowed and to return them on time and/or pay any late fines that may accrue. Lost materials will be billed at replacement cost.

THE FOLLOWING IS A LIST OF SOME OF THE BORROWING INFORMATION:

1. Borrowing limit is set at two items.
2. Books are loaned for two weeks. Books may be returned earlier, or renewed for another two-week period.
3. Magazines are loaned for one week.
4. Reference books cannot be borrowed. The exception is the circulating set of encyclopedias, which can be borrowed overnight.

5. Overdue lists are sent to homerooms regularly. Notices are also sent home with the students as necessary. At the end of the marking period, report cards will be held in the office for students who have overdue materials.
6. Lost or damaged materials are billed at the current replacement cost. Cover prices are charged whenever they can be verified. If it cannot be verified, the following standard charges will apply:

MAGAZINES	\$ 3.00
PAPERBACKS	\$ 4.00
HARDBOUND BOOKS	\$17.00
ENCYCLOPEDIAS	\$35.00

7. Borrowing privileges can be restricted based on failure to be responsible for materials.
8. These guidelines are subject to change.

Remember the middle school library is your library. Respect the space and the materials that you find there. The staff welcomes your questions and requests. We look forward to sharing this resource with you.

### **PHYSICAL EDUCATION**

All students are expected to participate in the physical education program just as in any other class. Physical education is considered an important part of growth and development. Only a written order from a doctor will excuse you from physical education classes.

### **SCHOOL ACTIVITIES**

During the year, many activities are held at the school, which are believed to add a positive enrichment to the total school program. You will be expected to dress and act appropriately at all school-sponsored activities. In order to participate in any school-sponsored activity, you must be in attendance for at least one-half of the school day on the day of the activity unless the principal grants permission otherwise. Students who do not behave appropriately at school will not be allowed to participate in these school activities.

#### *Dances*

When you attend a dance or a party, you expect to have a good time. The following guidelines will help to assure that everyone does have a good time.

1. Only Litchfield Middle School students in Grades 6-8 may attend school dances. (Guests will be allowed at the eighth grade graduation dance.)
2. Tickets for dances are sold in school prior to the dance and you must sign a log when you purchase your ticket. Only the person purchasing it may use a ticket.
3. Dances begin at 7:00 p.m., and end at 9:30 p.m.

4. You may not leave a dance before it is over unless you have a written note from a parent or guardian. In this case, you must be picked up in the lobby.
5. If you leave a dance before it is over, you will not be allowed to come back into the dance. Your parents will be notified to come and pick you up.
6. Inappropriate behavior may result in a call to your parents to come and pick you up at any time during the dance.
7. Inappropriate behavior during the school day may result in students not being allowed to attend dances.

#### *Other Activities*

- Drama
- Student Council
- Yearbook

Special events and activities will be provided for fifth graders. These are currently being planned; students and parents will be notified in the near future.

#### STUDENT VISITORS

In general, student visitors cause a significant distraction from the daily school program. For this reason, you are not allowed to bring guests to school on regular school days.

#### SUBSTITUTE TEACHERS

At all times you are expected to show respect and cooperation to substitute teachers. Substitutes are considered guests in our building and should always be treated as such. Being sent out of class by a substitute will result in an office referral. If you are reported to the classroom teacher as having been a behavior problem, you will receive a detention by that teacher.

#### TRANSPORTATION

##### *School Bus*

1. You should stand away from the road while you are waiting to be picked up by your school bus.
2. Expectations for bus behavior are the same as in school behavior and will be handled in the same manner.
3. You must board the bus in an orderly fashion, go directly to a seat and remain seated until you reach your destination. You should also leave the bus in an orderly manner. In some instances, the bus driver may assign you a seat.
4. You should never litter or damage any part of the bus.
5. Always keep your hands, arms and head inside the bus.

6. Eating, shouting, profanity and roughhousing are not allowed on school buses.
7. If you misbehave on the bus, the driver will fill out a slip, which is then given to the principal and parents will be notified. In most instances, the accumulation of two slips will result in the parents being notified and an office detention. A third slip will result in a suspension of bus riding privileges.
8. The use of auditory and visual equipment may be used on the bus to monitor student behavior.

