

LITCHFIELD MIDDLE SCHOOL

STUDENT HANDBOOK 2017-2018

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PRINCIPAL

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



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Litchfield Middle School
19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 · Fax 424-1296

Martha Thayer
Assistant Principal

Fall 2017

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.

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. 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

Please sign and return this page to your homeroom teacher indicating that you have read and understand the information contained in this handbook.

Parent/Guardian Signature

Student Signature

Litchfield Middle School
19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 · Fax 424-1296

Martha Thayer
Assistant Principal

Fall 2017

Dear Parents and Students:

It is back to school, and back to doing our BEST at LMS. For those returning, you will remember that BEST stands for **B**elieve in yourself, **E**xtend a helping hand, **S**how respect, and **T**ake responsibility. These positive social behaviors are an outgrowth of specific training done in conjunction with many other schools in New Hampshire using Positive Behavioral Intervention Supports (PBIS), a system designed to improve the social climate of schools. This school-wide initiative was introduced to the faculty and student body at LMS in September of 2004, and has become an integral component of the educational process at our school. Now in its sixth year, work will continue, capitalizing on what has been learned, and moving forward.

A teaching matrix that identifies the specific behavioral expectations for our students is listed on Page C of this agenda. It is presented to the students at the beginning of the year. This matrix has three components. There is the motto “Do your BEST,” an expression that goes along with each letter of the word BEST, and three words that exemplify each phrase. Teachers, administrators, specialists and special educators are assigned PBIS groups that meet several times throughout the year to rollout the behaviors that are expected. These behaviors can be found in the agenda.

Students are expected to be prepared for class each day, therefore, it is the first rollout taught to the students. We use a “reminder” system that will give the students extra support as opposed to punishing them for forgetting class materials. Other rollouts include appropriate behaviors for substitute teachers, in the hallway, in the classroom, in the cafeteria, during assemblies, and on the bus.

In an effort to encourage BEST behavior as a way of life, we pay students with BEST bucks. During each two-week rollout period, students who exhibit the expected behavior are rewarded with BEST bucks. BEST bucks are cashed in at the PBIS store two afternoons a week as the students exit the building.

For students who do not “buy” into our system of rewards, there are consequences. Parents receive calls, and some students stay for before school, after school, or lunch detentions. Other students may spend the day in an in-house suspension area with a teacher. Think packets are completed that encourage students to reflect upon their misbehaviors and develop strategies to help them improve.

PBIS has been a positive addition to our school climate. Students have responded very well to guidelines that are presented in a clear consistent manner. This program has reinforced the sense of community in our school. It is hoped that the continuous tweaking of the program will only make our great school even better!

Sincerely,

Litchfield Middle School Faculty

**Litchfield Middle School
Faculty and Staff Positions
2017-2018**

Principal

Thomas Lecklider

Assistant Principal

Martha Thayer

Administrative Assistants

Andrea Hamilton

Leslie Pearce

Receptionist

Melanie Neily

Guidance

Mary Cummings

Lynne Ellis

Nurse

Kellie Chambers

Grade 5 - Wildcats

Jordan Lemay

Holly Love

Heather Stein

Teresa Tarr

Beth Zingales

Grade 6 - Owls

Heather Dwyer

Lisa Durant

Debra Langton

Mary Ellen Medeiros

Kathy Sidilau

Grade 7 – Black Bears

Shea Bishop

Jody Corbett

Sarah Damon

Audra McCollem

Kim Nolan

Grade 8 – Red Wolves

Renee Caron

Steve Frasier

Jessica Guerrette

Jessica Lachance

Cathy McPhee

Specialists

Robin Corbeil, Computer Literacy

Kathy Garabedian, Art

Dave Gilmore, Physical Education

Anna Hebling, Spanish

Lisa Lasocki, Family & Consumer Science

Carolyn Leite, Music

Carole LePauloue, Tech Education

Christine Rooney, Health

Amy Provencal, Librarian

Reading Specialists

Katie Seaver

Kathy Tobey

Support Services

Jill DesLauriers, Speech

Jeanne Henriquez

Stephanie Hoelzel

Caitlin Kramer

Heather Morrissette (S3 Program)

Elin Pelland, Social Worker

Jonathan Verity

Paraprofessionals

Ria Cayer

Berit Keane

Lucille Champagne

Nicole Mathieu

Christine Dyac

Jennifer McDowell

Connie Fiasconaro

Mary Ann Mills

Sheryl Hartling

Sue Seiberg

Lorraine Jordan

Cathy Snyder

Maintenance Staff

Dave Ross, Facility Manager

Steve Bernard

Michael Cote

Ron Ouellette

Joseph Ruscillo

Lunch Program

Hilda Lawrence, Food Service Director

Janice Barrett

Darlene Gymziak

Deborah Hayes

Lunch Monitors

Lise Boucher

Deborah Roketenetz

2017-2018 LITCHFIELD SCHOOL DISTRICT CALENDAR
APPROVED 3/30/17

AUGUST 2017				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

9 New Teacher Orientation

22-24 Teacher Workshop

28 1st Day of School

4 days

FEBRUARY 2018				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

7 ALL SCHOOLS 2 HOUR DELAYED OPENING

26- Mar 2 Winter Recess - NS

17 days

SEPTEMBER 2017				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 Friday before Labor Day-NS

4 Labor Day

27 ALL SCHOOLS 2 HOUR DELAYED OPENING

19 days

MARCH 2018				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 Winter Recess cont. - NS

13 Teacher Workshop – NS

19 days

OCTOBER 2017				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 Columbus Day - NS (observed)

26 ALL SCHOOLS 2 HOUR DELAYED OPENING

21 days

APRIL 2018				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

12 ALL SCHOOLS 2 HOUR DELAYED OPENING

23-27 Spring Recess - NS

16 days

NOVEMBER 2017				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

10 Veterans Day – NS

20 Parent/Teacher Conferences All Day and Evening - NS

21 Teacher Workshop - NS

22-24 Thanksgiving Recess

16 days

MAY 2018				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

17 Senior Project Evaluation – Early Release for CHS Grades 9, 10, & 11 –12:30pm

28 Memorial Day - NS (observed)

22 days

DECEMBER 2017				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

25-Jan 1 Holiday Recess - NS

16 days

JUNE 2018				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Graduation – To Be Determined

19 Last day of school with 4 snow days

9 days


JANUARY 2018				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		


1 Holiday Recess cont. - NS


15 Martin Luther King, Jr./ Civil Rights Day - NS

21 days

NOTES:

 Shaded Days and NS = No School

 2 HOUR DELAY ALL SCHOOLS September 27, October 26, February 7 & April 12

 Early Release CHS Grades 9, 10 & 11 Only – May 17 12:35 pm

Snow days will be made up at end of school year (June)

SEPT thru JAN - 97 DAYS FEB thru JUNE - 83 DAYS
180 Total Student School Days – 190 School, Snow & TW Days

Please Mark Your Calendar: Voting Day March 13, 2018

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, which: maximizes the intellectual rigor of all students in all areas, increases student interest in academic work, and optimizes the use of critical thinking challenges that solve authentic problems.
- II. Ensure the development of confident, responsible and productive members in our community and global society with post-graduate aspirations.
- III. Implement and assess the effectiveness of the Supervision and Evaluation model regarding student achievement, improved instructional strategies, and professional development.
- IV. Review, update and support the Capital Assets of the District.
- V. Support, encourage and facilitate two-way communication within the district among staff, parents and the community regarding shared involvement in a quality education.

PHILOSOPHY

The Litchfield Middle School program is designed to carefully guide adolescents through their transition from elementary school to high school. As a middle school, we recognize the rapid and profound changes in the early adolescent student.

The emphasis of our middle school program is to provide each student with opportunities for maximum academic growth. It is vital to maintain active and cooperative communication among teachers, administrators, support staff, school board members and parents. This comprehensive program is designed to meet the intellectual, physical, social and emotional needs of every child in this unique age group and to support them in becoming caring and responsible adults who will make positive contributions to society.