### *Bicycles*

1. \You may ride your bicycle to school from the first day of school until Thanksgiving break. You may also ride your bicycle from the Monday after spring vacation until the end of the school year. The principal may adjust these dates depending on weather conditions.
2. Motorbikes, dirt bikes, and ATVs are not allowed at any time.
3. All bicycles are to be parked in the bike racks and you should have a lock to secure it. The school is not responsible for your bicycle or equipment.
4. You must have a signed, written permission note by a parent on file in the office.
5. Bicycles are not allowed in the parking area on the school days between 7:15 a.m., and 4:00 p.m.
6. If you do not handle your bicycle in a safe and responsible manner, you will not be allowed to ride it to school.
7. All bicyclists are expected to wear a protective helmet.

### *Walking To School*

Use sidewalks whenever possible when you walk to school. If you must walk in the road, be sure to stay over to the side, facing traffic. Do not walk through the school parking lot.

**Audio & Video Surveillance on District Transportation**  
**Litchfield School District Policy**  
**Policy Code: ECAF**  
**[Policy Section E- Pages 19-20](#)**

## **STUDENT AND PARENTS HAVE RIGHT TO SEE EDUCATIONAL RECORDS**

Recent state and federal legislation has guaranteed parents access to student educational record information and control over the release of this information of others. Since federal statutes require that the educational institutions shall annually inform the parents and eligible students of the rights accorded to them, this announcement serves as this year's notice to parents and students.

The revised FAMILY RIGHTS AND PRIVACY ACT became a federal law in November 1974. The intent of the law is to protect the accuracy and privacy of educational records. Without your prior consent, only you and authorized individuals who have a legitimate educational interest will have access to your child's educational records.

If there is agreement, the necessary steps to amend or correct the information contained in the record will be taken. If the agreement is not reached, a hearing will be scheduled by the building principal. The hearing will provide you the opportunity to present your views and reasons for the challenge. You may bring with you, at your expense, any individual who may be of assistance. Following the hearing, should we fail to reach an agreement, you have the right to appeal the decision to the superintendent and, subsequently to the school board. In the event that your appeal fails at any level of the hearing procedure, you have the right to have entered into the record the statement of the issue as you see it.

The rights pertaining to access and challenge described herein are transferred to your child on the attainment of his or her 18<sup>th</sup> birthday or admission to an institution of post secondary education.

Directory information which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation of officially recognized activities and sports, weight, height and sex, membership on an athletic team, degrees and awards received, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. All such requests shall lapse on the first day of October, immediately following the request, except that requests received in September shall remain effective until the first day of October on the following calendar year. This information will be released only in accordance with the guidelines established by the Litchfield Public Schools.

You have the right to file a complaint with the Family Rights and Privacy Act Office, Department of HEW, Washington, D.C. 20201, if you think the school district is not in compliance with the law. You may obtain a copy of the official Litchfield School District Policy relative to this act at the Office of the Superintendent of Schools.

If you have any further questions, please contact the Office of the Superintendent of Schools.

**LITCHFIELD SCHOOL DISTRICT**  
**Notification of Rights under FERPA for Elementary & Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.**

Parents or eligible students should submit to the School principal, or designee, a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify that parent or eligible student of the time and place where the records may be inspected.

- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask the School to amend a record should write the School principals, or designees, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as, but not limited to an attorney, auditor, medical consultant, evaluator, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of other school districts, post secondary institutions, and agencies or institutions in which a student intends to enroll.

Directory information which includes name, address, parents' names and address, date and place of birth, dates of attendance, major field of study, class schedule, participation of officially recognized activities and sports, weight, height and sex, membership on an athletic team, degrees and awards received, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. This information will be released only in accordance with the guidelines established by the Litchfield School District Student Records Policy and Procedures (JRA, JRA-R).

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

**LITCHFIELD SCHOOL DISTRICT  
SAFE SCHOOL ZONE AND RSA 193:13 NOTIFICATION  
FOR STUDENT/PARENT HANDBOOKS**

It is the policy of the Litchfield School Board that the provisions of RSA 193-D, the Safe School Zones Act, be carried out in all respects. All school buildings, school property, school buses, and school-sponsored activities should be safe environments for pupils and staff, free of danger posed by the presence of weapons or conduct which threatens harm or causes injury. Discipline and due process for violations of the Safe School Zone Act shall be in accordance with the requirements of RSA 193:13, Ed. 317 and Ed. 1109.