CLIMATE

Vision

- Develop a culture in which respect and responsibility are cornerstones to all interactions between staff, students, parents and community.
- Center teacher responsibilities around student learning.
- Provide consistent support of our core values.
- Establish effective school leadership which fosters mutual respect and trust.
- Create a learning environment where people feel safe and supported, where respect is evident; a facility that is conducive to learning.
- Foster high levels of collaboration and communication within our learning community.
- Promote school pride involving students and staff alike.

Values

We are committed to:

- positive and responsible communication between all levels of staff, students and community
- proactive positive communication and collaboration within and across grade levels and disciplines
- a common set of behavioral expectations between students and faculty
- making students feel connected to staff
- maximizing instructional time to facilitate optimal student learning
- providing opportunities for all teachers and students to fill leadership roles within our building

INSTRUCTION

Vision

- Provide a clear and shared focus on student learning.
- Develop teams that will focus on the data provided by common student assessments, NWEA results, and NECAP scores, to develop intervention strategies for students who need support and for those that require enrichment.
- Teach grade-level curriculum incorporating GLE's into daily instruction.
- Implement high quality teaching practices that promote collaboration and student achievement
- Provide staffing to ensure the delivery of specific support and enrichment interventions
- Utilize current technology to enhance instruction
- Support and encourage educational experimentation and risk taking for both teachers and students to enhance and maximize learning opportunities.
- Provide focused professional development that is reflective of Litchfield Middle School, district, and state goals.
- Establish trees of intervention for the academic needs of students.

Values

We are committed to:

- supporting each student's path to success
- consistent, focused collaboration among staff to enhance student learning
- using assessment data to inform and guide instruction
- providing educational opportunities for students to take risks and work collaboratively
- supporting the academic needs of students at all levels using trees of intervention
- incorporating technology into instruction
- improving educational practices through quality professional development

COMMUNITY

Vision

Encourage community and family involvement to improve students' academic and personal growth

Showcase student excellence

Support home/school partnerships through consistent and effective communication

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:

- > He/She is undergoing rapid and profound physical changes.
- > He/She undergoes almost daily changes – one day he is interested in childish affairs – the next day he may display adult attributes.
- > He/She is most interested in his peers and wants to be accepted by the group.
- > He/She is more concerned than previously about these relationships with other people.
- > He/She is attempting to understand his own and adult values; he searches for self-meaning; he is attempting to learn to accept himself.
- > He/She wants to participate in meaningful activities.
- > He/She has many ideas and tries to express both ideas and feelings.
- > He/She is trying to achieve independence and yet strives for security; he needs to develop more "self-direction.
- > He/She is very active – sometimes "fidgety".
- > He/She is very idealistic.
- > He/She needs to find success, recognition, and acceptance.
- > He/She wants knowledge and skills; he/she is inquisitive.
- > He/She enjoys reading; he/she uses reading as a means of seeking reality and fantasy.
- > He/She wants to practice what he is learning.
- > He/She is able to better comprehend casual relationships.
- > He/She needs opportunities to be in situations where mistakes are admirable.
- > He/She needs a certain amount of routine; immediate goals are necessary.
- > 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 make choices not in line with our school discipline code 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 between 3:15 and 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, a parent or guardian must report to the main office to sign you out at the designated time. Should someone other than a parent or guardian dismiss you, please bring in a note granting permission.

School Cancellation

If the weather conditions are judged hazardous to your safety, school will be canceled for the day. A Blackboard message will be sent out via telephone to all parents. In addition, a no school announcement will be broadcast over the following television stations: WMUR (CH. 9), WCVB (CH. 5), WBZ (CH. 4), WFXT (25) and radio stations: WZID (FM 95.7), WGIR (AM 610).

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.

[\(Please refer to Litchfield School District Policy EBCE, School Closings\)](#)

Attendance

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 classes 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. When students are unable to attend school due to illness or other medical reasons that require him/her to see a medical professional, please provide the school with documentation to support the student's absences.

Absences/Tardies from school must be confirmed by a parent/guardian. To report your child's absence/tardy, please call 424-2133 and select option 2 for the absence line and leave a message. All excused absences whether for the entire day or portion, thereof, must be documented with the appropriate notes from parents/guardians or physicians or a telephone call to the attendance line.

Protocol for Truant Students

Truancy is defined by RSA 189:35-II(a) as "an unexcused absence from school or class". An unexcused absence is an absence which has not been excused by RSA 189:35-II(a). Ten half days of unexcused absence during a school year shall constitute habitual truancy. All cases will be dealt with individually and at the discretion of the administration.

1. Students who arrive to school after 7:37 a.m., will be considered tardy.
2. When the student reaches 10 half days of unexcused absences, parents 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 district's attendance policy and to develop a plan to assist the student in attending 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 look for ways to foster better family relationships and improve student attendance.
4. For students with excessive unexcused absences, the Litchfield Police Department (SRO) and/or Division of Child, Youth, and Family (DCYF) will be notified of the truancy and/or educational neglect.

Due Process Hearings

1. 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.
2. 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.
3. The hearing will be convened within five school days of the receipt of the written appeal.

(Please refer to Litchfield School District Policy JH, Student Attendance, Absence and Truancy)

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

PBIS

Matrix

Litchfield Middle School Behavior Matrix

	ASSEMBLIES	BUS	CAFETERIA
Believe In Yourself	<p>Keep an open mind</p> <p>Take a risk to volunteer</p>	<p>Set an example of good behavior</p> <p>Allow others to sit with you</p>	<p>Use good table manners</p> <p>Help create comfortable environment</p> <p>Choose healthy food</p> <p>Have confidence to allow anyone to sit with you</p>
Extend A Helping Hand	<p>Participate in a positive manner</p> <p>Make presenter feel welcomed</p>	<p>Keep seating area clean</p> <p>Move to inside of seat so others may sit</p>	<p>Invite someone new or alone to sit with you</p> <p>Keep area clean</p>
Show Respect	<p>Keep eyes on presenter</p> <p>Clap & participate when appropriate</p> <p>Ask questions that show interest & curiosity</p> <p>Follow teacher directions coming & going from assemblies</p>	<p>Be considerate of driver</p> <p>Respect personal space and other people's belongings</p> <p>Use appropriate language</p> <p>Solve problems respectfully—no arguing</p>	<p>Listen & respond politely to adult instruction</p> <p>Stay seated & raise hand to get up</p> <p>Wait your turn</p>
Take Responsibility	<p>Listen & follow directions</p> <p>Show appreciation</p>	<p>Be on time</p> <p>Follow bus rules & directions of the driver</p> <p>Expect consequences when poor choice are made</p>	<p>Pick up all trash in your seating area</p> <p>Accept consequences when poor choice is made</p> <p>Keep bathroom clean & graffiti free and use equipment properly</p> <p>Respect others privacy</p>

CLASSROOM	HALLWAYS	PREPARATION FOR CLASS
<p>Be proud of your achievements</p> <p>Value your education</p> <p>Task a risk, ask & answer questions</p> <p>Accept mistakes as opportunities to learn</p>	<p>Greet others with a smile</p> <p>Set an example of good behavior</p>	<p>You Can Do It!</p> <p>Have confidence</p>
<p>Encourage classmates who are having trouble</p> <p>Share materials</p> <p>Be willing to work with all students</p>	<p>Help others when materials are dropped</p> <p>Hold the door when someone is behind you</p>	<p>Offer reminders for others</p> <p>Lend writing utensils and other materials</p>
<p>Appreciate your classmates as individuals</p> <p>Be considerate of others right to learn</p> <p>Follow classroom rules</p> <p>Cooperate with all adults in charge</p>	<p>Stay to the right</p> <p>Walk</p> <p>Respect personal space</p> <p>Quiet voices! Students learning</p>	<p>Accept consequences</p> <p>Accept constructive criticism</p>
<p>Be prepared with classroom materials</p> <p>Keep up with your work consistently</p> <p>Stay organized</p> <p>Be on time</p> <p>Care for your classroom</p>	<p>Apologize if you bump into someone</p> <p>Get to your destination in a timely manner</p> <p>See that materials on walls are not mistreated</p> <p>Share hallway space while at lockers</p> <p>Keep hallways clean</p>	<p>Develop a plan to be organized</p> <p>Check schedule</p> <p>Use agenda regularly</p> <p>Keep locker organized</p>