Under those provisions, pupils may be suspended and/or expelled from school for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for “an act of theft, destruction, or violence” as defined in RSA 193-D:1; for possession of a pellet or BB gun, rifle, or paint ball gun; or unlawful possession or sale of a firearm or other dangerous weapon under RSA 159, 18 U.S.C. § 930.

An “act of theft, destruction or violence” includes: homicide under RSA 630; any first or second- degree assault under RSA 631; any simple assault under RSA 631:2-a; any felonious or aggravated felonious sexual assault under RSA 632-A; criminal mischief under RSA 634:2; unlawful possession or sale of a firearm or other dangerous weapon under RSA 159, 18 U.S.C.§ 921, or 18 U.S.C. § 930; arson under RSA 634:1 burglary under RSA 635; robbery under RSA 636; theft under RSA 637; or illegal sale or possession of a controlled drug under RSA 318-B.

In addition to the above references, the Litchfield School District’s definition of banned items includes **all** firearms, knives, dangerous weapons, and **all** items that are not normally considered weapons, but are used in a threatening manner. If a student mistakenly brings a banned item to school, s/he must immediately surrender the item to a school administrator. No disciplinary action will occur n this instance. However, if a banned item is not voluntarily surrendered to an administrator prior to its discovery, disciplinary consequences will be administered at the Principal’s, or designee’s discretion.

Any pupil expelled from school shall not attend school unless restored by the Litchfield School Board. Any parent or guardian has the right to appeal any expulsion by the Litchfield School Board to the State Board of Education. The expulsion shall be valid in all school districts in the State of New Hampshire. Any expulsion shall be subject to review if requested by the parent or guardian prior to the start of each school year.

No pupil shall carry a firearm or other weapon on school premises, school buses, or at school- sponsored activities without prior written authorization from the Superintendent or his/her designee. Any pupil who brings or possesses a firearm as defined in Section 921 of Title 18 of the United States Code in a safe school zone as defined by RSA 193-D:1 (an area inclusive of school property, school- sponsored activities, or school buses) without written authorization from the Superintendent or his/her designee shall be expelled from school by the Litchfield School Board for a period of not less than 12 months and shall not be eligible to enroll in another school district in New Hampshire for the period of such expulsion.

Expulsions may be modified by the Superintendent on a case-by-case basis.

The Principal is required by the Safe School Zones Act to report acts of theft, destruction, or violence to the Litchfield Police Department.

Any pupil facing suspension or expulsion shall be given a copy of RSA 193:13 and Ed. 317, and RSA 193-D, if applicable. Please contact the Principal’s office for complete copies of the Safe School Zones Policy, RSA 193-D, RSA 193:13, Ed. 317 or Ed. 1109.

*Approved by the Litchfield School Board on January 23, 2008*

**Sexual Harassment Policy  
Procedure Guidelines  
Litchfield School District Policy  
Policy Code: GBAA/JBAA (Replaces AC-R)  
[Policy Section J- Pages 1-7](#)**

**Pupil Safety and Violence Prevention Policy**  
**Litchfield School District Policy**  
**Policy Code: JICK**  
**[Policy Section J- Pages 60-63](#)**

**Prevention of Drug and Alcohol Use by Students**  
**Litchfield School District Policy**  
**Policy Code: JICH**  
**[Policy Section J- Pages 57-59](#)**

**Hazing**  
**Litchfield School District Policy**  
**Policy Code: JIFCA**  
**[Policy Section J- Pages 55-56](#)**

**Administrative Procedure to Accompany  
Student Conduct, Discipline, Due Process, and Pupil Safety &  
Violence Prevention Policies  
Litchfield School District Policy  
Policy Code: JICD-R  
[Policy Section J- Page 48](#)**

**Non-Discrimination**  
**Litchfield School District Policy**  
**Policy Code: AC**  
**[Policy Section A- Page 8](#)**