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

DISCIPLINE CODE

What follows is an identification of common misbehaviors of middle school youngsters and the kind of disciplinary measures, which may 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 electronic devices after 7:37 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 2:45 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 should 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 listed below. These are examples and do not include every behavior in which a student may be issued a detention for.

Staff Member Detentions may be given for minor classroom disruptions such as (but not limited to):

- Inappropriate language (not directed at others)
- Light physical contact during inappropriate times
- Disrespect towards teacher or classmate
- Property misuse
- Defiance

Office Detentions may be given for (examples but not limited to):

- 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.

<i>1st Referral</i>	Discussion with the student and parent contact will be made.
<i>2nd Referral</i>	Discussion with the student, parent contact will be made, and an office detention will be given.
<i>3rd Referral</i>	Discussion with the student, parent contact will be made, an out-of-school suspension will be given and notification will be sent to the Chat 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
- Defiance/Disrespect/Insubordination

The following are examples (but not limited to) in which the above may not apply:

- Vandalism of school property or other's belongings
- Fighting or physical aggression
- Theft
- Inappropriate, abusive language or gestures directed at others

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 but not limited to fighting, violence towards another person, vandalism, 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 may complete their work for credit, however, it is up to the student to make arrangements with his/her teacher own his/her return to school.

[\(Please refer to Litchfield School District Policy JKD, Suspension and Expulsion of Students\)](#)

Search and Seizure (Summary)

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. Have the student present when his/her locker or possessions are searched.
2. 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.
3. Permit the student to explain the circumstances should the rules, regulations or law be violated.
4. Inform the parents of the action taken by the school and the reason for the same.

[\(Please refer to Litchfield School District Policy JIH/JIH-R, Student Searches and Procedures\)](#)

Bullying (Summary)

It is the policy of the School District that its students have an educational setting that is safe, secure, and free from student harassment, also known as bullying. The district will not tolerate unlawful harassment of any type. Conduct that constitutes bullying as defined herein is prohibited by this Policy, in accordance with RSA 193-F.

Bullying is hereby 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:

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

Bullying shall also 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 defined as any conduct defined as "bullying" that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

[\(Please refer to Litchfield School District Policy JICK, Pupil Safety & Violence Prevention; Policy JICDD, Cyber-bullying\)](#)

Sexual Harassment Policy and Procedure Guidelines (Summary)

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attentions, as well as the creation of an intimidating, hostile and/or offensive school environment. Any form of sexual harassment or violence is prohibited and should be reported immediately to an administrator. Complaints of sexual harassment should be reported to an administrator.

[\(Please refer to Litchfield School District Policy JBAA, Sexual Harassment\)](#)

Non-Discrimination (Summary)

The Litchfield School District does not discriminate on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in participation in admission or access to, or operation and administration of an educational program or activity in the School District.

[\(Please refer to Litchfield School District Policy AC, Non-Discrimination\)](#)

Safe School Zone (Summary)

State law (RSA 193-D) prohibits acts of theft, destruction or violence within a Safe School Zone. The Safe School Zone regulations apply to any school property, school buses and school-sponsored events.

Weapons, such as but not limited to firearms, explosives, containers containing chemicals, knives, martial arts weapons, or other objects used as weapons, are not permitted on school property, school buses, or at school sponsored activities.

Students are prohibited to have any firearms or any other weapons in their possession on school property, school buses or other school-sponsored events or activities.

[\(Please refer to Litchfield School District Policy JFCJ, Safe School Zone\)](#)

Drug-Free School Zone (Summary)

Litchfield School Board ***will not tolerate*** the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, illegal drugs, as well as drug-related paraphernalia, on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function at ***any*** location. It is the intent of the School Board to control the use of alcoholic beverages or drugs by students during school and at any district sponsored activity regardless of whether the use or consumption of the alcoholic beverage or drug occurred on or off school property.

Students in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion from school and/or school district sponsored activities or other discipline in accordance with the district's disciplinary policy.

This policy does not apply to students who are administered prescribed drugs at school in accordance with Ed. 311.02 and Board policy.

[\(Please refer to Litchfield School District Policy JICH, Prevention of Drug & Alcohol Use by Students\)](#)

Hazing (Summary)

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

[\(Please refer to Litchfield School District Policy JICFA, Hazing\)](#)

STUDENT INFORMATION

Personal Electronic Devices

Personal electronic devices should not be used during the school day. If a student is found using their personal device without staff approval, it will be taken away and brought to the office. A first offense will allow the student to pick up his/her personal device before leaving for the day. A student's second offense will result in the personal device being taken away and held in the office awaiting parent pickup.

Dress Code (Summary)

In order to ensure that the atmosphere in our schools is conducive to learning and fosters an environment of respect, the following regulations will apply during daily school attendance and at all regular school activities throughout the district. Building principals are authorized to issue and enforce specific regulations regarding student attire for each school. Teachers and staff will monitor and assist in referring students in non-compliance of the dress code to administrators. Students who violate the dress code shall be subject to appropriate disciplinary action.

1. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that advocate the use of or advertise alcoholic beverages, tobacco or other drugs are prohibited.
2. T-shirts and other clothing and jewelry imprinted with words, pictures or symbols that are lewd, vulgar, profane, indecent or offensive are prohibited.
3. T-shirts and other clothing and jewelry that interfere with the rights of others, cause disruption to the educational program, damage school property, or are considered a health or safety hazard are prohibited.
4. Tattoos with such symbols, pictures, or wording as described here must be concealed at all times.
5. Lingerie or pajama wear may not be worn as outer garments except for days/activities specifically designated for that purpose.
6. Hats, hoods, bandanas or sweatbands are not to be worn in school except for headgear worn for religious or medical reasons or required for a class or sporting event.
7. Undergarments must be concealed by appropriate outer clothing at all times.
8. Clothing that exposes the chest, cleavage, abdomen, midriff, genital area, or buttocks is prohibited.
9. Halters, tube tops, spaghetti straps, see-through fabrics, and backless tops are prohibited.
10. Shorts or skirts must be at least mid-thigh length.
11. Shoes or other appropriate foot coverings must be worn at all times.
12. Chains, spikes, and jewelry or belts with spikes are prohibited.

Additionally, parents should ensure that clothing is appropriate for weather conditions each season.

(Please refer to Litchfield School District Policy JICA, Student Dress Code)

Homework

Homework helps to develop and strengthen organizational skills and requires self-discipline. It is important for 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 you use this agenda to list the daily assignments and that you keep this faithfully. It is important homework is completed as it is assigned.

(Please refer to Litchfield School District Policy IKB, Homework Guidelines)

Infinite Campus provides a calendar with an updated to do list for upcoming assignments.

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 your belongings remain safe, there are some general rules 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 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, arrangements will be made with teacher and/or team to determine deadlines.

Skateboards

To ensure the safety and well-being of all students, scooters, 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 permission. School 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. If a student is not feeling well or needs to contact home, this should be done from the main office phones. Students should not be using their cell phones during school time.

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.

[\(Please refer to Litchfield School District Policy JQ, Student Fees, Fines & Charges\)](#)

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 18th 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.

[\(Please refer to Litchfield School District Policy JRA, Student Records\)](#)

Athletic Eligibility (Summary)

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, track, volleyball, 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 designated checkpoint during the playing season. If you have a failing grade at the checkpoint, you will be suspended from playing in games for two weeks and from practice for one week from the issued report. Grade checkpoints occur every other Friday. Grade checkpoints are as follows: Fridays at 7:30 a.m. The suspension will begin on the Monday, or, if no school, the next school day. If at the conclusion of the two-week period, the grade is still in the failing range, you will be removed from the team. Notice of tryout dates will be given two weeks in advance of the start of tryouts.
4. The principal will make all final decisions as to eligibility when special circumstances are involved.

Students who exhibit behavior problems during the school day may be declared ineligible by the principal.

[\(Please refer to Litchfield School District Policy JJ, Student Co-Curricular Activities\)](#)

Infinite Campus

All student grades are posted online via a program called Infinite Campus. Grades are updated bi-weekly. Information posted can only be accessed by a parent or guardian who has logged in with a user name and password.

For availability updates, please check the school website.

Notification of Asbestos Plan

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect, monitor and, when necessary, remove asbestos from school buildings. No asbestos was detected in the Litchfield Middle School or Campbell High School. The operation and maintenance plan is available for review in the school office during regular school hours. The Asbestos Program Manager is available at 578-3574 to answer any questions you may have about asbestos in school buildings.

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, prescription medications can only be administered* if written permission is obtained from a doctor and the parent. Over the counter medications may be administered with written consent from the parent. 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 and EpiPens.

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.

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. 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.

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 all three schools.

Personal Property

Students are responsible for all their personal property. All electronic devices 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.

Promotion

Students who earn passing grades (D or better) in their current grade level will be promoted. Students in grades 5, 6, and 8 who fail three or more of their five major subject areas (Math, Science, Social Studies, Reading, Language Arts) will be required to attend summer school at their expense. Likewise, students who fail two or more of their four major subject areas in Grade 7 (Math Science, Social Studies, 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.

Students must pay off any remaining balances with the school and District in order to be eligible for the promotion ceremony.

Report Cards

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

ACADEMIC SCHEDULE

End Of Quarters

First Quarter	Wednesday, November 1, 2017	(45 Days)
Second Quarter	Monday, January 22, 2018	(45 Days)
Third Quarter	Tuesday, April 3, 2018	(45 Days)
Fourth Quarter	Tuesday, June 19, 2018*	(45 Days)

* Tentative date

Report cards will be emailed home within five days after end of quarter date.

HONOR ROLL

The goal of our Honor Roll recognition program is to recognize those students in Grades 6-8 who display academic excellence 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. *Commendations* are for students who have a strong work ethic, good behavior, and exhibit school spirit.

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

High School Credit for Middle School Courses

It is the policy of the Litchfield School Board to award credit for high school level work in Algebra 1 and Spanish 1 completed during middle school years so that students can take more advanced and/or more diverse courses during the high school years. These credits may be substituted for required high school courses or used to satisfy graduation requirements.

Credit for high school level work completed during middle school years shall be awarded if the course demonstrates content requirements consistent with similar high school course(s) and the student achieves satisfactory standards of performance.

These credits may only be counted toward satisfying graduation requirements when a student completes a normal four-year course of study or a three-and-one-half year early completion of graduation requirements.

[\(Please refer to Litchfield School District Policy IKFB, High School Credit for Middle School Courses\)](#)

SCHOOL PROCEDURES

Cafeteria

School Lunch Program

The Nutrition and Food Service Department has implemented a new POS (Point of Sales) system called "Nutrikids". Every student in the district has been entered into this new computerized system. Students will be using their same lunch card (GMS) or pin number (LMS and CHS) to make purchases at the serving lines.

Meal payment deposits will be made the same way. Students may bring in cash or check to school to deposit into their meal accounts or parents may make deposits online using a credit or debit card. Our new online payment system is called "My School Bucks". Go to their website www.myschoolbucks.com to register for a new account. Then, create an account for each of your children by using their name and date of birth as the passcode.

Please be aware that only payments for school meals and no other school fees can be paid with this online system. Low balance statements will be sent home as needed. All lunch balances (negative or positive) at the end of the year will be carried over to the following year.

If your child has qualified for free or reduced meal prices, this information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to the students.

If you are concerned about a food allergy that your son/daughter has, please notify the cafeteria with this information. If indicated, a warning will appear on the cashiers' screen for a review of the items on the student's tray.

We are excited to bring Nutrikids and My School Bucks into the district as it has updated and improved features to make operations more efficient. If you have questions, please feel free to contact Hilda Lawrence, Director of Nutrition & Food Services at 603-546-0300 Ext. 3112 or hlawrence@litchfieldsd.org.

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.

Standardized Testing Program

- All students may 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 in Reading and Math.
- All students will take the Smarter Balanced Assessment in April/May. Results will be communicated to parents in late summer/early fall.
- All students may participate in AIMSweb assessments for Reading and Math. These are brief, nationally-normed tests of proficiency on grade level skills.
- Parents whose students are involved in testing can call the main office regarding access to test results.

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.

In addition to building evacuation drills, LMS will participate in other emergency planning drills. Please see the following pages for additional information. (*See Emergency Drill Preparation Document*)

Library

The Litchfield Middle School library is a shared resource available to all students and staff. The staff welcomes all students and staff who visit the library. The library 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. These standards apply whether you are assigned there with a class or using the library independently. Students who enter the library independently are expected to sign in at the front desk. All students and staff are expected to be respectful of others using the library.

Students entering the middle school complete a borrower's contract which is in effect throughout their years at Litchfield Middle School. This contract is given to all students on their first day of school and needs to be signed by the student and a parent or guardian. With this contract, the student agrees to be responsible for materials borrowed and to return them on time. The contract includes the following information:

- Borrowing limit is set at two items.
- Books are loaned for two weeks. Books may be returned earlier, or renewed for another two-week period.
- Magazines are loaned for one week and can be renewed for another week.
- Reference books cannot be borrowed.
- Overdue notices are distributed via the student's homeroom on a regular basis. At the end of the school year, a notice will be sent home which includes the replacement cost for all outstanding library materials. Library

borrowing privileges will be revoked until the item is returned or replaced. Students who have outstanding fees for lost library books may not be able to participate in end of the school year activities.

- 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
Laptops	Current Replacement Cost

- Damage to school laptops and/or desktops will be assessed and billed to the student based on the current replacement cost. Students are expected to treat school computers with the utmost care. Damage to laptops may require the complete replacement of the keyboard, other component and/or laptop.
- Borrowing privileges can be revoked based on failure to be responsible for materials.
- These guidelines are subject to change.
- Remember, the middle school library is your library. Respect and take care of the space and the materials you find there. The staff welcomes your questions and requests. We look forward to sharing the library resources with you.

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. 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.
2. Tickets for dances are sold in school prior to the dance. Only the person purchasing it may use a ticket. Tickets purchased at the door will be an additional charge.
3. Dances will be 2 hours in length.
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.
8. Dress code applies to all school dances.

Other Activities Include but are not limited to:

Art Club	Drama Club	Ski Club	Track & Field
Baseball	Green Raiders	Student Council	Volleyball
Chorus	Jazz Band	Softball	Yearbook Club
Crusaders Club	Math Club		

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.

Transportation (Summary)

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. Parents will be notified and appropriate consequences administered.
8. The use of auditory and visual equipment may be used on the bus to monitor student behavior.

(Please refer to Litchfield School District Policies: [EEA](#), [EEA-R](#), [Student Transportation Services](#); [ECAAF](#), [ECAAF-R](#), [Audio & Video Surveillance on District Transportation](#))

Bicycles

1. 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.
2. Bicycles are not allowed in the parking area on the school days between 6:30 a.m. and 4:00 p.m.
3. If you do not handle your bicycle in a safe and responsible manner, you will not be allowed to ride it to school.
4. All bicyclists are expected to wear a protective helmet.

Walking To School

Students must have written permission from a parent/guardian when walking from 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.

Morning Student Drop Off

Parents should follow drop off procedures. All students should exit cars at the gym side of the building. There should be no students dropped off prior to 7:30 a.m. Parents should not drop students off in the parking lot or in the bus drop off area in front of the school, as it creates a safety hazard.